

MINUTES  
HEALTH AND HUMAN SERVICES BOARD  
JANUARY 9, 1996

Present

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

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Bean, Business Manager; Daryl Kurtenbach, Shared Services Coordinator; Susan Henry, Fiscal Supervisor; Allen Berrett, Health Officer; Julie Hladky, Community Health Supervisor.

I. INFORMATIONAL UPDATE

An informational update was presented by Daryl Kurtenbach and William McCulley.

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 December 12, 1995

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

B. Correspondence

Ms. Bablitch stated the new organizational chart was included in the Board packet. These charts show only the permanent positions. The percentages indicated by various positions show a percentage of a full time equivalent. Organizational charts including the LTE's and leased employees is forthcoming.

C. Director's Report

Ms. Bablitch reported the Learnfare Grant was renewed with funding through June. The state informed the Department that if federal monies are no longer available the state will try to continue to provide funds.

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On Friday, January 12 at 11:00 a.m. Representative Bill Murat will be here to give an update on W2. The meeting will be held in Rooms 1 and 2. The vote on W2 has been postponed.

Mr. Borham brought in a copy of the Sunday edition of the Milwaukee Journal containing articles on W2. Discussion occurred concerning W2 and the problems and changes it will bring for clients. Mr. Jakusz reported the W2 Design Team has created subcommittees to look at transportation, health, employment, and family needs issues.

Ms. Bablitch stated the Holiday Inn is now under new ownership. Verbal approval by representatives from Gencom in Texas was given for all recommendations made by the Department.

D. Citizen Concerns/Unlimited Topics

Ms. Hoppen commented a CWAN meeting was held this morning. Ms. Hoppen did not attend the meeting due to the weather. She reported sharing of ideas for fund raising was discussed.

III. PROGRAM ISSUES

A. Status Report on Implementation of Family Preservation and Support Services Plan

Ms. Bablitch reported there are three major recommendations which were funded for about \$20,000 each. One recommendation is the Department's early intervention project which continues to help more families retain family unity. The second recommendation is an information and referral system which would provide families with a comprehensive listing of services and where to find them. The subcommittee is looking at having this information available throughout the county via computers. Access for consumers has been suggested to be located at the Family Resource Center, the Public Library, etc. The third recommendation is for providing volunteers county-wide. Ms. Bablitch distributed information on Love, Inc. This program model provides a clearinghouse for referrals to volunteers through the church. It was used as an example of what the county could do. A request would come into the clearinghouse and they in turn would refer the individual to the

appropriate agency for services or, if a volunteer is needed, to a church to have a volunteer assist the individual in their area. Ms. Dodge stated when the random polling of County residents was done a great many people indicated their willingness to serve as volunteers. Discussion occurred regarding the use of this type of program.

Ms. Dodge reported the Family Preservation Planning Team has been dissolved since they are now in the implementation stage. They opted to retain the responsibility for implementation of the recommendations since they have leadership, knowledge, and strong representation throughout the county. They will be called the Guidance Committee. Ms. Dodge reported Linda Cates will be retained through March of 1996. After March her phase of the project will be completed. Ms. Dodge stated Portage County has been used as a model for other counties in the state.

Ms. Hoppen made a motion to accept any per diem requests by Ms. Dodge for meetings related to Guidance Committee meetings, State meetings, etc. The motion was seconded by Ms. Buck. Motion carried.

#### IV. FISCAL ISSUES

##### A. Action to Apply for AFDC Benefit Cap Demonstration Educational Grant

Ms. Bablitch stated a joint grant with Langlade, Adams, and Marathon County has been submitted to help educate AFDC participants about family planning. The grant has already been submitted due to time constraints. The amount of the grant request is \$18,196. A Hmong individual will be hired to work with the Hmong AFDC clients. The grant will supply educational services on family planning information. A motion was made by Mr. Jakusz to approve the request with a second by Mr. Peterson. Motion carried with Mr. Medin and Rev. Mallek voting nay to the request.

##### B. Action to Approve Vouchers

Ms. Bean stated there are two voucher lists. The 1995 accounts are for four weeks due to the short week between Christmas and New Year's. The Specialized Children's Funds is for the Family Resource Center. A motion was made by Mr. Zimdars and seconded by Ms. Dodge to approve the vouchers. Motion carried.

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The 1996 accounts have three unusual expenses. They are the Contracted Services for Administration, Long Term Care, and Restorative Care. The Long Term Care and Restorative Care account is for Community Industries and CADAC. This represents 1/12th of the amount contracted paid at the beginning of the month. The account for Administration is a prepayment to Gemini Leasing. A motion was made by Mr. Lewandowski and seconded by Ms. Hoppen to approve the vouchers. Motion carried.

V. PERSONNEL ISSUES

A. Action to Authorize Limited Term Employee in Health Division

Ms. Hladky stated these hours would be added to a current position held by Debi Shannon to work on the VIP Grant. The VIP grant deals with childhood immunizations. More time is needed to more efficiently handle the goals of the grant. A motion was made by Ms. Hoppen and seconded by Ms. Buck. Motion carried.

VI. ADJOURNMENT

A motion was made by Mr. Jakusz and seconded by Ms. Dodge to adjourn the meeting. The meeting was adjourned at 6:00 p.m.

Submitted by: Dawn Grasamkee, Recording Secretary

0599P

**MINUTES**  
**HEALTH AND HUMAN SERVICES BOARD AND ADVISORY COMMITTEE MEETING**  
**JANUARY 23, 1996**

Present

Paul Borham  
Jeanne Dodge  
Jacqueline Hoppen  
Walter Jakusz  
William Zimdars  
David Medin  
Rev. Matt Mallek  
William Peterson  
Alfred Lewandowski  
Ann Buck  
Keith Iris  
Phyllis Moore  
Mary Cayford  
Jim Bowles  
Thomas Johnson (late arrival)

Excused

Liz Williams

Absent

Bobbie Kolehouse  
Thomas Johnson  
Lisa Roth  
Terrie Ann Aschenbrenner  
Sharon Petersen  
Sue Wilcox  
Peggy Sullivan  
Xang Chang  
Russell Krupnow

Also Present: Judy Bablitch, Director; Sue Rutta, Administrative Services Manager; Lucy Bean, Business Manager; Daryl Kurtenbach, Shared Services Coordinator; Susan Henry, Fiscal Supervisor; Allen Berrett, Health Officer; William McCulley, Restorative Care Coordinator; Lauri Rockman, Financial Services Manager; Jim Riggerbach, GA/Jobs Supervisor; Jim Canales, Long Term Care Coordinator; Stacey Sternhagen, Intern.

The meeting was called to order by Chairperson Borham at 4:35 p.m. in Conference Rooms 1 and 2 of the Gilfry Center.

I. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of January 7, 1996

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

B. Approval of Advisory Committee Minutes of November 20, 1995

A Motion was made by Rev. Mallek, Seconded by Ms. Moore to approve the Minutes as submitted. All were in favor of the motion. Motion carried.

C. Correspondence

Ms. Bablitch stated there is a satellite video conference slated for January 24 in Conference Room A of the courthouse. It will address the political changes which may affect local control. In addition, this Saturday Representatives Murat and Shibilski will be at the library to talk about W-2.

Mrs. Bablitch also distributed information on the strategic plan and reorganization for the new Department of Health and Family Services.

D. Director's Report

Mrs. Bablitch welcomed and thanked the Advisory Committee for all their efforts during the 1995 year. She also reported Kevin Piffer has been appointed to lead the Department of Health. Ms. Bablitch indicated Bill Murat met with interested community members and shared concerns and updates on W-2 on Monday. The agency will continue to work with Murat and Shibilski to see how we will be able to ensure people do not fall through the cracks due to the welfare changes that are forthcoming.

E. Citizen Concerns/Unlimited Topics

Mrs. Hoppen presented a CWAN update. She indicated Wisconsin has one new AIDS case reported daily and 14 people have died within a year and a half from the AIDS virus. She also indicated the Wisconsin HIV Prevention Community Planning Council is seeking new members. Mrs. Hoppen shared the application with the Board members and encouraged anyone interested in participating to make application for the council.

Mr. Kurtenbach introduced Ms. Sternhagen, a new intern in the Shared Services Division. The Board welcomed her.

II. PROGRAM ISSUES

A. 1995 Advisory Committee Activities and Accomplishments

Rev. Mallek indicated the Advisory Committee currently has 15 members and 6 vacancies. Recruitment efforts are underway. So far, 13 people have requested an application. Rev. Mallek reviewed Advisory Committee

efforts on various councils, networks, and committees during the past years. Daryl Kurtenbach was thanked for his efforts as liaison to the Advisory Committee and Al Berrett was welcomed as the new staff liaison. Rev. Mallek stated that, with the resignation of Advisory Committee member Russ Krupnow, a permanent member to the permanency planning panel is needed. He outlined the roles and responsibility for being on the permanency planning committee. In the discussion, Mr. Bowles indicated he would be willing to temporarily fill an alternate role. Mr. Iris also indicated that, after some other school commitments, he might be willing to assume Mr. Bowles role in the future. Rev. Mallek then indicated he would be willing to assume the permanent position on the permanency planning team if Mr. Bowles accepted the alternate role. Mr. Bowles agreed. Mrs. Bablitch informed Mr. Bowles he will be receiving all of the permanency planning meeting information.

B. Enhancing the Contributions of the Advisory Committee

The Advisory Committee recently reviewed what its role should be. A subcommittee was formed to help to focus on various options. After study, the Advisory Committee has decided to recommit themselves to the bylaw purposes. Board members also suggested Article II, Section 5, be reviewed and revised by the Advisory Committee to reflect broader leeway for their activities. The recommendations should be brought back to the Board for action. The Board expressed their gratitude for the work currently done by the Advisory Committee and supported their efforts to become more effective and more efficient in their role as Advisory Committee members and advocates for the community and Department.

C. 1995 Fourth Quarter Program Statistics

Coordinators reviewed highlights of their programs. In the area of Long-Term Care, changes in the COP program were highlighted by Jim Canales. Al Berrett of the Health Division noted home health visits were up while the WIC caseload has been decreased. WIC staff hours have also been decreased as a result. The Restorative Care area was reviewed by Bill McCulley. He indicated the Mental Health Clinic is working with the Department on Aging to establish an outpatient mental health clinic at that facility. Daryl

Kurtenbach of the Shared Services Division highlighted child day care issues. He noted excess 1995 day care revenue will need to be expended this year and cannot be carried over. His action plan will be brought back before the Board for consideration. Volunteer coordination was reviewed by Sue Rutta. She noted volunteers contributed in excess of \$91,000 of services to the agency in 1995. An average of 3.2 full-time equivalents were used in the facility through 1995.

D. Action to Authorize Two Multi-Disciplinary Teams Under Chapter 48.981, Wisconsin Statutes

Mr. Kurtenbach requested Board authorization to approve two multi-disciplinary teams under Chapter 48.981, Wisconsin Statutes. The purpose of the Board approval was to legitimize both groups and allow the multi-disciplinary teams to exchange confidential information. Currently there is the Portage County Child Protection Services Multi-Disciplinary Group and a newly created Death Review Committee. A Motion was made by Dave Medin and Seconded by Jackie Hoppen to approve the authorization of the two teams under Chapter 48.981. All were in favor of the motion. Motion carried.

III. FISCAL ISSUES

A. 1995 Year-End Budget Projection

Ms. Bean indicated most expenses and revenues are in. Final figures will be available in March but she feels this year-end budget projection is pretty close to what it will be when the books are closed at year's end. Regular accounts reflect a \$78,000 surplus. When the books are closed, the variance will be zero. The surplus will be used to fund the remainder of the lower level remodeling project and to adjust our accounts receivable balances to reflect more realistic collection possibilities. The packet of information also included a 1994-95 Budget/Projected Variance Comparison based on December 1994 and 1995 figures.

B. 1995 High Cost/Fluctuating Accounts Review

High cost accounts show a surplus of \$107,000. Therefore, the agency won't use any of the reserves and will be putting about \$71,000 into the carryover account.

C. Action to Approve Vouchers

Ms. Bean reviewed 1995 and 1996 expenses with the Board. No unusual expenses were noted. A Motion was made by Al Lewandowski and Seconded by Dave Medin to approve the vouchers as submitted. All were in favor of the motion. Motion carried.

VI. PERSONNEL ISSUES

A. Action to Authorize Limited Term Position for Financial Services

Jim Riggerbach indicated the actual cost for the LTE was \$9,034 instead of the amount found in the memo. This was because UC and Workers Comp had not been, but must be, included in this position. He explained the position duties and why it is necessary. A Motion was then made by Jeanne Dodge and Seconded by Rev. Mallek to approve the limited term position for 780 hours (six months at 30 hours a week) as requested. All were in favor of the motion. Motion carried.

V. ADJOURNMENT

The meeting was adjourned at 6:05 p.m. The next meeting of the Board will be on Tuesday, February 13, 1996.

Submitted by: Susan Rutta, Administrative Services Manager

dmg/0599P

**MINUTES**  
**HEALTH AND HUMAN SERVICES BOARD**  
**FEBRUARY 13, 1996**

Present

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

Excused

Jacqueline Hoppen

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Bean, Business Manager; Allen Berrett, Health Officer; William McCulley, Restorative Care Coordinator; Jim Riggerbach, General Assistance Program Manager; Josh Wescott, WIZD Radio.

I. INFORMATIONAL UPDATE

An informational update was given to Board Members.

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 January 23, 1996

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

B. Correspondence

Ms. Bablitch distributed new organizational charts which included both the LTE and contracted positions both by name and by position in the agency.

C. Director's Report

Ms. Bablitch stated a decision will be made shortly regarding the new dictation system. Both Lanier and Dictaphone gave presentations on their equipment. Originally the system was to be an upgrade but the Purchasing Department decided the equipment should be bid out.

The 1995 annual report will be completed by March. It is also time to formulate the 1997-1999 objectives. A discussion will be held with the management staff as it is possible we may only set 1997 objectives due to

the vast reorganization in the state and federal governments.

D. Citizen Concerns/Unlimited Topics

Ms. Buck requested to be excused for the next meeting.

Ms. Dodge stated a conference entitled Encouraging Family Success in Wisconsin's Rural Regions: Focusing on Families with Adolescents, is slated to be held on March 5 and 6, 1996 at the Holiday Inn in Stevens Point. Mr. Peterson questioned who was involved in the conference. Ms. Dodge stated a wide variety including Marshfield's Children, the Children's Miracle Network, the UW Extension, and the UWSP Extension to name a few. Mr. Zimdars questioned whether the conference is geared to just Central Wisconsin or the entire state. Ms. Dodge stated it is focusing on the entire state. Ms. Bablitch stated a copy of the conference material will be sent to the Board members. Ms. Dodge made a motion requesting any board members interested in attending have Board approval. Mr. Medin seconded the motion. Motion carried with Mr. Peterson voting nay.

III. PROGRAM ISSUES

A. Action to Authorize Policy Changes in General Assistance Program

Mr. Riggenbach reported he has copies of the entire General Assistance manual available for those who want it. The lined out areas will be eliminated and the shaded areas will be added.

Mr. Riggenbach summarized the changes in the manual. The major change to the manual is section 102 Dependency Criteria. This was changed so the program is for the disabled or incapacitated. Ms. Dodge questioned the reason for the removal of the policy regarding strikers. Mr. Riggenbach stated it was eliminated since it has never come up and this group would not be eligible anyway. Mr. Jakusz questioned if there is a cap on the funeral policy. Mr. Riggenbach stated it is \$1,000 for funeral and cost for cremation. The agency director can make exceptions due to a religious belief or some other reason. Ms. Buck questioned the elimination of the emergency medical care provisions. Mr. Riggenbach

stated the hospitals were informed of the need for preapproval and they did not respond to any inquires of whether this would be a problem. In most cases they will only receive up to \$1,500 even for care costing more. Mr. Jakusz questioned the change from 15 to 30 days. Mr. Riggerbach stated this will keep the program in line with the food stamp program.

Mr. Riggerbach reported stated the program was originally to get about \$58,000 if every county received the block grant. There are 43 counties involved in the grant and as such the counties are receiving about \$81,000. Currently 10 counties have their own county funded programs and 19 counties have no program or are not reporting the existence of the program. Counties can opt to request funds from the state at any time. Our current caseload is down to 20 from 60 cases last year. Mr. Jakusz moved to approve the changes as submitted. Mr. Lewandowski seconded the motion. Motion carried.

IV. FISCAL ISSUES

A. Action to Authorize Limited Term Employee for Financial Services

Ms. Bablitch stated generally the agency doesn't replace a position with an LTE due to pregnancy leave but this position is crucial for emergency services. There is additional funding from the county addendum to cover the costs. The position is technical and requires training. Therefore, a two week training period is requested. The back-up person would not be able to handle this position during the leave as well as her current caseload. A motion was made by Ann Buck to approve the request with the two week training period. The motion was seconded by Mr. Borham. Motion carried with Dave Medin voting nay.

B. Action to Approve Vouchers

Ms. Bean reported this is the last time for 1995 expenses since the books will close. An unusual expense for the 1995 High Cost accounts is the user fee. This is from Norwood for three months. We will have a credit balance for two months for inpatient costs. A change needed to be made to the Portage House account. The telephone should stated \$32.79. Changes need to be made to the 1996 vouchers. In the

Regular accounts the telephone needs to be changed from \$3,530.66 to \$3,577.52. This changes the balance to \$247,677.41. Portage House needs the utilities to be changed from \$578.27 to \$697.13. The balance will change to \$1,517.45. Otherwise there were no unusual expenses. Mr. Medin moved to approve the vouchers. Mr. Jakusz seconded the motion. Motion carried.

V. PERSONNEL ISSUES

A. Action to Authorize New Positions for Community Health

Ms. Bablitch stated she realizes these requests are outside the usual process. The reason for this is that these positions need to start with the beginning of the school year and if the regular process were followed it would be too late. No county funds are requested as they will all be paid from revenues from the school system.

Mr. Berrett stated the first position is for 819 hours. These hours are currently be provided through an LTE and overtime hours. The hours were new for the 1995-96 school year and were already approved. These hours will be added to existing nurses servicing the school district for the 1996-97 school year. If the contracted hours are decreased the position will also be decreased accordingly.

Mr. Berrett informed the Board the other two positions are for new hours for the 1996-97 school year. At this point contract negotiations with the schools are still in process. It is anticipated anywhere from 0 to 2,727 hours will be added. Grants that were included with the school nursing time will be ending and the services are still being needed at the schools. Mr. Jakusz questioned whether these hours would be filled by existing staff or whether new staff would need to be hired. Mr. Berrett stated at least one new staff person would need to be hired. Ms. Bablitch stated she has talked with the union and the employee would be paid over 12 months for 42.6 weeks of work so as to avoid unemployment compensation costs. Mr. Zimdars moved to approve the requests for all the positions requested. Ms. Dodge seconded the motion. Motion carried.

VI. ADJOURNMENT

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

MINUTES  
HEALTH AND HUMAN SERVICES BOARD  
FEBRUARY 27, 1996

Present

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

Excused

Jacqueline Hoppen

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Bean, Business Manager; Allen Berrett, Health Officer; William McCulley, Restorative Care Coordinator; Susan Henry, Fiscal Supervisor; Susan Rutta, Administrative Services Assistant; John Theobald, Lanier; Linda Alesi, Lanier; Edward Rucinski, Dictaphone; Kay Babicky, Dictaphone; David Grosenick, Dictaphone; Lincoln Brunner, Stevens Point Journal.

I. INFORMATIONAL UPDATE

An informational update was given to Board Members.

The meeting was brought to order at 5:10 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 February 13, 1996

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 she had nothing to report that wasn't covered in the meeting.

D. Advisory Committee Report

Rev. Mallek stated the Advisory Committee met last Monday. The meeting consisted of getting acquainted with Al Berrett, the new staff liaison. The Advisory Committee is ready to accept new concerns and issues from the Board and the community. Ms. Bablitch stated some ideas surfaced at the management meeting. Ms. Dodge stated the Children's Council will have some issues for the Advisory Committee to work on.

E. Citizen Concerns/Unlimited Topics

Mr. Peterson presented an article in last night's Stevens Point Journal. He stated he was unaware the county was doing any type of JOBS Program. Mr. Jakusz stated the county has been doing the JOBS Program but it will be replaced by the W2 program. Ms. Dodge stated Board members who are on committees should update the Board more often on the progression of the committee. Mr. Medin suggested having an information update on JOBS and PRIDE for the entire Board. Mr. Medin also requested an informational update on the adoption and foster parent program that would entail the process that needs to be followed and how to get children adopted earlier. Mr. McCulley stated usually the state or private agencies handle adoptions. Ms. Bablitch stated an informational update could be held on this issue in a few months.

III. PROGRAM ISSUES

A. Status of APEX Agency Capacity Assessment

Ms. Bablitch stated two groups have met to assess the internal agency capacity. Regional staff drew together the results. One committee consisting of Board members and Central Management ranked the importance of agency functions. The other committee consisted of line staff and managers to discuss how to meet the criteria. Ms. Bablitch stated in general all areas are well met although some areas need work. A meeting of both committees will be held on April 9, 1996 from 9:00 to 12:00 at the Charles White Library to develop a work plan as suggested on Page 82. Those items listed as high priority or not met will be discussed. Mr. Jakusz questioned whether the agency maintains a library of the statutes and regulations. Ms. Bablitch stated a library is kept although not all the information is located in the same place. Ms. Bablitch stated it was possible the staff participating in the study did not know the information was kept. Ms. Bablitch stated the survey will help us get (1) our agency on track and (2) look to the community for ways we can better work together.

B. Formalize 1997-99 Objective Setting Process

Ms. Bablitch stated it is time to start the three year cycle to set objectives from 1997 to 1999. Board and Advisory Committee members can meet with Department managers to give their ideas. Ms. Bablitch distributed sign up sheets to the Board members to select which section Board members are interested in. Ms. Bablitch stated with the many changes on the state and federal levels it will be very difficult to set specific objectives for 1998 and 1999. The 1997 objectives can be very specific with the 1998 and 1999 objectives being more general until there is more certainty concerning state and federal programs. Ms. Bablitch stated the same sign up sheet will be used for the Advisory Committee. The objectives will then be brought to the joint meeting of the Board and Advisory Committee in July to be finalized.

IV. FISCAL ISSUES

A. Action to Purchase Dictation Equipment

Ms. Bablitch stated the money for a new dictation system was approved by Capital Improvements last year. At that time we were originally told it would be an upgrade to our Dictaphone equipment. Since then the purchasing agent felt it should be competitively bid. Two companies, Dictaphone and Lanier, submitted proposals. The word processing staff, Sue Rutta, and Ms. Bablitch attended presentations of both systems. Ms. Rutta reported that both systems were good systems and she, the staff, and Ms. Bablitch have met extensively with both representatives. The purchasing agent is concerned about the cost of the maintenance program. Mr. Jakusz questioned if the bottom line is different due to the different levels of maintenance. Ms. Rutta stated it is. Dictaphone has included the self diagnostic system whereas the Lanier group did not.

Ms. Rutta reviewed the key points of why she felt one system should be purchased over the other. Ms. Rutta stated the expandability of the Dictaphone equipment to add four additional ports is good. The county may decide other departments should use the dictation system and therefore the ports would need to be installed as well as an expanded disk drive. The Lanier equipment would need to be totally replaced with a larger model. Ms. Rutta stated the user profile of Dictaphone has 32 criteria whereas Lanier has only 20. Utilizing more criteria will help to

better customize each user, make training and security easier. The staff preferred the sound quality of the Dictaphone equipment. The SOS alert system monitors the equipment 24 hours a day, and checks for any deviations to optimal equipment operation, responds to problems when immediate service is needed. Ms. Rutta feels the SOS system is important since staff dictate seven days a week at varying times of the day and night. Staff are available five days per week from 7:30 a.m. to 4:30 p.m. Sue stated she learned Dictaphone is able to provide a general five year maintenance plan without the SOS system for \$17,500. The alert system could prevent two to three hours of down time before the system before a technician could arrive and have the system working. Ms. Bablitch stated this system appeals to her since we have basically the same type of system for the telephones. Ms. Bean stated at first the service contract for the telephones was from 7:30 to 4:30. The contract was expanded to 24 hours a day. There have been occasions when the service technician was in and gone prior to the majority of the staff reporting for work when a problem has arisen. In most instances Ms. Bean stated she didn't even know the system was down and by the time she finds out it has already been repaired. Ms. Dodge stated she has spoken with Craig Flagel who said the county does not have an SOS system for the computer system and generally reflected Ken's opinion. Mr. Jakusz commented he wished Mr. Tronnier had given the committee figures for both systems with and without the SOS system. He stated it was important to be able to compare like products.

Ed Rucinski from Dictaphone stated the SOS system dials out remotely to a main computer which diagnosis a potential problem and in most cases fixes it without the anyone knowing there was a concern. Mr. Rucinski stated without this feature time would be needed for staff to identify the problem, call the technician, wait for him to arrive, fix the problem, and then start up again. Depending on where the technician is, this could conceivable take anywhere from three to six hours of down time. With 130 users the cost of the SOS system comes out to about 3½¢ per day per user over a five year period. Ms. Dodge questioned the warranty on the equipment. Mr. Rucinski stated it is six months overall and one year on parts. Mr. Rucinski stated the change over to the new system would be very minimal as the staff can continue to use the system as they do currently until they are trained and then will use the new system. Mr. Medin questioned when the \$17,500 figure was given for the

removal of the SOS system. Mr. Rucinski stated it was provided yesterday to his staff. Mr. Rucinski stated when the price was first presented in December, the SOS system, which was thought to be good by the purchasing agent, was included in the cost and no one was ever asked to provide a price without the extended maintenance. He did not know the price quote from Lanier did not include an SOS system. Mr. Borham questioned if a trade in for the old system was discussed. Ms. Bablitch stated the old system would be retained by the county.

John Theobald from Lanier then spoke. He wanted to clarify some misunderstandings included in Ms. Rutta's memo. Mr. Theobald stated the Lanier equipment has had Pentium chips in since 1995. However, the memo sent to the Department neglected to state this information. If a larger system is needed for expandability it can easily be installed into a new housing. Mr. Theobald stated he sees no need for 32 criteria in the user profile since even with 20 criteria he feels some will not be used by the department. Mr. Theobald stated there is a Health Check system for the Lanier which is offered separately from the regular package. Twin disk drives are used to back up all information on the system. The Health Check system will allow for a PM check on the system and troubleshooting to be done. The Lanier system uses Windows whereas Dictaphone does not. A \$1,000 certificate is available until March 22 for the Lanier equipment. This will bring the price down to \$44,542.88. If the SOS system is removed from Dictaphone this will bring the price down to \$45,390. To clarify, Ms. Rutta noted Dictaphone also has non-redundant drives and Dictaphone can be installed with windows if we desire.

Ms. Dodge questioned the ease of retraining staff. Ms. Rutta stated if the Lanier could use the same key coding staff would only need to learn new features. Both systems would be operating until all the staff have been trained and then the old system would be shut down. The Dictaphone equipment would be housed in the same unit and it would not be necessary to run two systems. Mr. Medin moved to Table the item until the next meeting and for the staff to look at both systems and give a side by side comparison. The price should have both the SOS system/Health Check system included and excluded. Ms. Dodge requested the motion include reference checks both including the diagnostic system and excluding the system for service response. Mr. Zimdars seconded the motion. Motion carried.

B. Budget Status Report

Ms. Bean stated there is a \$160,000 deficit in the high cost accounts. This is from the Children's Group/Residential Care account. Currently two children were placed two weeks ago. The projection is based on the continuation of current placements. Additional efforts to decrease costs are underway.

Ms. Bean stated the regular accounts show about \$130,000 deficit. The Department was in a similar situation last year at this time. Work is being done on seeing whether or not clients can be moved to less restrictive placements or sent home.

C. High Cost Report

Mr. McCulley stated a correction needs to be made in Norwood account. There should be a cost of only \$9,310 rather than \$11,441. There is the possibility of one placement being in community based care. The General Assistance program reflects the first run for the reduced program. Out of home placements show an increase in the number of clients placed in group care although CCI care is showing the same amount of people with Lincoln Hills showing only half.

D. Approval of Vouchers

Ms. Bean stated the regular accounts show a \$4,000 cost for professional liability insurance. There were no unusual expenses in the High Cost or Portage House accounts. Motion by Mr. Lewandowski to approve the vouchers, second by Mr. Jakusz. Motion carried.

V. ADJOURNMENT

The meeting was adjourned at 6:24 p.m.

Submitted by:

Dawn Grasamkee  
Recording Secretary

0599P

**MINUTES**  
**HEALTH AND HUMAN SERVICES BOARD**  
**MARCH 12, 1996**

Present

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

Excused

Rev. Matt Mallek

Also Present: Judy Bablitch, Director; Dawn Grasmee, Recording Secretary; Lucy Bean, Business Manager; Susan Henry, Fiscal Supervisor; Susan Rutta, Administrative Services Assistant; Lauri Rockman, Financial Services Supervisor; Ken Tronnier, Purchasing Agent; Kay Babicky, Dictaphone; David Grosenick, Dictaphone; John Theobald, Lanier.

I. INFORMATIONAL UPDATE

An informational update was given to Board Members on W2.

The meeting was brought to order at 5:11 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 February 27, 1996

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

B. Correspondence

There was no correspondence.

C. Director's Report

Ms. Bablitch stated she and Mr. Borham attended the Committee on Committees meeting who discussed the department study. The Committee will be moving ahead with the study. Jerry Glad will be developing areas to be studied. Firms will be selected by a committee in which Board members as well as Ms. Bablitch will be included. The next county department scheduled to be studied may be Planning and Zoning and Child Support.

Ms. Bablitch informed the Board the agency has received the AFDC Benefit Cap Demonstration Grant. This is a five county grant and will entail providing educational services for family planning to AFDC

recipients. The grant amount was for \$18,000 and will not require any additional staff to be hired. The grant award will be taken to the Finance Committee next week.

Ms. Bablitch informed Board members she will be on vacation from March 18 to March 25.

Ms. Bablitch requested Ken Tronnier to give an update on the remodeling of the lower level and the carpeting of the upper level. Mr. Tronnier stated the remodeling should begin next week. Bids for the carpeting are due on Thursday and Space and Properties will meet on Monday to review the bids.

D. Citizen Concerns/Unlimited Topics

There were no citizen concerns/unlimited topics.

III. FISCAL ISSUES

A. Action to Purchase Dictation Equipment

Ms. Rutta requested this be postponed until the end of the meeting as Mr. Theobald from Lanier was caught in traffic near the Weyauwega detour.

Ms. Bablitch stated this item was tabled at the last Board meeting and a request for a side by side comparison was made. The information was faxed to both vendors last week. The major concern was on the maintenance contract. Both Lanier and the Purchasing Agent feel it is not needed. Therefore Ms. Bablitch stated she is recommending to purchase the Dictaphone equipment without the SOS maintenance system. Ms. Bablitch felt the staff is very capable and after viewing both systems thoroughly the staff preferred to stay with the Dictaphone system. Ms. Bablitch stated she felt the \$865 difference was negligible and was therefore recommending the Dictaphone system.

Mr. Jakusz questioned Mr. Tronnier if a bid process was used. Mr. Tronnier stated no since bids are very difficult to put together due to the technological specifications needed. Mr. Tronnier stated Sue Rutta contacted Dictaphone for an upgrade and then went to Capitol Improvements with a ball park figure. After the approval Mr. Tronnier stated he then contacted other manufacturers to see what they could come up with.

Mr. Medin questioned if the voice recognition is available. Mr. Grosenick stated the technology is available now but it will take years to perfect it since it is very limited at this point. Ms. Dodge stated she feels you shouldn't change "in midstream" when something is working and \$800 is a feasible cost.

Mr. Theobald from Lanier distributed copies of his response to the system comparison. He highlighted his information for the Board. He stated their processing equipment is a Pentium based system now and Dictaphone will not have Pentium systems until April 1996. Mr. Theobald further went on to state the operating system of Lanier is Windows while Dictaphone's is DOS. Mr. Theobald then stated the bottom line is the price. He felt at first Dictaphone recommended the SOS system and now the system is not being recommended. Mrs. Bablitch reminded him that Lanier and the Purchasing Agent always felt it was not necessary.

Mr. Peterson questioned why the last minute change. Originally at the last meeting the price was \$54,000. Ms. Bablitch stated she pulled the SOS maintenance out. Mr. Peterson stated the proposals should have shown prices with the maintenance system included and with it removed. Mr. Theobald then stated he felt the process was unprofessional and did not feel comfortable having competitors in the same meeting. This was the first time he was in such an unusual process. Mr. Medin stated this is normal procedure for government bodies when purchasing high cost equipment. Mr. Peterson also stated he was not happy with the presentation at the last meeting with the change of the figures and information but will go with the system the Department feels is best.

Ms. Dodge moved to approve the purchase of Dictaphone without the SOS maintenance system. Ms. Buck seconded the motion. Motion carried.

B. Action to Approve Application for Transitional Housing Grant

Ms. Rockman stated this grant is through the state for the Housing Network Project. The grant would provide additional money to help transition families from the Salvation Army Hope Center to their own home. The grant would provide short term rent. There were be no staffing changes required if the grant is received. Mr. Peterson questioned how the program gets FEMA funds. Ms. Rockman replied the state gives FEMA funds to the United Way and in turn the United Way will

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allocate the funds to various agencies. The Housing Network Project gets between \$6,000 and \$8,000 a year. Mr. Jakusz moved to approve the request. Mr. Lewandowski seconded the motion. Motion carried.

C. Approval of Vouchers

Ms. Bean stated there were no unusual expenses in the regular accounts. The high cost accounts show \$5,000 for 1995. It has been paid at this time but will be moved back to 1995. Portage House had no unusual expenses. Mr. Jakusz questioned if the user fees are showing a reduction. Ms. Bean stated this is a credit we received. Motion by Mr. Lewandowski to approve the vouchers, second by Ms. Hoppen. Motion carried.

IV. ADJOURNMENT

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

Submitted by:

Dawn Grasamkee  
Recording Secretary

0599P

**MINUTES  
HEALTH AND HUMAN SERVICES BOARD  
APRIL 9, 1996**

Present

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

Excused

Jacqueline Hoppen

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Bean, Business Manager; Allen Berrett, Health Officer; Daryl Kurtenbach, Shared Services Coordinator; James Canales, Long Term Coordinator; Mary Ann Krueger, Citizen; Lincoln Brunner, Stevens Point Journal.

I. INFORMATIONAL UPDATE

An informational update was given to Board Members on the Mental Health Clinic and Shared Services.

The meeting was brought to order at 5:02 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 March 12, 1996

A motion was made by Mr. Jakusz and seconded by Mr. Zimdars to approve the minutes. Rev. Mallek requested a change to the minutes to reflect that he was excused and not present. Motion carried.

B. Correspondence

There was no correspondence.

C. Director's Report

Ms. Bablitch stated this would be the last meeting of the current Board members. She thanked them for all their hard work and is sorry they will not all be returning. Ms. Bablitch stated Dave Medin has been reappointed as a citizen member. Ms. Dodge thanked the Board and stated she enjoyed serving and has learned a lot. Mr. Borham stated he cannot serve as Chairperson again since he has already served the allotted time according to County Board bylaws.

D. Advisory Committee Report

Rev. Mallek stated the Advisory Committee met on Monday, March 18. Mike Carder gave a presentation and shared concerns for the Committee to look at. These included food safety both at day care and school kitchens. Currently no inspections are required and there could health risks to children. Another area was developing a safe and sanitary housing code. The last area was a land use hazard analysis. Mary Cayford shared problems at SPASH between the Hmong and "rednecks." Apparently the "rednecks" don't want to stop the fighting and the police are concerned that the group is taking matters into their own hands. The next meeting will entail reviewing new applicants and appointing up to eight new members. Elections for the Chairperson and Vice Chairperson will also be held.

E. Citizen Concerns/Unlimited Topics

Rev. Mallek stated there is opposition being voiced about the rerouting of Highway 10 to North Point Drive. There is concern about the safety and well being of the students who attend SPASH. Discussion followed concerning the other proposed routes and that all the routes have concerns. Currently all the plans are just proposals at this stage.

Mary Ann Krueger stated she called the Department to ask about brain cancer and whether any tracking of people is done who have cancer. She found no information on this. Ms. Krueger is requesting the Department apply for a grant to study the current health status of people in Portage County. A few years ago a grant for a study on aldicarb and its effects on people was done. Currently studies are being done on fish and other wildlife but none on humans. The only statistics we have are after people die and generally they are not "true" statistics since people with cancer can die of other causes incurred since they have cancer. Ms. Krueger asked the study to focus on areas such as Almond, Junction City, Plover, and to be broken down to specific areas and neighborhoods. Mr. Medin made a motion to refer this matter to the Advisory Committee to look into it further. The motion was seconded by Mr. Peterson. Motion carried.

III. FISCAL ISSUES

A. 1995 Year End Budget Report

Ms. Bean stated the budget was positive last year. The high cost accounts came in with a surplus of \$52,878 with a reserve balance to be carried over of \$242,843. The regular accounts came in with a \$3 surplus. This was actually higher but due to the auditor stating adjustments should be made concerning projected write offs to the accounts receivable account. The write offs totalled about \$130,000. Mr. Jakusz questioned whether we are showing an increase in Department collections as we are in the ambulance billing. Ms. Bean stated collections were minimal in 1995 due to the lateness of when the collection agency began. The 1996 budget will show a better amount since the collection agency will be doing an entire year rather than just a few months. Mr. Medin questioned why the accounts are not done on a cash basis rather than an accrual basis. Ms. Bean stated she was originally instructed by both the auditor and Jerry Glad to do the account on an accrual basis. Now the auditor is suggesting to do more adjustments. Mr. Jakusz questioned why the large deficit in the lab account. Ms. Bean stated revenues were over estimated in one area which was used by Family Planning. They moved out in November and we do not receive these revenues any more. In addition expenses were necessary due to needing to certify the lab and purchase additional materials to bring the lab to code for certification. Ms. Dodge questioned if the Children/Family Purchased Services account should show a net of \$125,463 to be favorable. Ms. Bean stated this was a type and should show an unfavorable net of \$125,463. Mr. Jakusz questioned if we are fully staffed yet in Psychological Services. Ms. Bean stated the revenues and expenses were reduced to compensate for the vacant positions. The revenues were looked at and only 41% of the clients served have an ability to pay. Less than 10% of the clients served have no ability to pay and therefore the costs are written off. An application is going to the state to request the difference of what Medical Assistance pays and the cost of the service. The stated will determined the amount and will then refund the Department. Ms. Bean is anticipating about \$15,000 in additional monies will be received.

B. High Cost Report

Mr. Canales reported currently there are two individuals at Winnebago and one is waiting for discharge. The inpatient program is currently under the projected budget. The Medical Detox/Inpatient Chemical Dependency cost is showing less hospitalizations are being needed and therefore this account is also being projected to be under budget. Community Based Care is about \$30,000 under budget. The new format for General Assistance is working well and is under budget. Ms. Bablitch added a General Assistance client will be receiving back pay from the Veterans Service of \$24,000 and will be paying us back. Mr. Canales went on to state the out of home placements of both Group Care and Lincoln Hills are within budget projections although residential care is over budget.

C. Action to Approve of Vouchers

Ms. Bean informed the Board the vouchers are for four weeks. The only unusual expense is \$10,000 in the operating costs which accounts for replenishing the postage meter. This is done about four times a year. A motion was made by Ms. Dodge and seconded by Mr. Jakusz to approve the vouchers. Motion carried.

IV. PERSONNEL ISSUES

A. Action to Authorize Limited Term Employee for Child Day Care Program

Mr. Kurtenbach stated the Consolidated Aids Child Day Care program has nearly doubled from 1992. With the current W2 rules parents with children age one or older are required to participate in employment training or get a job. That age will be lowered to 12 weeks and will result in an additional 300 children needing to be placed in day care. There is currently only one employee working in child day care and she can hardly keep up with the demands now. There is leftover carryover child day care monies to fund this position. Mr. Jakusz questioned if the \$9,418 requested will be funded and will include the equipment needed. Mr. Kurtenbach stated the cost and equipment of the position will all be funded by the carryover amount. Mr. Medin questioned if there is anyone in house who could expand their hours to

encompass this 10 hour position. Mr. Kurtenbach stated he didn't believe anyone in house was part time and could take it on since there are not a lot of paraprofessionals working part time. Mr. Medin moved to approve this request with Rev. Mallek seconding the motion. Motion carried.

B. Action to Authorize Limited Term Employee for Foster Care Program

Mr. Kurtenbach stated the alternate care program is finding itself in the same situation as the child day care program. Mr. Kurtenbach informed the Board he talked with Jerry Koepfel, supervisor of Youth and Family Services Section, who stated there are currently 11 children in treatment home care. Out of those 11 children if sufficient beds could be found nine of them would have been placed in foster care first. Currently the cost of treatment care is \$1,750 to \$2,000 per month. The cost of a Level II foster home would be about \$875 per month. The program should gain 10 to 15 more foster homes but instead has lost four homes. The lack of foster homes is causing us to have to place children in residential care. The same situation is developing in the adult foster care program. The funds needed to fund this position will come from the Long Term Care Division for a contracted position that is no longer needed. Mr. Jakusz questioned whether a position request will come from the Long Term Care Division for this position again. Ms. Bablitch stated no, the position was not needed due to state MA change. Mr. Kurtenbach stated he is attempting to track the respite care program. Due to time constraints he will no longer be able to do this. The social worker will track the case when it is open. If the case is closed the tracking needs to be done manually. There may be many instances where respite is not needed anymore but it is still being provided. A motion was made by Mr. Peterson and seconded by Mr. Lewandowski to approve the request. Motion carried.

V. ADJOURNMENT

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

Submitted by:

Dawn Grasamkee  
Recording Secretary

0599P

**MINUTES**  
**HEALTH AND HUMAN SERVICES BOARD**  
**APRIL 23, 1996**

Present

Paul Borham  
Jacqueline Hoppen  
Walter Jakusz  
William Zimdars  
David Medin  
William Peterson  
Ann Buck  
Jim Clark  
Don Herrmann  
Harvey Olson

Excused

Rev. Matt Mallek

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Bean, Business Manager; Allen Berrett, Health Officer; Daryl Kurtenbach, Shared Services Coordinator; James Canales, Long Term Coordinator; William McCulley, Restorative Care Coordinator; Sue Rutta, Administrative Services Manager; Mike Houlihan, Portage House.

The meeting was brought to order by Judy Bablitch at 4:31 p.m. in Conference Rooms 1 and 2 of the Ruth Gilfry Center.

I. ELECTION OF OFFICERS

A. Election of Chairperson and Vice-Chairperson

Ms. Bablitch called for nominations for Chairperson for the Board. Mr. Borham nominated Jim Clark for Chairperson. Mr. Peterson nominated Walter Jakusz for Chairperson. Mr. Jakusz was elected as Chairperson by a vote of 5 to 4.

Mr. Jakusz called for nominations for Vice-Chairperson for the Board. Ms. Hoppen nominated Jim Clark for Vice-Chairperson. Mr. Peterson nominated Bill Zimdars for Vice-Chairperson. Mr. Clark was elected as Vice-Chairperson by a vote of 5 to 4.

B. Action to Set Board Meeting Dates and Times

Mr. Jakusz questioned if the 2nd and 4th Tuesdays of the month presented a conflict for anyone. Mr. Olson stated he could not meet on those days. A great deal of discussion was held concerning other days and times. It was decided that the 2nd and 4th Wednesdays of the month would be the new meeting dates for the Board with the time remaining at 4:30 p.m.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of April 9, 1996

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

B. Correspondence

Ms. Bablitch requested the new members to complete the sheet included in the packet to help set objectives for the Department's Programs. All preferences selected would attempt to be met.

C. Director's Report

Ms. Bablitch stated the staff is looking forward to working with the new Board. If any member has any questions they should feel free to call the Department to speak with the coordinators or supervisors. Ms. Bablitch had each coordinator introduce themselves and give a brief overview of the duties and services they supervise.

Ms. Bablitch informed the Board of the resignation of the Occupational Therapist, Nancy Canales. The Department is looking at refilling this position with a MSW social worker since this would provide more flexibility in the position.

D. Advisory Committee Report

Mr. Berrett stated the Membership Committee for the Advisory Committee met on March 27. Applications for membership were reviewed and three were selected. Rev. Mallek and Keith Iris was reappointed and two new individuals from the United Way and CAP Services were appointed.

The Advisory Committee met on Monday, April 15. The Membership Committee recommendations were approved by the Committee. Rev. Matt Mallek was re-elected Chairperson with Tom Johnson elected as Vice-Chairperson. Lauri Rockman gave the Committee an update on W-2. There will be at least two issues for the Advisory Committee to work on concerning W-2.

E. Citizen Concerns/Unlimited Topics

Ms. Hoppen passed a copy of Rep. Obey's schedule for Health Issues forum to be held on 4/27/96, 5/11/96, and 6/8/96 at the University.

Ms. Hoppen presented her CWAN report. A packet of updated information will be distributed. The AIDS Walk was finalized and raised \$537,361. This was \$113,000 more than 1994. Mr. Medin questioned the county's share of this revenue. Ms. Hoppen stated it depended on the number of people who walked and since there were less walking this year we will receive \$2,722.

Mr. Peterson questioned if there was any follow up done on Ms. Kruger's request regarding brain cancer. Mr. Berrett stated he and Rev. Mallek will be meeting regarding this issue.

III. PROGRAM ISSUES

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

Ms. Bablitch stated a roster of new and re-elected members was placed at the Board members places. Rev. Mallek was re-elected as the Chairperson with Tom Johnson elected as Vice-Chairperson. A motion was made by Mr. Clark and seconded by Ms. Hoppen to approve the recommendations. Motion carried.

B. Action to Approve New Members to Advisory Committee

Mr. Clark questioned whether all the people on the distributed roster will be members to the Advisory Committee. Ms. Bablitch stated two individuals re-applied for membership and two are representatives from other agencies. Only three are new members. Mr. Johnson is a current member. Mr. Borham moved to approve all the candidates listed and it was seconded by Ms. Buck. Motion carried.

C. Review of Quarterly Statistics

Department Coordinators gave an overview of the quarterly statistics.

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Ms. Hoppen questioned why immunizations were done by almost 2,000 and why screenings were down by almost 5,000. Mr. Berrett reported immunizations generally will be less at this time of the year. Screenings go down since this number encompasses vision, hearing, and scoliosis screenings done at the schools which is generally done during the first half of the school year. Mr. Medin questioned if the coliform readings are affected by the cold weather. Mr. Berrett stated they generally are and that coliform readings go up during the summer months.

Mr. Kurtenbach stated quarterly statistics from last quarter were omitted under the Community Health and Home Health Section under the Intake section. The numbers were: (under Community Health) Prenatal - 28, Postpartum - 4, Communicable Disease Control - 14, Other - 9 and (under Home Health) Skilled Nursing - 90, Medical Social Worker - 2, Physical Therapy - 6, and Other - 5.

Ms. Hoppen questioned the cost per day for monitor services. Mr. McCulley stated it is \$10 a day. Mr. Clark questioned who pays for the phone calls. Mr. McCulley states the client pays for the installation of the phone devices as well as the calls. Mr. Jakusz questioned the drop in the average pay for part time employment. Mr. McCulley stated this is due to the lack of education for the client to help them find higher paying jobs. Mr. Peterson questioned the big difference in the Medical Assistance Fraud Recoupments from last quarter. Mr. McCulley stated this was due to the recoupment of \$23,000 on one case alone during last quarter.

Ms. Hoppen questioned who looks for drivers. Ms. Rutta stated if there are no drivers available a taxi service will be called. Ms. Rutta stated a new section for Interns is now added to the report.

Ms. Bean stated the aging of accounts for last quarter were actually the third quarter figures and thus distributed a new aging of accounts for last quarter which represented the fourth quarter. Mr. Peterson questioned how many staff work in accounts receivable. Ms. Bean stated there are two full time people for the agency accounts, one 3/4 time person doing just ambulance billing, and two part time people of which one does recoupments and the other foster care and MA

case management. Ms. Buck questioned how long of a wait is it before follow-up is done and the account turned over to the collection agency. Ms. Bean stated after 30 days a notice is sent to the client of the bill. After 60 days a letter is sent to the client to remind them of the bill again. After 90 days a letter is sent to the client informing them if there is no action within 10 working days the account will be turned over to a collection agency. Mr. Herrmann questioned the minimum amount the collection agency will accept. Ms. Bean reported nothing under \$50. Mr. Olson questioned what happened to bad accounts prior to 1995. Ms. Bean reported the state had their own collection bureau and our accounts needed to be turned over to them. Since the state eliminated this bureau each county was able to find their own collection agency.

Mr. Canales reported the Long Term Care Division stayed about the same as last quarter. There were cost caps established in 1996 for Medicaid and COP Programs. The cap was \$2,300 per month. Due to the state failing to write administrative law for this the cap has been suspended at this time. Estate Recovery is another issue that is being contested. Estate Recovery is basically looking at the Medicaid program more as a loan program. When the recipient passes away the state will then recoup Medicaid expenses from the estate. There is currently a class action lawsuit regarding this procedure.

#### IV. FISCAL ISSUES

##### A. Action to Accept Department of Criminal Justice Funds for Purchases at Portage House

Mr. Houlihan stated money is available due to the new halfway house in Green Bay being met with community opposition. The money set aside for the building of this halfway house is now being reallocated throughout the state. It is possible additional funds will be available at a later date. Mr. Clark questioned if \$16,650 is the amount to be decided on at this point. Mr. Houlihan stated it is. Mr. Houlihan further stated due to time constraints which could arise in the future with any further funding available he would like approval to purchase additional items which are included on the "wish list" without needing to come back to the Board.

Mr. Clark questioned where most of the individuals come from who stay at the halfway house. Mr. Houlihan stated more than half are Portage County residents. Wood and Marathon County encompass less than the remaining half with various counties making up the difference. Ms. Buck questioned the length of stay for an inmate. Mr. Houlihan stated it is about four months. Mr. Medin questioned if this funding has any strings attached like the last funding did regarding the home needing to take high risk/high profile clients. Mr. Houlihan stated it did not and updated the Board on the efforts of the contract specialist for the Department of Corrections who was able to get our contract to only need to have one bed available for any high risk/high profile offender should it be needed.

Mr. Clark moved to approve the purchases of \$16,650 as well as granting Mr. Houlihan the authorization to purchase additional items on the list if further dollars are available. Mr. Zimdars seconded the motion. Motion carried.

B. 1996 Year to Date Budget Report

Ms. Bean stated the first part of the budget is the high cost accounts. These are accounts that have a high daily rate and fluctuate rapidly. Surpluses are allowed to be carried over year to year to help absorb deficits that may be encountered. Mr. Clark questioned whether the Department can refuse to serve anyone if the account expends its allocation. Ms. Bean stated with some things it is not possible since we are court ordered to provide the service. If a service is not mandated by the court such as the low income child day care and funds are expended a waiting list is established for services and no more clients are served until money becomes available. Ms. Hoppen questioned why there is still a General Assistance program if the state has eliminated it. Ms. Bablitch stated the counties were given the option to continue the General Assistance program. We continued our program but cut down on the clientele to be served. The state still contributes on a per capita basis. We receive about \$58,000 currently. This may change as counties still have time to decide whether they want the program or not. If they do not additional funding for those counties not participating will be given to those who are.

The regular accounts are summarized and then broken down by services. The biggest deficit is again coming in the Restorative Care Division under the Children/Family Purchased Services. This is our foster care account. We have been more aggressive with collections for these accounts. We will now be completing financial information on voluntary placements prior to the placement of the child. Jerry Koepfel, supervisor of Youth and Family Services, has worked with the judges concerning court ordered placements. It is now part of the court order that families have five days to get a financial completed with the Department. Ms. Bean also distributed a budget/projected variance comparison. This looks at the current year and last year budgets during the same month.

C. High Cost Report

Mr. McCulley stated Winnebago and Mendota are used for long term high risk placements. The cost is about \$400 a day. Currently there are two placements at Winnebago and three placements at Norwood. The medical detox costs about \$330 a day at Norwood and about \$150 a day at Sacred Heart and \$120 a day at St. Michael's. The average stay is only about three days. Mr. Canales stated Community Based CBRF care tends to fluctuate when clients are moved from inpatient to community based care. Mr. McCulley reported the General Assistance program has been modified to serve the physically handicapped and the incapacitated. There is currently one person at Lincoln Hills. Group care encompasses about 8 to 12 people. These homes provide structured care and supervision but the adolescent attends local school systems. With the Child Caring Institutions these are self sustained and all programs including schooling are on the grounds of the institution.

Mr. Clark questioned the number of individuals at Vesper. Mr. McCulley stated currently there are five Portage County residents there. One from Wisconsin Rapids, one from Amherst, and three from Stevens Point. Mr. Clark questioned whether any school funds are used to offset the cost. Mr. McCulley stated the school pays \$10,000 per slot. The budget contracts for slots at \$10,000 per slot. This includes five slots for the Stevens Point School District at a cost of \$10,000 per slot. Amherst contracts for one slot.

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Rapids for three or four slots and others areas such as Auburndale, Marshfield, etc. contract for the other slots. Teachers from Vesper pick the student up at home before school and return them after school.

D. Action to Approve of Vouchers

Ms. Bean informed the Board the vouchers are for a two week period. The regular accounts total \$300,942.73 with the only unusual expense being \$39,895 in the equipment costs. This accounts for \$17,345 for the security system which will come out of 1995 funds, \$17,550 to Denny G Builders for the remodelling project. The total cost when completed will be about \$79,400. And \$5,000 to Mid Wisconsin Day Care Resources. The Client's Cost Share Receivable reflects funds reimbursed to us by clients for which we are representative payee. The high cost vouchers total \$11,391.16 with no unusual expenses. Portage House totals \$418.19 and no unusual expenses. The Specialized Children's Funds is an account which has \$25,000 in funds and has a matching funds so this is why it is separate. Mr. Medin questioned what the donations were for. Ms. Bean stated this was for the alternate care program recruiting funds received through the television advertising. Mr. Zimdars moved to approve the vouchers with Ms. Hoppen seconding the motion. Motion carried.

V. ADJOURNMENT

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

Submitted by:

Dawn Grasamkee  
Recording Secretary

0599P

MINUTES  
HEALTH AND HUMAN SERVICES BOARD  
MAY 8, 1996

Present

Paul Borham  
Rev. Matt Mallek  
Jacqueline Hoppen  
Walter Jakusz  
William Zimdars  
David Medin  
William Peterson  
Ann Buck  
Jim Clark  
Don Herrmann  
Harvey Olson

Excused

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Bean, Business Manager; Allen Berrett, Health Officer; Mike Carder, Environmental Health Supervisor; Jerry Koeppel, Youth and Family Services Supervisor; Lauri Rockman, Financial Services Supervisor; Brian Formella, Corporation Counsel; Judge John Finn, Circuit Court Branch II; Kathy Arentsen, CAP Services; Butch Kluck, Citizen.

I. INFORMATIONAL UPDATE

An informational update was provided to Board members by the Health Services Section.

The meeting was brought to order by Chairman Jakusz at 5:04 p.m.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of April 23, 1996

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

B. Correspondence

Ms. Bablitch stated the membership listing was included in the packet. Board members should review this and inform Ms. Bablitch if any address or phone number is incorrect. Also included in the packet were the projected meetings dates for the rest of the year. Ms. Bablitch informed Board members the meeting of October 9 and October 10 is for the budget. A small group informational schedule and group assignments was also included in the packet. This will direct Board members to which room to meet in for the informational updates.

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C. Director's Report

Ms. Bablitch requested Board members to please inform her of anyone wishing to attend the Family Empowerment meeting for Monday, May 13. Ms. Bablitch stated she will not be present for the May 22 meeting and has been excused by Mr. Jakusz. During the May 22 meeting a public hearing will be held regarding changes in the enforcement policy for restaurant and taverns. Action may be taken if warranted. Ms. Bablitch informed Board members the new carpet on the upper level will begin to be installed starting May 17. It will take be about one and a half months before its completed.

D. Citizen Concerns/Unlimited Topics

There were no citizen concerns/unlimited topics.

III. PROGRAM ISSUES

A. Action to Authorize Resolution to Provide a Secure Detention Option for Juveniles Adjudged Delinquent [Sec. 938.34(f)(g)(am)] Wisc. Statutes

Mr. Formella reported the new law takes effect July 1, 1996. There are three issues the new law will encompass. The resolution contains two of these issues. The first authorizing the courts to hold a juvenile in secure detention for no more than 30 consecutive days. The second would be to authorize the courts to commit a juvenile in an inpatient facility. This would only be done after consulting with the Portage County Health and Human Services Department and the agency determines the juvenile is an appropriate candidate for such a placement. The third issue is allowing the social worker to place a juvenile in secure detention for up to 72 hours. Mr. Formella stated the resolution has already passed the Judicial Committee. The Law Enforcement Committee tabled the resolution due to cost concerns and finding room at the juvenile detention center for possible placements. Judge Finn stated he did not care for the third option of allowing the social worker to place a juvenile in secure detention for up to 72 hours. In these cases the social worker does not have to contact the judge at all. A juvenile could be placed and be out in 48 hours and the judge would never know. A great deal of discussion occurred regarding the issues. Mr. Peterson questioned the use of inpatient

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facilities for juveniles. Mr. Koeppel reported currently it is very difficult to place a juvenile in an inpatient facility. If the parents refuse or are unable to provide the supervision necessary the court can order it. In some cases this will benefit the agency since the juvenile can be placed inpatient for up to 30 days and thus will not need six to 12 months of group or residential care. Mr. Formella commented in some cases placing a juvenile in secure detention could affect the juvenile into not committing another crime. Mr. Medin asked if the staff, courts, and Corporation Counsel recommend this resolution. Mr. Koeppel stated the staff recommend adopting it although they don't see it being used frequently. The staff is uncomfortable at this point with the 72 hour authority. Mr. Formella stated his office is comfortable with the resolution since it would provide more options to dealing with juveniles. Judge Finn stated he really has no position and feels this is more a public policy. Mr. Clark questioned whether the resolution needs to be taken as an all or nothing. The Board may pass the resolution as is or with amendments if it so chooses. Mr. Medin moved to approve the resolution as written with Mr. Herrmann seconding the motion. Motion carried with Mr. Clark voting nay.

#### IV. FISCAL ISSUES

##### A. Action to Add Additional Fees for Environmental Health Services

Mr. Carder stated the fees have been charged but were missed on the fee schedule. This would encompass the tattoo establishments, on-site training, temporary campgrounds, and coliform bacteria and fecal coliform. A motion was made by Ms. Hoppen and seconded by Mr. Olson to approve the addition of the fees to the fee schedule. Motion carried.

##### B. Action to Approve Vouchers

Ms. Bean informed the Board the vouchers are for a two week period. The regular accounts total \$93,512.72 with no unusual expenses. The high cost vouchers total \$33,333.01 with no unusual expenses. Portage House totals \$1,370.67 and no unusual expenses. Mr. Clark questioned whether the Board would be informed

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when additional monies are received for grants and other programs. Ms. Bean stated the Board would be informed. A motion was made by Mr. Zimdars and seconded by Ms. Hoppen to approve the vouchers. Motion carried.

V. PERSONNEL ISSUES

A. Action to Authorize Limited Term Employee for Financial Services

Ms. Rockman distributed a flow chart of committees related to W-2. The clerical aspect of taking minutes of the meetings, completing and distributing meeting notices, doing various mailings, etc. could be time better spent with the use of an LTE position. The position would hopefully be filled with an AFDC recipient if possible. The hours would be 520 hours to last about 26 weeks and the cost would be \$6,800. The funds are available through the JOBS allocation for preparation for W-2. Currently there is an intern office which could be used for to house this position. Mr. Zimdars approved the position and Mr. Borham seconded the motion. Motion carried.

VI. ADJOURNMENT

Mr. Peterson informed the Board of a change from the DNR which makes a person ineligible for a cost share from state, federal, or county funding if they are delinquent in child support payments. This is another change to make delinquent parents more responsible to pay their child support.

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

Submitted by:

Dawn Grasamkee  
Recording Secretary

0599P

**MINUTES**  
**HEALTH AND HUMAN SERVICES BOARD**  
**MAY 22, 1996**

Present

Rev. Matt Mallek  
Jacqueline Hoppen  
Walter Jakusz  
William Zimdars  
David Medin  
William Peterson  
Ann Buck  
Jim Clark  
Don Herrmann  
Harvey Olson

Excused

Paul Borham

Also Present: Dawn Grasamkee, Recording Secretary; Lucy Bean, Business Manager; Allen Berrett, Health Officer; Mike Carder, Environmental Health Supervisor; Patti Hintz, Accounts Receivable Supervisor; Susan Rutta, Administrative Services Manager; Sandy Uhl, Word Processing Specialist; Tom Weaver, WIZD; Lincoln Brunner, Stevens Point Journal; Gary Scott, Executive Chef at Holiday Inn.

I. INFORMATIONAL UPDATE

An informational update was provided to Board members by the Administration and Business Services Sections.

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

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of May 8, 1996

A Motion was made by Ms. Hoppen and Seconded by Ms. Buck to approve the minutes. Motion carried.

B. Correspondence

There was no correspondence.

C. Director's Report

There was no Director's report.

D. Advisory Committee Report

Rev. Mallek reported the Advisory Committee met last Monday, May 20. The new members were in attendance. Jim Riggerbach spoke about transportation issues affected by W-2. Concerns were shared regarding the

present transit system and changes it needs. A study will be conducted to look at the current system. The Committee will be prioritizing issues at its next meeting. A meeting will possibly be scheduled in June since there are a great deal of issues needing to be looked at. Mr. Jakusz commented that input relating to the W-2 Program need to be given to Ms. Rockman by the end of June.

E. Citizen Concerns/Unlimited Topics

Ms. Hoppen reported she attend the CWAN meeting. The Teen Advocacy Training program was discussed. Peg Eble, RN, has provided training to Pacelli and Amherst High School teens. The TV spot has been launched. The spot is titled "Respect Yourself/Protect Yourself." It covers the use of condoms, abstaining, and communication with parents, etc. Four grants have been received by the CWAN organization. The next meeting is September 10.

III. PROGRAM ISSUES

A. Public Hearing on Updated Enforcement Policy and Inspection Procedures for Restaurants and Taverns

Mr. Carder and Mr. Berrett addressed the Board on proposed enforcement policy changes. Mr. Carder stated most of the changes are cosmetic in nature. Mr. Herrmann questioned the definition listed for the Health Officer. To him the definition stated is more of the function. He suggested the wording be changed to include "the person that" and then continue with the description. The compliance periods were shortened to help cut down on the amount of follow-up inspections and to have corrections done quicker. Mr. Carder circulated a copy of the various violations found under each category. Three sections, Citations, "Class B" Licenses, and On-Site Training, have been added to the policy for clarification reasons. Mr. Jakusz questioned the fee for training. Mr. Carder stated it is \$40 per hour per sanitarian. This fee may be revised at a later date. Mr. Carder stated appeals would be heard by the Health and Human Services Board due to the number of member changes which occurred with the previous Appeals Board. Mr. Herrmann questioned if cutting the compliance period will allow operators the time needed to find and correct violations. Mr. Berrett stated an extension

can be granted depending on the situation. In most cases if the operator can show proof the equipment has been ordered but won't be delivered until after the date specified, an extension would be considered.

Chef Scott from the Holiday Inn commented favorably on the new enforcement policy.

The taped accounting of the public hearing is available upon request.

B. Action to Update Enforcement Policy and Inspection Procedures for Restaurants and Taverns

A Motion was made by Mr. Medin and Seconded by Mr. Olson to approve the updated enforcement policy as recommended. Motion carried.

IV. FISCAL ISSUES

A. Year-to-Date Financial Report

Ms. Bean stated there are no significant changes in the high cost accounts. The High Cost Report was distributed to Board members along with the breakdown of the regular accounts. Ms. Bean stated currently the inpatient account is at 40% which is slightly ahead of budget. Winnebago had four individuals residing there. One person has left, two others are short-term, and one person could be there the entire year. The chemical dependency area is under budget. Community Based Care is experiencing about a \$30,000 surplus. General Assistance is doing well and will come in with about a \$50,000 surplus. The out-of-home placements are still high. One individual will be out of Ethan House at the end of the year and one or two will be out at the end of the school year. The regular accounts are better than last month. The salary and fringes were looked at and the vacant positions and attrition were figured into the projections. Reallocations made to the treatment foster care budget increased it from \$45,000 to \$79,000. The Variance Comparison Report was changed to include a column showing the actual variance.

B. Action to Approve Vouchers

Ms. Bean informed the Board the vouchers are for a two week period. The regular accounts total \$241,677.50 with no unusual expenses. The high cost vouchers total \$3,964.33 with no unusual expenses. Portage House totals \$365.88 and no unusual expenses. A motion was made by Mr. Zimdars and seconded by Ms. Buck to approve the vouchers. Motion carried.

V. PERSONNEL ISSUES

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

Ms. Hintz stated a correction needed to be made to page 27. The monthly current classification figure should be \$1,813.08. Mr. Olson questioned how reclassifications work. Mr. Jakusz stated according to Personnel Policy if additional duties are added on a position can go through the reclassification procedure. Mr. Olson questioned why some of the positions weren't put through the process earlier. Ms. Rutta stated the clerical reclasses were requested during union negotiations but the Personnel Director felt they should go through the county's reclassification procedure. Discussion occurred regarding how the reclassifications would affect the budget. With Word Processing and Business Support Clerk monies are saved by not needing to send documents out-of-house to be developed and printed as well as having lesser paid staff doing work previously done by managers. Ms. Hintz stated the Bookkeeper II position is bringing more money into the agency through the ability of being able to correct claims more quickly. This was not done before. Ms. Hoppen questioned the reason behind the jump of three grades for the Environmental Health Supervisor. Mr. Berrett stated the position is now doing the same as the other supervisors in the health section and as such should be graded the same. Additional responsibilities have been added as well. A Motion was made by Mr. Peterson and Seconded by Ms. Buck to approve all four position reclassifications. Motion carried with Mr. Clark and Mr. Medin voting nay. Mr. Herrmann questioned Mr. Clark and Mr. Medin's reason for voting nay. Mr. Clark stated he didn't know what the old job description contained and what the new one does. He was also unsure whether the Environmental Health

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Supervisor reclass should be three levels higher but felt it was one the Board should support and let Personnel decide the level. Mr. Medin agreed and also felt the unions are currently protecting the employees well enough and could therefore argue harder for a position to be reclassified and be more successful in getting wage increases. Mr. Olson recommended supervisors define where the county is saving money and where the efficient use of time is for any further reclassification requests.

VI. ADJOURNMENT

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

Submitted by:

Dawn Grasamkee  
Recording Secretary

0599P

**MINUTES**  
**HEALTH AND HUMAN SERVICES BOARD**  
**JUNE 12, 1996**

Present

Rev. Matt Mallek  
Paul Borham  
Walter Jakusz  
William Zimdars  
David Medin  
William Peterson  
Ann Buck  
Jim Clark  
Harvey Olson

Excused

Jacqueline Hoppen  
Don Herrmann

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Bean, Business Manager; Lauri Rockman, Financial Services Manager; Carrie Davies, Fraud Investigator; Brian Formella, Corporation Counsel.

I. INFORMATIONAL UPDATE

An informational update was provided to Board members on the Right From the Start program emphasizing the Family Resource Center.

The meeting was brought to order by Chairman Jakusz at 5:15 p.m.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of May 22, 1996

A motion was made by Mr. Borham and Seconded by Mr. Zimdars to approve the minutes. Motion carried.

B. Correspondence

There was no correspondence.

C. Director's Report

Ms. Bablitch informed Mr. Borham and Ms. Buck the June 25 APEX meeting has been cancelled. The date of July 2 was verified with Ms. Buck and Ms. Borham as a tentative reschedule date. Ms. Bablitch reminded the new Board members that the APEX study is an internal assessment of the Department being conducted by staff and the Board.

Ms. Bablitch stated she has drafted areas to be looked at in the county study. Roger Wrycza and Jerry Glad advised Ms. Bablitch a firm will probably not be selected until October with the study beginning in January of 1997.

Ms. Bablitch stated a meeting will be held on Monday, June 24 at Midstate Technical Institute at 1:30 p.m. The meeting will be attended by area legislators. The meeting will look primarily at health issues. Board members will be receiving an announcement of this meeting shortly.

D. Citizen Concerns/Unlimited Topics

There were no citizen concerns/unlimited topics.

III. PROGRAM ISSUES

A. Action to Endorse Revised Public Assistance Fraud Ordinance

Ms. Davies reported that 26 counties have a similar ordinance. This ordinance will help to deter participants from not reporting necessary information. Generally the ordinance will apply to those participants who do not report information in a timely manner which does not cause an overpayment. Mr. Olson questioned how the citation would be issued. Ms. Davies stated it would be written and presented like a parking ticket is now. Ms. Buck questioned how participants will be informed of the change. Ms. Rockman stated the information will be given in the packet participants receive as well as being informed during review periods and a mailing to current participants. Mr. Clark questioned what happens currently if a participant doesn't report. Ms. Davies stated if an overpayment occurs the participant is sanctioned for six months for the first violation, 12 months for the second, and off the program for the third violation. It can also be referred for prosecution. Nothing is done currently if no overpayment results. Rev. Mallek questioned how many participants this change would affect. Ms. Davies stated only about 3-4% of the case load would be affected. Mr. Medin questioned who drafted the ordinance. Mr. Formella stated he drafted it after looking at about six or seven other counties who have the same ordinance. Mr. Peterson questioned why the ordinance went to the Judicial Committee first. Mr. Formella stated it was taken there since that is the Committee he reports to. A motion was made by Mr. Medin and seconded by Mr. Clark to approve the ordinance. Motion carried.

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IV. FISCAL ISSUES

A. Action to Approve Vouchers

Ms. Bean stated regular accounts totaled \$352,963.80. A refund of \$19,412 was sent to Medicare for the home health program. The reason was about two years ago Medicare made the payment the same for both a nurse or aide visit. As such when the report was completed for Medicare an overpayment for aide visits occurred. Since Medicare is about a year and a half behind it is possible that additional money may need to be refunded or funds could be returned to us. The high cost accounts totaled \$21,164.06. Specialized Children's Fund totaled \$8,822. This was for the three months of January, February, and March as well as an advance for one month. Portage House totaled \$1,510.68. A motion was made by Mr. Clark and seconded by Rev. Mallek to approve the vouchers. Motion carried.

V. PERSONNEL ISSUES (CONTEMPLATED EXECUTIVE SESSION)

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

Ms. Bablitch stated they are currently in the process of updating the job descriptions. Ms. Bablitch stated evaluation forms were sent to all managers and copies were included in the packet of those who responded. A motion was made by Mr. Clark and seconded by Mr. Olson to go into Executive Session. A roll call vote was taken.

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

Motion made and seconded to evaluate the Director's performance as acceptable. Mr. Jakusz will discuss specifics with Ms. Bablitch.

VI. ADJOURNMENT

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

Submitted by:

Dawn Grasamkee  
Recording Secretary

0599P

**MINUTES**  
**HEALTH AND HUMAN SERVICES BOARD**  
**JUNE 26, 1996**

Present

Rev. Matt Mallek  
Jacqueline Hoppen  
Paul Borham  
Don Herrmann  
David Medin  
William Peterson  
Ann Buck  
Jim Clark  
Harvey Olson

Excused

Walter Jakusz  
William Zimdars

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Bean, Business Manager; James Canales, Long Term Care Coordinator; William McCulley, Restorative Care Coordinator; Cathy Rhutasel, Alternate Care Coordinator; Katherine Vetter, Respite Care Social Worker; Lincoln Brunner, Stevens Point Journal.

I. INFORMATIONAL UPDATE

An informational update was provided to Board members on the Word Processing Section and the Accounts Receivable Section.

The meeting was brought to order by Vice-Chairman Clark at 5:04 p.m.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of June 12, 1996

A motion was made by Mr. Medin and Seconded by Mr. Olson to approve the minutes. Motion carried.

B. Correspondence

Ms. Bablitch read a letter received from a former client thanking the Department for all its help.

C. Director's Report

Ms. Bablitch informed the Board the W2 Committees have been meeting often. The program design will be worked on in August and September and must be submitted to the State by November 1.

Department managers are looking at new positions and a few will be proposed at the next meeting.

Work on the 1997 budget is starting. Information regarding whether a program is mandatory or optional will be included in the budget to help Committees better understand the service delivery system.

D. Advisory Committee Report

Rev. Mallek stated the Advisory Committee met last week Monday. Daryl Kurtenbach shared information regarding the foster care program. Mr. Kurtenbach appealed to the Committee to becoming involved in recruiting new foster homes. Training of members will occur. A Peer Support Program has been established to help foster parents who are dealing with allegations of abuse against them. There have been five allegations against foster parents last year. All were found to be unsubstantiated. A level system has been set up to help deal with the more difficult placements. Level 2 foster homes will deal with these individuals. The Level 1 foster homes will handle the less difficult placements. A social worker has been assigned to handle the Level 2 foster home placements only. Rev. Mallek stated the August Advisory Committee will involve discussing how to recruit and maintain foster homes. Rev. Mallek reported Helen Johnson of the United Way presented an update on the Family Preservation Grant. The United Way has earned \$885,000 to help area agencies meet needs.

E. Citizen Concerns/Unlimited Topics

Ms. Buck stated during the last Permanency Planning Committee meeting a discussion was held regarding why Hmong children perform well in foster homes but are in trouble again when they are returned home. A representative from the Hmong Association was there and stated that since the Hmong culture allows corporal punishment there is no respect for the parents since they cannot use corporal punishment in the United States as a means to control their children. The representative suggested those children placed in foster care should stay there until the age of 18 with no home visits allowed. They tend to follow the rules at the foster home since consequences for misbehavior could mean placement in a more restrictive home. Ms. Buck stated Lu Rolley from Waushara County has heard of a home which keeps foster placements for a long time, sort of like a small

orphanage. There are some pilot projects and this will be looked into. Discussion occurred regarding this topic.

Mr. Peterson questioned when the dumpster in front of the building would be removed. Ms. Bablitch stated it has been there for ease in removing the old carpeting. The carpet laying process should be completed tomorrow and the dumpster removed by this weekend.

### III. PROGRAM ISSUES

#### A. Review of Foster Care Recruitment Project

Cathy Rhutasel distributed a packet of information related to the recruitment project. An intense effort from the 11 County Alliance of Foster Care Coordinators was started to help develop a series of TV ads to aid in recruiting foster homes. Donations were solicited from local businesses, churches, non-profit organizations, and foundations to aid in funding this effort. Donations totalling \$1,575 have been received with an additional \$1,000 from the State Family Preservation Program as well as \$3,000 to \$6,000 from the State of Wisconsin. Other regions are now starting to develop their recruitment projects. The ads began in early April. A toll free number has been established with a voice mail answering system. Responsibility of responding to messages is rotated between regional members who will forward messages to the appropriate county. Ms. Rhutasel showed a videotape containing samples of the ads which are currently running.

#### B. Review of Proposed Focus of Department Study

This item was tabled due to time constraints.

### IV. FISCAL ISSUES

#### A. High Cost Report

Mr. McCulley reported a \$45,000 increase in Winnebago and Mendota. This is due to the Department paying the cost of care and awaiting the reimbursement from Medical Assistance. Revenues are higher than projected at this time due to aggressive collection efforts. The Medical Detox budget is well under budget. Mr. Canales reported the Community Based Care

budget is about \$40,000 in the black. There is currently one individual at Winnebago who may be moved into this budget by August. Mr. McCulley reported Jim Rigenbach has been very efficient in the General Assistance program. There have not been many applications for this program. Mr. McCulley reported the out of home placements are ahead of last year. Mr. Clark questioned the difference between group care and Child Caring Institutes. Mr. McCulley explained group care consists of foster homes and treatment foster homes. The individuals attend public schools. The Child Caring Institutes are more restrictive and the school is located on the grounds of the establishment. The last step is Lincoln Hills which is essentially prison for adolescents. Mr. Medin questioned the daily rate at Lincoln Hills. Mr. McCulley reported the cost is about \$3,700 per month which is about \$135 to \$140 a day.

B. Year-to-Date Financial Report

Ms. Bean stated the high cost accounts will have a deficit of about \$150,000. About half of the reserve will be needed to balance the budget. Mr. Clark questioned whether services could be refused in a program if the program will cause the entire reserve to be used. Ms. Bean stated that has never happened in the past and that services could not be refused because many are court ordered. Mr. Herrmann questioned how the reserve is replenished. Ms. Bean stated if there is surplus in the high cost account it is placed in the reserve.

The regular accounts look to come in about even. About \$77,000 of additional revenue should be collected in the foster care program due to aggressive collection efforts. The procedures were changed to have financials completed before a voluntary placement is made to establish the ability to pay. Accounts are turned over to the collection agency if necessary when payments are not made. Currently there are about 50 children placed and only four do not have the financials completed at this time. Mr. Clark questioned which accounts can have dollars transferred. Ms. Bean stated only those accounts receiving County monies or Community Aids can be transferred. Categorical accounts cannot be. Mr. Medin questioned whether transferring funds from one account to another should be brought to the Board

prior to these transfers being made. He questioned whether or not the budget will reflect the figures originally determined during the last budget process or if they will reflect the adjust figures. Ms. Bean stated the adjusted figures will appear in the budget. Discussion occurred regarding what figures should appear in the budget and how transfers should occur. Additional discussion will occur at a later date.

C. Action to Approve Vouchers

Ms. Bean stated regular accounts totaled \$143,565.82. There were no unusual expenses. In the High Cost Accounts the General Assistance and Inpatient dollars need to be reversed. General Assistance should show \$4,208.74 and Inpatient \$115,934. The inpatient reflects the first quarter for Winnebago and Mendota. The High Costs accounts total \$89,188.81. Specialized Children's Funds totalled \$1,308. The Portage House account needs to show a total of \$108.18. The entire amount is for telephone. Mr. Peterson moved to approve the vouchers and Rev. Mallek seconded the motion. Motion carried.

V. PERSONNEL ISSUES

A. Action to Authorize Leave of Absence

Ms. Bablitch stated Pam Ellison is requesting a leave of absence to complete her doctorate degree. She will be completing her internship with our agency so we will still have the benefit of her experience. Mr. Herrmann moved to approve the request and Ms. Hoppen seconded the motion. Motion carried.

VI. ADJOURNMENT

Mr. Peterson moved to adjourn the meeting and Mr. Olson seconded the motion. Motion carried. The meeting was adjourned at 6:12 p.m.

Submitted by:

Dawn Grasamkee  
Recording Secretary

0599P

**MINUTES  
HEALTH AND HUMAN SERVICES BOARD  
JUNE 26, 1996**

Present

Walter Jakusz  
William Zimdars  
Jacqueline Hoppen  
David Medin  
William Peterson  
Ann Buck  
Jim Clark  
Harvey Olson

Excused

Rev. Matt Mallek  
Paul Borham  
Don Herrmann

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Bean, Business Manager; James Canales, Long Term Care Coordinator; Jerry Koepfel, Youth and Family Services Supervisor; David Peterson, Health and Human Services Northern Regional Office; Cindy Schmitz, Community Health Supervisor.

I. INFORMATIONAL UPDATE

An informational update was provided to Board members.

The meeting was brought to order by Chairman Jakusz at 5:10 p.m.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of June 26, 1996

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

B. Correspondence

Ms. Bablitch stated a new membership list was included in the packet. The new list reflects an address change of Mr. Peterson.

Ms. Bablitch distributed copies of "FOCUS" - the first newsletter of the new Department of Health and Family Services.

Ms. Bablitch distributed copies of letters from Judge Fleishauer, Tom Eagon, and Jerry Bohren related to the new position request in Youth and Family Services.

C. Director's Report

Ms. Bablitch stated there is nothing to report at this time.

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D. Citizen Concerns/Unlimited Topics

Ms. Hoppen stated she distributed a page on the AIDS Quilt and some statistics. On May 31 the quilt was on display in the capitol. Ms. Buck commented there is now optimistic news on AIDS. Experts say they are on the verge of changing it to a controllable chronic disease rather than an epidemic.

III. PROGRAM ISSUES

A. Review of Proposed Study of Department

Ms. Bablitch gave a history on how the study of the department came about. Mr. Hintz requested Jerry Glad, Roger Wrycza, and Ms. Bablitch to write up what areas should be reviewed in the Department. Ms. Hoppen questioned the reason for the study after having the Patterson Report and the APEX study completed. Ms. Bablitch stated these two reports were more specialized. The APEX was more of a study of the Department by Department staff. Ms. Bablitch stated Mr. Hintz wants an independent study of all Departments. Mr. Jakusz stated when a different department was studied some positive things arose with the study. Mr. Peterson commented he has not seen any other business managing a budget as large as ours and stated we are doing a good job. Mr. Jakusz stated Portage County Health and Human Services is now standing out as a leader in Wisconsin. A motion was made by Mr. Clark and seconded by Ms. Buck to approve the proposed areas of study and forward on to Mr. Hintz. Motion carried with Ms. Hoppen voting nay.

IV. FISCAL ISSUES

A. Action to Approve Vouchers

Ms. Bean stated regular accounts totaled \$224,562.85. The High Cost Accounts totaled \$22,105.79 with Portage House totalling \$2,161.77. There were no unusual expenses in any of the accounts. Mr. Zimdars moved to approve the vouchers and Mr. Olson seconded the motion. Motion carried.

V. PERSONNEL ISSUES

A. Action to Review New Position Requests

Ms. Bablitch stated there are two new positions being requested. There were other positions requested but those were denied by Ms. Bablitch. She felt these two positions were the most needed positions.

Mr. Peterson requested if a ratio of the people served can be compared with the increase in staff. Ms. Bablitch stated since the beginning of 1980 we have added programs such as General Assistance and JOBS which have increased the amount of people served.

Ms. Bablitch explained the permanent nurse position and the LTE nurse position are one in the same. If a permanent position is not approved then the LTE position would assume those duties. If the new position is approved it would become effective January 1. If that happens, the LTE position would be effective from August 12 through January 1 only. Mr. Jakusz questioned why there were three different pay rates for this position. Ms. Schmitz stated this would be assumed by three part time staff who are at different rates. Mr. Medin questioned which staff might assume this position. Ms. Schmitz stated it could be Jean Kummer, Kathy Oswald, or Lori Kawleski. Mr. Olson questioned if the school district would be paying for the positions. Ms. Schmitz stated the positions would be covered by a school health contract and thus no county tax levy would be involved. A motion was made by Ms. Hoppen and seconded by Ms. Buck to approve the request for both the permanent and the LTE position. The permanent to begin January 1, 1997 with the LTE position covering the position from August 12, 1996 through January 1, 1997 or in the event of disapproval from the other committees, the LTE to cover the 1996-97 school year. Motion carried.

The second position is a HSS1 Social Worker for the Youth and Family Services section to work in the area of juvenile delinquency. There are no monies or grants to aid funding of this position. Mr. Jakusz stated there are three letters of support for this position which Ms. Bablitch distributed. Ms. Hoppen commented the Patterson Report suggested additional positions be added to this section to help with the increasing case load. Mr. Jakusz questioned if the

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new resolution to waive older teens into the adult court has made an impact on the case load. Mr. Koepfel stated they have not see a drastic change and the courts have not been anxious to waive teens into the adult court. Mr. Medin questioned if another position was added in 1994. Mr. Koepfel stated a 50% vacant position was filled recently. Motion made by Mr. Medin and seconded by Ms. Hoppen to approve the new position request. Motion carried.

B. Action to Approve Limited Term Employee

See action taken in Section V.A. Action to Review New Position Requests.

VI. ADJOURNMENT

Mr. Peterson moved to adjourn the meeting and Mr. Clark seconded the motion. Motion carried. The meeting was adjourned at 5:50 p.m.

Submitted by:

Dawn Grasamkee  
Recording Secretary

0599P

**MINUTES**  
**HEALTH AND HUMAN SERVICES BOARD AND ADVISORY COMMITTEE MEETING**  
**JULY 24, 1996**

Present

Walter Jakusz  
Jim Clark  
Paul Borham  
David Medin  
Harvey Olson  
Don Herrmann  
William Peterson  
Ann Buck  
Rev. Matt Mallek  
William Zimdars  
Helen Johnson  
Xang Chang  
Thomas Johnson  
Phyllis Moore  
Pat Sward

Excused

Jacqueline Hoppen  
Keith Iris  
Mary Korbal

Absent

Catherine Arentsen  
Terri Aschenbrenner  
James Bowles  
Betty Leacock Linzer  
Bobbie Kolehouse  
Sharon Petersen  
Lisa Roth

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Secretary to the Board; Lucy Bean, Business Manager; Daryl Kurtenbach, Shared Services Coordinator; Allen Berrett, Health Officer; William McCulley, Restorative Care Coordinator; Lauri Rockman, Financial Services Manager; Jim Rigggenbach, GA/Jobs Supervisor; Jim Canales, Long Term Care Coordinator; Jerry Koepfel, Youth and Family Services Supervisor; David Pagel, Financial Services Supervisor; Lincoln Brunner, Stevens Point Journal.

The meeting was called to order by Chairperson Jakusz at 4:35 p.m. in Conference Rooms 1 and 2 of the Gilfry Center. Board and Advisory members introduced themselves.

I. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of July 10, 1996

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

B. Approval of Advisory Committee Minutes of June 17, 1996

A motion was made by Ms. Moore and seconded by Ms. Johnson to approve the minutes as submitted. Motion carried.

C. Correspondence

Ms. Bablitch distributed copies of the annual report. Ms. Bablitch requested any member who has ideas for changes in the annual report contact her.

D. Director's Report

Mrs. Bablitch welcomed and thanked the Advisory Committee for all their efforts over the year. Any capitol improvements for the Department need to be turned in by August 1. At this time staff have no capitol improvement requests.

E. Citizen Concerns/Unlimited Topics

Mr. Jakusz stated Chairman Hintz, Jerry Glad, and Judy Bablitch have finalized the study process. Mr. Clark questioned what else would be surveyed since the APEX study seems to cover most everything in the Department. Mr. Jakusz stated the APEX and Patterson Report were brought up. Ms. Bablitch stated the overall organization strengths and weaknesses were covered in those reports. The survey by the County is projected to be done by the end of March.

II. PROGRAM ISSUES

A. Update on Welfare Reform (W2)

Ms. Rockman stated the flow chart on Page 8 shows the development phase the Department is currently working on. The Implementation Phase will be the next step. The Community Response Team has begun meeting and will look at how the community as a whole should respond to the changes, what level of resources need to be available, as well as other community factors. Recommendations and decisions will be made following this review. Ms. Rockman commented that the implementation of W2 will cost more initially. It is projected that the costs will subside in the following years. There is no evaluation on the state level of how clients are doing on W2. The county is looking to develop a tracking system to help follow clients through the system. Ms. Bablitch stated case loads are decreasing already and are down about 50% for AFDC. Medical Assistance and Food Stamps are still at the same case load size.

B. Update on Juvenile Justice Code Changes

Mr. Koeppel stated the Children's Code, Chapter 48, has been revised and Chapter 938 was developed to contain Delinquency and Juveniles in Need of Protection and Services (JIPS). As of January 1 juveniles 17 years of old are considered adults. At this point there has been no significant change in the case load sizes. Also, juveniles 15 years and older can be waived into the adult court. Juveniles 10 years of age or older can be waived into adult court for major crimes such as murder. The statutes state that once a juvenile has been waived into the adult court and found guilty they will automatically be waived into adult court for any subsequent delinquent acts. The County Board has passed a resolution allowing the courts to impose a 30 day inpatient stay or AODA stay. Our Department will need to be consulted on this sentencing prior to it being done. The new statutes will allow for more victim's rights. Victims will be allowed to be present during the hearing and sentencing phases at the court's discretion. The parental liability has been increased from \$2,500 to \$5,000. Docket judgements against the juvenile and parents can be ordered if the restitution is unpaid for 20 years. Jury trials for juveniles have now been eliminated. Records can be expunged by the court's discretion. Mr. Koeppel commented Judge Finn is reluctant to expunge records and feels if the juvenile has a record it should stay. The media and public now have more access to juvenile information. A forfeiture of up to \$1,000 can be imposed on the parents for failing to comply with conditions established under informal supervision. A graffiti violation has been established which will order up to 40 hours of community service for juveniles under 14 years old and for those older than 14 anywhere from 10 to 100 hours can be ordered.

C. Update on APEX Agency Capacity Assessment Conclusions

Ms. Bablitch distributed copies of the APEX Assessment Part 1. This booklet contains all the areas studied and how they rated in perceived importance and the current status of meeting the segment. Page 15 summarizes the High and Unmet areas. Ms. Bablitch asked for volunteers to help improve these areas. Ms. Moore, Ms. Buck, and Mr. Zimdars volunteered to work in Group 1.

D. Action to Adopt 1997-1999 Objectives

Ms. Bablitch thanked Board members for their ideas about objectives. Mr. Clark stated the Mission Statement is very well done. The Coordinators gave a brief overview of the objectives for their sections. Mr. Herrmann questioned if the objectives would be creating more work for staff. Mr. Kurtenbach commented that certain things will involve more work initially but in the long run this will decrease the amount of work we are currently doing. As an example, he cited the Day Care Coordinator needing to hand write many things and having loads of paper needing to be retained. With the development of a computer system to handle this work it has now freed up time for the position to work in other areas of day care. The amount of paper has been reduced and a current list of available day cares in the County can be called up immediately rather than needing to take a few days to compile a current list. Mr. McCulley stated the start of the Mental Health Clinic in the Lincoln Center has also helped elderly clients see the Department in a different light. This has enabled clients who would not come to our Department to receive services in a setting more comfortable for them. Mr. Medin commented he would like to see the organization chart changed to reflect the service rather than the funding. It is confusing to see the service referred to and not find it on the organizational chart. A motion was made by Mr. Herrmann and seconded by Mr. Clark to adopt the three year objectives as written. Motion carried.

III. FISCAL ISSUES

A. Review of Federal Funding Reductions

Ms. Bean stated the Basic County Allocation will be reduced by almost \$69,000 per year. Currently there are no final figures yet and no official notice has been received yet. The Medical Assistance Program has sent the reimbursement for 1995 which amounts to \$24,000 of the \$41,000 budgeted. We still have 1996 funds to capture.

B. High Cost Report

Mr. McCulley reported there are three individuals in Winnebago with two projected to come out in July and possibly the last person in two months. Norwood has one commitment at this time. Currently expenses are ahead of budget but we are also ahead in revenues.

The Medical Detox/Inpatient Chemical Dependency section is in good shape.

Mr. Canales stated Community Based Care is about \$30,000 under the allocation.

Mr. McCulley stated General Assistance is in good shape and there are no many requests.

Group care is a little ahead of budget at this time. Child Caring Institutions are still way up with a few juveniles in for a significant length of time.

Mr. Medin questioned if we would have to deal with the Lincoln Hills budget in the future with the changes in the juvenile code. Mr. McCulley stated we would not have to deal with juveniles that are placed there on serious offenses. The state will pick up those costs.

C. Review of Year to Date Budget

Ms. Bean stated there is no difference in the budget from last month. The high cost accounts still show a deficit and a portion of the reserve will need to be applied. The regular accounts show no change. An additional placement was made to Lincoln Hills but this has been offset by collections made in the out of home placements.

D. Action to Approve Vouchers

Ms. Bean stated the regular accounts totaled \$275,475.73, high cost accounts totaled \$6,615.29, and Portage House \$634.55. There were no unusual expenses. Motion made by Mr. Olson and seconded by Mr. Borham to approve the vouchers as submitted. Motion carried.

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E. Review of Budget Format Change

Ms. Bean stated a "Current Year Revised Budget" column will be added to all budgets. The reason why changes were made will be included under the account name description. Ms. Bablitch stated in addition the front page of each section budget will indicate whether a program is mandated or optional and will include what effects would occur if the program were deleted.

IV. ADJOURNMENT

Ms. Bablitch stated a memo was distributed showing a possible funding source for the new position requested in Youth and Family Services. Ms. Bablitch was advised to place this on the agenda for action at the next meeting.

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

Submitted by:

Dawn Grasamkee  
Recording Secretary

dmg/0599P

**MINUTES**  
**HEALTH AND HUMAN SERVICES BOARD**  
**AUGUST 14, 1996**

Present

Walter Jakusz  
Rev. Matt Mallek  
William Zimdars  
Jacqueline Hoppen  
David Medin  
Ann Buck  
Jim Clark  
Harvey Olson

Excused

Paul Borham  
Don Herrmann  
William Peterson

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Bean, Business Manager; James Canales, Long Term Care Coordinator; Allen Berrett, Health Officer; Daryl Kurtenbach, Shared Services Coordinator; William McCulley, Restorative Care Coordinator; Dan Nienaber, Stevens Point Journal.

I. INFORMATIONAL UPDATE

An informational update was provided to Board members on the agency budget process.

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

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of July 24, 1996

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

B. Director's Report

Ms. Bablitch distributed a copy of proposed department study RFP.

Ms. Bablitch stated the organizational chart in the packet is a compacted chart showing the number of staff related to the number of FTE's. The chart shows only permanent staff. Mr. Clark questioned how many FTE's there are. Ms. Bablitch stated it is about 124.

Ms. Bablitch reported the lower level remodeling is scheduled to be completed by the end of the month.

C. Citizen Concerns/Unlimited Topics

There were no citizen concerns/unlimited topics.

III. PROGRAM ISSUES

A. Review of Quarterly Statistics (April through June, 1996)

Mr. Canales reported the Long Term Care Division has remained about the same. There is a new agency called Interfaith Volunteer Caregivers. This agency recruits volunteers. The program director is Annie Eplin. Currently they have 35 volunteers. This program is partially funded by Family Preservation funds.

Mr. Berrett reported the numbers are average for this quarter. There are currently two active TB cases and two more are expected to become active. Water tests are up at this time of the year. Mr. Berrett commented the staff have held a legislative update with legislators as well as more speaking engagements are being done. Mr. Jakusz questioned why the lead screenings are low. Mr. Berrett stated the grant was ending and as such funds were low and screenings were done less.

Mr. Kurtenbach stated the Parent Aide services were added to the report. Mr. Kurtenbach informed the Board the two LTE positions were hired for the child day care and alternate care sections.

Mr. McCulley reported the referrals and services for program participation show exact numbers without duplication. The number of Employment and Training has dropped dramatically as people are opting not to apply for AFDC since employment and training is mandated. Mr. Clark questioned if anyone is designated to write grants for the Department. Ms. Bablitch stated no specific person is at this time. Mr. Clark stated he feels someone should be appointed to find, apply, as well as write grants. Mr. Clark continued to state he would support a position or a partial position or the time for Directors to write grants.

Ms. Bablitch reported there was one new driver recruited. Another new volunteer is working on auditing the psychological services files. A new section showing the interns has been added. This will be increasing with the start of the school term.

Ms. Bean stated the Business Services section is not unusual. There was one addition error on page 28. The figure should be \$526,759.56 for amount billed this quarter. Mr. Clark stated the ambulance billing service is a great asset for law enforcement and appreciates the hard work the Department has put into it. It is nice to see a handle on this area.

B. Review of Waiting List

Ms. Bablitch stated a revised waiting list has been distributed. Ms. Hoppen questioned what people do while on the waiting list. Mr. Canales stated there are patched together services given through other funding sources. Mr. Kurtenbach stated when day care is available most of the families on the waiting list cannot be found. Mr. Clark questioned about how many children are on the waiting list for day care. Mr. Kurtenbach stated it is about 75 children.

C. Transfer of Wisconsin Women's Cancer Control Project (WWCCP)

Mr. Berrett reported Lon Newman of Family Planning Health Services is currently serving three counties with WWCCP services. Transferring this to Family Planning would help the funds be stretched farther when developing outreach materials. The service would remain available in our County. The state has approved the transfer. It would entail about \$10,000 being transferred. Mr. Clark moved to approve this request with Ms. Hoppen seconding the motion. Motion carried.

D. Action to Approve Resolution on Long Term Care

Ms. Hoppen questioned if the Department prefers to keep the program going as it currently is. Mr. Canales stated yes. Mr. Canales explained the resolution is basically asking the state to leave Long Term Care the way it is rather than redesign it to a more managed care system. A motion was made by Mr. Clark and seconded by Mr. Zimdars to approve the resolution and forward to the County Board. Motion carried.

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E. Action to Authorize Board Member to Attend Long Term Care Conference

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

IV. FISCAL ISSUES

A. Action to Review Funding of New Position

Ms. Bablitch stated there is funding through Medical Assistance Case Management revenues to fund the position requested in Jerry Koepfel's section (Youth and Family Services). The revenues are anticipated to continue. Mr. Medin stated he feels strongly the Board should use this funding as well as if the funding is lost urge the County Board to fund this position through county tax levy. Mr. Clark moved to approve the request and motion was seconded by Mr. Medin. Motion carried.

B. Action to Approve Grant Application for Community Integrated Service System Community Organization Grant

Ms. Bablitch stated the UW Extension wrote the grant with the assistance of Linda Cates. The grant will be for about \$50,000 each year for four years. This will help to develop a more integrated community approaches for service delivery. Ms. Bablitch stated she has the entire grant for anyone wishing to read it. Motion was made by Mr. Clark and seconded by Ms. Buck to approve the application. Motion carried.

C. Action to Authorize Use of Funds for W-2 Program Application

Ms. Bablitch distributed a memo outlining this request. Ms. Bablitch showed the application packet for the W2 program. There are 21 sections to be completed. Staff will write about six of them. This will leave 15 to be done. Ms. Bablitch stated they have talked with Bobby Kolehouse and Patzy Mbughuni who have agreed to write the grant proposal for us. They generally charge about \$30 to \$40 an hour but have agreed to \$25 per hour. It is estimated it will take about 300 hours to complete. The request is for \$7,500. Motion by Ms. Hoppen and second by Rev. Mallek to approve the request.

D. Action to Approve Vouchers

Ms. Bean stated regular accounts totaled \$248,066.71. The High Cost Accounts totaled \$39,775.41. Specialized Children's Funds were \$3,178 with Portage House totalling \$1,776.41. There were no unusual expenses in any of the accounts. Mr. Zimdars moved to approve the vouchers and Rev. Mallek seconded the motion. Motion carried.

V. ADJOURNMENT

The meeting was adjourned at 6:04 p.m.

Submitted by:

Dawn Grasamkee  
Recording Secretary

0599P

**MINUTES**  
**HEALTH AND HUMAN SERVICES BOARD**  
**AUGUST 28, 1996**

Present

Walter Jakusz  
Paul Borham  
Rev. Matt Mallek  
William Zimdars  
William Peterson  
Jacqueline Hoppen  
David Medin  
Ann Buck  
Jim Clark  
Harvey Olson

Excused

Don Herrmann

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Bean, Business Manager; James Canales, Long Term Care Coordinator; Daryl Kurtenbach, Shared Services Coordinator; Stephen Tuszka, Elderly/CSP Supervisor; Xang Chang, Advisory Committee Member; Cathy Rhutasel, Alternate Care Coordinator; Catherine Vetter, Respite Care Coordinator; Dan Nienaber, Stevens Point Journal.

I. INFORMATIONAL UPDATE

An informational update was provided to Board members on Public Health.

The meeting was brought to order by Chairman Jakusz at 5:00 p.m.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of August 14, 1996

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

B. Correspondence

Ms. Bablitch distributed a copy of the annual meeting flyer for Family Preservation and Support Services Initiative. The meeting will be held September 13 at the Charles White Library from 8:30 a.m. to 12:00 noon. Anyone interested in attending can call the United Way or Ms. Bablitch.

C. Director's Report

Ms. Bablitch stated due to a conflict with the budget the meeting dates need to be changed. The budget needs to be presented to Finance on October 7. It was decided the meetings will be held on Monday, September 30 at 4:30 p.m. and Wednesday, October 2 at 5:15 p.m. The meeting scheduled for October 9 will be a regular meeting. The meeting scheduled for October 10 will be cancelled.

Ms. Bablitch addressed the issue of disposing of hazardous materials by maintenance. A maintenance worker was recently punctured by a needle when disposing of the used materials. The needles had already been autoclaved and as such no infection had occurred. The containers used for disposing these materials are very flimsy and as such the Department is requesting better containers.

D. Advisory Report

Rev. Mallek reported the Advisory Committee met last Monday. The Committee heard reports on various topics with which to become involved. Mike Carder reported on food safety in the school lunch program, school kitchens, and day care. A housing code ordinance was another subject. Also land use hazards was discussed. A committee consisting of Keith Iris, Helen Johnson, Thomas Johnson, Jim Bowles, and Mary Korbak has been established to look at the land use hazards.

Mr. Kurtenbach presented a foster care recruitment initiative. Phyllis Moore, Xang Chang, and Helen Johnson are on this committee.

Mr. Riegenbach presented transportation issues being affected by W-2. The Advisory Committee felt it was not feasible for them to look at this issue at this time.

Various members gave reports on the committees they are attending throughout the community. The quarterly statistical report was presented by the coordinators.

The Committee will be looking at the meeting time to see if changing the time may help members who are consistently absent to attend. There are no longer the problems of lack of quorums to conduct business.

E. Citizen Concerns/Unlimited Topics

Ms. Hoppen stated the CWAN organization decided not to move the position out of Wausau. Ms. Hoppen requested permission to go to an upcoming seminar if need be. The Board granted permission.

Mr. Medin requested additional information concerning the recent W2 Design Team findings. Mr. Jakusz stated there are various changes occurring constantly in the program. Mr. Olson also requested information be included in the Board packets. The Board decided to have Ms. Rockman come to a meeting and update the Board on the current W2 program.

III. PROGRAM ISSUES

A. Action to Endorse Foster Care Recruitment Initiative

Mr. Kurtenbach introduced Cathy Rhutasel and Catherine Vetter. Currently there is a shortage of families available to provide children's foster care. Ms. Rhutasel stated currently there are 37 families compared to 45 to 46 families seven years ago. Mr. Kurtenbach proposed a Standing Committee which would consist of various community representatives. Mr. Kurtenbach stated recruitment of foster families is going to become harder as time goes on. The main reason for the decline seems to be the need for families to have two working parents, the children requiring foster care seem to be becoming more difficult to handle. In the past word of mouth seemed to work well to recruit families. At this time advertising is becoming more and more necessary. Ms. Buck stated she feels a more negative connotation is being voiced about fostering. Mr. Zimdars questioned what the base rate is for a foster parent. Ms. Rhutasel stated there is a Uniform Cost Level set by the state. The minimum is \$297 per month for a child age 0 to 2. The rate increases as the child becomes older. The low rate is causing competition between state run foster care and private agencies. Private agencies tend to pay foster parents more and the state does not seem to be increasing their rate to become competitive with private agencies. Ms. Buck moved to approve the Standing Committee with Mr. Zimdars seconding the motion. Motion carried. Ms. Buck, Mr. Mallek, and Mr. Olson expressed an interest in being on the Committee depending on time constraints.

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IV. FISCAL ISSUES

A. Action to Approve Grant Applications

Mr. Tuszka stated there are really two grants in this request of \$130,000 each. The grant would meet three service areas: supported apartments, crisis intervention services, and CBRF's. The creation of two 4-plex apartments would allow an option for clients so they would not have to be staying in group homes or inpatient units too long. Crossroads would enter into a lease with the Stevens Point Housing Authority to manage these apartments. Six of the rooms would be for use intensive support clients and two as crisis and respite clients. It would require hiring three FTE staff. The grant would be a five year grant. Mr. Canales stated the second grant would be to fund relocating an individual from Winnebago to a CBRF facility. Mr. Clark moved to approve submitting the proposal with Mr. Medin seconding the motion. Motion carried.

B. Review of Year-to-Date Budget

Ms. Bean stated there is currently a deficit in the High Cost accounts. There was one individual moved out of Winnebago on August 22 which was earlier than anticipated. The majority of the deficit is still in Children's Group/Residential Care. The deficit will cause us to use about half of the reserve available. The regular accounts show a surplus of \$55,900. There were a great deal of variance changes since we are working on the budget and are looking line item by line item.

C. Review of High Cost/Fluctuating Accounts

Ms. Bean stated Winnebago will be increasing its rate 25% on October 1. The rate will increase from \$392 per day to \$490 per day. In effect if one person is in Winnebago for one year it would total about \$178,850. The out of home placements are projected to remain for the rest of the year. The rest of the high cost accounts are satisfactory. Mr. Clark moved to accept both the Year-to-Date Budget and High Cost/Fluctuating Accounts report. Mr. Peterson seconded the motion. Motion carried.

D. Action to Approve Vouchers

Ms. Bean stated regular accounts totaled \$178,799.91. The High Cost Accounts totaled \$88,749.82. The print out had an error. The Substitute Care amount should be \$8,812, General Assistance is \$6,060.42, and Inpatient \$92,384.65. Portage House totaled \$450.75. There were no unusual expenses in any of the accounts. Mr. Zimdars moved to approve the vouchers and Ms. Hoppen seconded the motion. Motion carried.

V. ADJOURNMENT

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

Submitted by:

Dawn Grasamkee  
Recording Secretary

0599P

**MINUTES**  
**HEALTH AND HUMAN SERVICES BOARD**  
**SEPTEMBER 11, 1996**

Present

Walter Jakusz  
Don Herrmann  
Paul Borham  
Rev. Matt Mallek  
William Zimdars  
William Peterson  
Jacqueline Hoppen  
David Medin  
Ann Buck  
Jim Clark  
Harvey Olson

Excused

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Bean, Business Manager; Allen Berrett, Health Officer; Lauri Rockman, Financial Services Manager; Jean Banks, Children's Service Society; Tom Eagon, District Attorney's Office; Chris Laird, Family Resource Center; Janet Barron, St. Michael's Hospital; Amy Bakken, St. Michael's Hospital; Brenda Schultz, Family Resource Center; Sue Chapman, Achievement Center; Liz Kammer, Mental Health Association; Judy Wright, Mental Health Association; Jeanne Dodge, Family Preservation and Support; Sue Wilcox, United Way; Meg Erler, Village of Plover President; Peggy Sullivan, United Way; Tina Peters, United Way; Josh Wescott, WIZD Radio; Dan Nienaber, Stevens Point Journal.

I. INFORMATIONAL UPDATE

An informational update was provided to Board members on Public Health and Long Term Care.

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

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of August 28, 1996

Rev. Mallek stated a correction to the minutes should show that Quarterly Statistics were not presented to the Committee. Discussion was held concerning the previous report. A motion was made by Mr. Olson and seconded by Ms. Buck to approve the minutes as corrected. Motion carried.

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B. Correspondence/Director's Report

Ms. Bablitch distributed a copy of a letter from Mark Rogacki concerning W2 to all Board members. This was discussed with the Finance Committee on Monday.

Proposals from three firms for the Department study were distributed to the Board members. Ms. Bablitch stated she believes all three firms will be interviewed. The date is tentatively October 1 and will consist of the Executive Committee, Committee Chair, Walter Jakusz, and Ms. Bablitch. Ms. Bablitch stated if there is any feedback or questions you would like presented to the firms to please contact her or bring them to the September 25 meeting.

Ms. Bablitch informed the Board the budget process is being finalized. The figures are reflecting a 2.4% increase. A 3% increase was the guideline set by Finance. Both the Health Insurance and Unemployment Compensation accounts have decreased. Ms. Bablitch stated the Department's portion of the County budget was 16.26% of county tax levy in 1996. The rest of the funding was in user fees, grants, etc.

C. Citizen Concerns/Unlimited Topics

Ms. Buck stated she and Jim Canales attended the Winds of Change conference. They will be consolidating their report and will then present it to the Board.

Ms. Hoppen stated the CWAN meeting was cancelled and rescheduled for October 10. She will present a report on this meeting.

Mr. Peterson stated the Risk Management Committee had a meeting and found there are concerns regarding the lighting, air exchange, and odors. Ms. Bablitch stated the air exchange has been an issue for about 16 years now. Supposedly the system is adequate but there have still been many complaints by staff. She is pleased this will be further evaluated.

III. PROGRAM ISSUES

A. Presentation on Right From the Start Initiative and Request for County Funding

Ms. Bablitch informed the Board for the last two years \$25,000 has been given for prevention services for children by the County. The funds were allocated to the Family Resource Center. The Committee hears presentations and then makes recommendations to the County Board. The funds then need to be matched by the Department. Ms. Bablitch suggested listening to the proposal and taking action during the budget meetings.

Ms. Wilcox distributed a Portage County Needs Assessment. The survey results from various organizations were contained on this form. Ms. Wilcox reviewed the highlighted information found on this form.

Ms. Bakken reviewed what the Right From the Start Coalition is about. The first step is to identify and reach families needing the service as early as possible. A nurse is linked with the family to do a home visit to identify the stresses in the family and make the necessary recommendations. The second step is the Home Visitor Program. A visitor works with the family on the needs identified, builds on the strengths of the families, and provides in-home support for up to five years. The third step is the Family Resource Center. The Center provides support groups, education, and encouragement to all families.

Ms. Bablitch distributed a copy of a letter from Judge Fleishauer supporting the Right From the Start Coalition.

Ms. Wilcox introduced the other people present who are involved in the Right From the Start Coalition. Ms. Bakken then showed a video concerning the identification and home visit program. Ms. Buck questioned who schedules the first RN home visit. Ms. Bakken stated St. Michael's Hospital assigns the nurse and then the follow up is done by the PNCC RN. Mr. Hermann questioned if the percentage is similar to those presented in the video. Ms. Banks stated they are comparable.

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Ms. Banks distributed graphs showing what is currently available and what is hoped to be achieved with the funding being requested. \$4,000 has been received from the United Way to develop a Family Resource Center in Amherst. They will offer a 12 week Parenting Program, two Ask the Expert programs, and one mini workshop. A meeting will be held with school officials, parent advisors, community churches, etc. to see where the Center should be housed and what kinds of programs should be presented. Another \$4,700 was given by the Family Preservation and Support Services Guidance Team to develop a program in the Junction City area. The demographics show only about 66% have access to the Center due to the proximity and how far people are willing to travel. It is anticipated this will increase to 73% with the additional funding. The Early Childhood Assessments are being done for low income people only at this point due to the hospital providing the funding and as such the hospital has stated only low income people are eligible for the service and will provide only one visit. With the additional funding it is anticipated 100% of all people can be provided this service. The Family Visitor Service is currently working with only 43% of 80 families. The additional funding will allow the service to extend to 56% of 80 families.

Ms. Wilcox reviewed the proposed budget request. The Family Resource Center is requesting \$52,191 from Portage County. The Outreach and Early Identification Program is requesting \$32,000 and the Parent-Aide Program is seeking \$21,000. This would total \$105,191 being requested. This includes the \$25,000 funded in the past. Mr. Clark questioned where the rest of the additional monies needed would come from. Ms. Wilcox stated they are seeking corporate sponsorship. It is hoped that with the county approving their requested portion it would be easier to gain corporate sponsorship. Ms. Banks distributed an open house invitation to the Family Resource Center. Mr. Jakusz stated the budget request will be considered during the budget meetings.

B. Update on Planning for W2 Welfare Reform Program

Mr. Jakusz stated due to time constraints a special meeting will need to be scheduled for this update. The meeting is scheduled for Monday, September 23, 1996 at 5:00 p.m.

IV. FISCAL ISSUES

A. Action to Approve Vouchers

Ms. Bean stated regular accounts totaled \$184,636.38. The High Cost Accounts totaled \$10,110.83. Portage House totaled \$1,513.98. There were no unusual expenses in any of the accounts. Mr. Zimdars moved to approve the vouchers and Mr. Medin seconded the motion. Motion carried.

Ms. Bablitch stated the letter from WCA Executive Director Mark Rogacki was discussed at the Finance Committee. The letter prompted the development of a schedule showing the past and projected revenues generated by Economic Support/Employment and Training and the W-2 Program.

V. ADJOURNMENT

Ms. Bean distributed a schedule showing the programs and the expenses and revenues from 1990 through the present as well as the projections through 1999. The W-2 program will allow a 7% profit to be taken off the top.

A motion was made by Mr. Peterson and seconded by Rev. Mallek to adjourn. The meeting was adjourned at 6:20 p.m.

Submitted by:

Dawn Grasamkee  
Recording Secretary

0599P

**MINUTES  
HEALTH AND HUMAN SERVICES BOARD  
SEPTEMBER 23, 1996**

Present

Walter Jakusz  
Don Herrman  
Paul Borham  
Rev. Matt Mallek  
William Zimdars  
William Peterson  
Jacqueline Hoppen  
David Medin  
Ann Buck  
Harvey Olson

Excused

Jim Clark

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lauri Rockman, Financial Services Manager; David Pagel, Financial Services Supervisor; Jim Riggerbach, General Assistance Supervisor; Bill McCulley, Restorative Care Coordinator; Pat Smith, Financial Services Worker; Dan Nienaber, Stevens Point Journal.

The meeting was brought to order by Chairman Jakusz at 5:01 p.m.

I. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of September 11, 1996

A motion was made by Mr. Peterson and seconded by Mr. Borham to approve the minutes. Motion carried.

B. Citizen Concerns/Unlimited Topics

Ms. Bablitch reminded the Board of the meeting times for next week. The Monday, September 30, 1996 meeting will start at 4:30 p.m. and the Wednesday, October 2, 1996 meeting will start at 5:15 p.m. These will be to review the budget. The meeting of Wednesday, October 9, 1996 will be our regular meeting and will start at the regular time. Ms. Bablitch stated the budgets will be given to Board members at the September 25, 1996 meeting. Ms. Bablitch questioned how many Board members would be able to stay later on Wednesday, October 2 in order to have a quorum to pass the budget to the Finance Committee. The request from Right From the Start Coalition will also need to be addressed during Wednesday's meeting. The September 30 meeting could last until 6:00 or 6:15 and the October 2 meeting may go until 6:30 if necessary. It was felt there would be a quorum present.

II. PROGRAM ISSUES

A. Review of Proposed W2 Welfare Reform Program

Ms. Rockman presented the philosophical principals of W2. It is felt that only work should pay if someone can work, assumes everyone can work, nurtures and protects children, is judged in comparison with low income families - this is just to get people off of welfare not out of poverty, there is no entitlement, and people will achieve self-sufficiency by shifting the responsibility to the family and to the community rather than government. The key system features include no automatic check, a requirement to work, a self sufficiency ladder, child care and health care provided, child support goes to the person it belongs to rather than the state, and a unified delivery system.

The Self Sufficiency Ladder has four components. Participants are placed in the proper category as they apply. If someone is placed in a lower category, they can work up to the top level. The four levels are:

1. Unsubsidized Employment. This is a regular job, Food Stamps can be received, and the person may be eligible for EITC (Earned Income Tax Credit).
2. Trial Job. This is a wage subsidized job, Food Stamps can be received, and the EITC is also available. A person can only be in this category for 3-6 months per job but no more than 24 months in a lifetime.
3. Community Service Job. This is a work experience training of 40 hours per week. The participant receives \$555 per month and Food Stamps. There is no EITC. The length of time is 6-9 months per job and no more than 24 months in a lifetime.
4. Transitions. This is for flexible employment and activities of 40 hours per week. The rate is \$515 per month and Food Stamps. They are not eligible for EITC. There is a 24 month limit but extensions are available.

The Transitions step is primarily for people with a physical or mental disability, alcohol dependent, etc.

There is a limit of five years in a lifetime to be on W2. There is currently no provision to deal with someone if they fail to achieve self sufficiency after that time.

Mr. Herrman asked if there were any incentives for administrators. Ms. Rockman stated there is financial and profit building incentives to assist people in moving up the ladder. If people stay in group four (Transitions) for too long a time period, costs will be higher.

The support system will include a Financial Planner who will determine where on the ladder the participant is placed. A Job Access Loan can be given at the discretion of the Planner to assist the client to purchase necessary clothes for work, pay the first month's rent, etc. This loan must be paid back within a year. The maximum of the loan is \$1,600. Child Care will be available for working individuals. It is no longer available for education. The cost of child care is tied to the participant's income. The Health Plan is waiting for a Federal waiver. The Medical Assistance program will be replaced by Managed Care. A family will pay a premium of about \$30 to \$40 per month. This premium will increase as income increases.

A variety of services will be available to help strengthen and support families. A few are the Job Access Loan, Health Plus, family counseling, Housing Network, Mental Health Clinic services, etc.

The Department will need to be partners with the Job Center to include all aspects of W2. Currently there is one rotating staff person at the Job Center every day but we have yet to have a Job Center staff located in our building. Career Development Workshops will be available on topics such as life skills, employment skills, financial management, parent-child relationships, motivation, etc. The current legislation requires a workshop on parenting skills. Mr. Olson questioned who pays the expenses at the Job Center for our staff. Ms. Rockman stated the county pays rent for the space as well as the employee's costs. As to when the Job Center staff would be located here the W2 program will partially pay some of the expenses, the rest is still being worked out.

Mr. Peterson commented on a conference he attended concerning W2. He stated the presentation by J. Jean Rogers was very informative. There was a presentation by the Director of Human Services from Door County which was also very good. The third presenter was a representative of the Governor and at that point most people left the conference. Mr. Peterson also stated an article was in the Saturday issue of the Milwaukee Sentinel regarding drug treatment for participants. Ms. Rockman stated the only provision for treatment she is aware of falls under the Transition component. Ms. Bablitch stated it is possible this is just a local policy.

Ms. Rockman stated services will be developed. Transportation coordination is looking at the bus service and possible use of the school bus system to assist in bringing participants in for work. A child care system development will help to develop more certified day care slots. An employer based skill development component will work to train clients on a specific skill or task requested by an employer and then the employer will hire them for that skill. Job Coaching will be available to assist the client to improve job keeping skills. As of yet it has not been determined how many coaches will be needed or the feasibility of hiring coaches. The Mentoring program will be someone who has been in the same predicament as the recipients to help participants move up the ladder. An agency-wide Family Based Assessment Process will be developed to replace the various assessments being used by the agency. This will make it easier for staff and clients alike. Information will not be duplicated and all information can be collected at one time. Ms. Rockman stated the most important aspect will be the evaluation of clients as they move through the W2 system. The state is not doing this at all. Ms. Rockman showed a typical flow chart of a client through the W2 system. Ms. Buck questioned the General Assistance population. Ms. Rockman stated there is a very small population. There is currently about 15-16 cases. These cases are people who are incapacitated and cannot work. Mr. Zimdars questioned how many counties discontinued their General Assistance Program. Mr. Riegenbach stated about 20. Mr. Herrman questioned if the number is decreasing. Mr. Riegenbach stated you can discontinue the program when you wish or a county can start the program in 1997.

Ms. Rockman went through the various duties of the W2 personnel. First, the name will be changed from the Financial Services Section to Family and Employment Support. The different jobs will be Family and Employment Counselor, W2 Family Support Case Manager, Access Worker, Policy Specialist, Economic Support Case Worker, and Certification Specialist. Various duties will be included under each category (see handout titled KEY RESPONSIBILITIES). Ms. Buck questioned who does the quality control now. Ms. Rockman stated the State does and it is assumed they will continue to do so by selecting cases and reviewing them. A \$5,000 penalty will be assessed if a participant is slotted incorrectly. Ms. Rockman distributed a packet of information which includes the timelines, organizational chart, and proposed staffing changes. Staffing plans may change due to the caseload size, federal legislation, changes required by the governing boards, any new information or clarification from the state, or waiver status. A projected funding chart was also distributed. Start up funds are not included in the projected costs. Mr. Herrman questioned the half million less projected for 1999. Ms. Rockman stated it is theorized that participants will get jobs and therefore the needed dollars will decrease.

III. PERSONNEL ISSUES (CONTEMPLATED EXECUTIVE SESSION)

A. Review of Proposed Reorganization of Financial Services Section

The proposed changes effective 1/1/97 include contracting the Hmong worker to Forward Service Corporation, move the General Assistance position to an Elderly Services Case Worker, Jim Riggensbach will assume supervisory duties of the Elderly Services staff, child care vouchers paid bi-weekly, lay off 1 to 2 case managers, and hire 1 to 2 access workers. There are currently 21 union staff. The proposed changes will total only 18-20 staff needed. The reason for the range is has not yet been determined how large the case loads will be.

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

A motion was made by Mr. Herrman and seconded by Mr. Borham to go into Executive Session. A roll call was taken with all approving.

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

A motion was made by Mr. Borham and seconded by Mr. Herrman to return to open session. A roll call was taken with all approving.

Mr. Borham moved to adopt the proposed staffing pattern and wage scale. This was seconded by Mr. Peterson.

The motion was approved on a 6-4 vote. Board members agreed that it was difficult to project staffing patterns a year in advance and revisions especially to the proposed September 1997 reduction could be reconsidered based on any changing circumstances.

IV. ADJOURNMENT

A motion by Ms. Hoppen and seconded by Mr. Medin to adjourn the meeting. The meeting adjourned at 6:55 p.m.

Submitted by:

Dawn Grasamkee  
Recording Secretary

0599P

**MINUTES  
HEALTH AND HUMAN SERVICES BOARD  
SEPTEMBER 25, 1996**

Present

Walter Jakusz  
Don Herrmann  
Rev. Matt Mallek  
William Zimdars  
David Medin  
Ann Buck  
Harvey Olson

Excused

Jim Clark  
Paul Borham  
William Peterson  
Jacqueline Hoppen

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lauri Rockman, Financial Services Manager; Jim Riegenbach, General Assistance Supervisor; Bill McCulley, Restorative Care Coordinator; Jim Canales, Long Term Care Coordinator; Char Whitmarsh, Financial Services Worker; Jane Wagner; Financial Services Worker; Cho Xiong, Financial Services Worker; Dan Nienaber, Stevens Point Journal.

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

I. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of September 23, 1996

Mr. Jakusz requested the Board to review the last few paragraphs of the minutes. A discussion occurred regarding the vote of 6-4. The vote stands as recorded. A motion was made by Mr. Zimdars and seconded by Ms. Buck to approve the minutes. Motion carried.

B. Correspondence

Ms. Bablitch passed around a letter to Chairman Jakusz from Anne Klesmith regarding her Open Letter in the September 16 Stevens Point Journal. Copies of the letter will be made and distributed to Board members.

C. Director's Report

Ms. Bablitch distributed the budget to Board members. Ms. Bablitch informed the Board the description of the programs now includes whether a program is mandated by State statutes and which statutes they are or whether it is an optional program. It also includes what the effect would be if the program were deleted.

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D. Citizen Concerns/Unlimited Topics

There were no Citizen Concerns/Unlimited Topics.

II. PROGRAM ISSUES

A. Action to Approve Reorganization of Financial Services to Provide Wisconsin Works (W2) Program

Ms. Bablitch distributed copies of a letter from Richard Wegner, Administrator, Department of Workforce Development, discussing W2 issues.

Ms. Rockman distributed a packet of information developed analyzing the issues involved in the county operating the W2 program. Currently there are 242 AFDC cases. Mr. Olson requested clarification of the statement on page 5, the first #2. Ms. Rockman stated this means counties will not contribute any money to operate the W2 program.

Ms. Bablitch stated the department will be spending two days next week with the State W2 Implementation Team reviewing how our agency is currently operating AFDC budget programs. The financial advantages of handling the W2 program are about \$404,000 for administrative costs and \$72,000 to the county general fund. Out of home placements could increase if proper assistance wasn't given to low income families. Current staff are knowledgeable and well trained. Mr. Herrmann questioned if there will be a difference in the penalties of errors between inadvertent errors and blatant errors. Ms. Rockman stated they state is still working out the details but she hopes there will be a difference.

A contingency fund of about \$25 million will be maintained by the state to assist if a recession occurs, a financial crisis happens to a community or county, and if the state assumptions are incorrect. Mr. Olson questioned if we are going to be reimbursed per caseload. Ms. Rockman stated the state is allocating based on projections of caseloads. The funding is for the entire grant not just based on the caseload size. Mr. Herrmann questioned if the department is nervous about the lack of knowing the start up costs. Ms. Rockman stated the state has said there are sufficient funds to start up. This will include the cost of training and computers.

Mr. Jakusz stated there are two versions of the resolution distributed at each place. One version includes the dollar figures while the other does not. Ms. Bablitch read the resolution. Mr. Olson suggested changing the word "vulnerable" to "low income" in the fourth paragraph of the resolution. A discussion occurred regarding whether to include the figures in the resolution. Ms. Buck stated the department will be asked for them anyway so they might as well be included. Mr. Medin suggested the figures be split up to show each year's profit. Mr. Medin questioned where the 66.8% figure came from. Ms. Rockman stated this is from the state. Mr. Herrmann suggested changing the wording to state "approximately 66%" rather than a precise figure.

Discussion occurred concerning the use of the \$404,000. Mr. Medin stated he would like to see the money used to set up a day care facility or assistance in the out of home placements rather than using the funds for hiring additional employees. Ms. Bablitch stated she is having preliminary talks with Linda Check from the Child Support Office to look at contracting for another Child Support worker. This position could possibly be filled by one of the positions that might be laid off. She will also be talking with the union as well concerning this possibility. Currently Child Support is working with over 900 cases. Having another worker would devote more time to clients on the W2 program and hopefully this position could spend substantial time in the Department. A motion was made by Ms. Buck and seconded by Rev. Mallek to pass the resolution with the figures in it as well as make the proposed changes of the percentage to "approximately 66%", "vulnerable" to "low income", and the figures to be broken down to yearly figures. Motion carried.

B. Review Bid to Study Department

Ms. Bablitch questioned if there were any of the bids received which the Board favored. Mr. Medin stated the smallest bid looked as if not much effort was put into developing it and suggested discarding it. Ms. Bablitch stated she was impressed with the Stepaniak bid. Their qualifications and background were quite good. The Griffith Company has a good reputation. Reference checks are being done. Ms. Buck stated the Griffith

Company has worked with county departments before and wonders if they would tend to pick up the same suggestions as other counties. Mr. Jakusz stated they Griffith Company did the Sheriff's Department study and stated the report was well received. Ms. Bablitch stated the interviews will be held on October 1. Mr. Jakusz, Ms. Bablitch, Jerry Glad, and the Executive Committee will conduct the interviews. Discussion occurred regarding the various bids received. Board members stated they preferred the Stepaniak bid. Mr. Jakusz and Ms. Bablitch stated they would relay the Board's feelings on preferring to have the Stepaniak Company do the study.

### III. FISCAL ISSUES

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

Mr. McCulley reported Winnebago has raised its rates again from \$392 to \$490 per day. Mr. McCulley stated he has wrote a letter regarding this raise. Basically the letter stated two years ago a raise of 17½% was done and now an additional 25% raise for 1997. The Community Aids allocation was decreased 1½% in 1996 and an additional 3% in 1997. Mr. McCulley reported that last person in Winnebago was removed on the 23rd.

The Medical Detox budget is below budget costs. There is currently one patient in Sacred Heart.

Mr. Canales reported the Community Based Care account is anticipated to come in about \$25,000 under budget.

Mr. McCulley reported the General Assistance budget is still well under budget. There has recently been an influx of applications.

The Out of Home Placements budget is still high. There are a couple of placements in the Child Caring Institutes which are anticipated to be long term. These two placements are developmentally disabled teenagers. There is currently no way to care for them in the community.

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Mr. Medin questioned the 1996 Budget figure for the Inpatient Budget. The figure in April and May was reported as \$391,050. Mr. McCulley stated he will check to see if he used the 1995 figure of \$412,270. Mr. McCulley reported back that he made the mistake of taking the 1995 budget figure. The 1996 budget figure is \$391,050.

B. Review of Year to Date Budget

Ms. Bablitch reported the budget remains much the same as last month. There will be a small surplus in the regular accounts. Mr. Medin questioned the foster care account history. Ms. Bablitch stated this is very hard to control. The example of the two developmentally disabled children in the Child Caring Institute is a good example. Mr. Medin suggested the possibility of using the W2 profit dollars be put into foster care to help alleviate the strain on this budget. Discussion occurred regarding the other possibilities for this funding.

C. Action to Approve Vouchers

Ms. Bablitch reported there were no unusual expenses in the vouchers. The regular accounts totaled \$302,591.56. The high cost was \$19,871.14. Specialized Children's Funds was \$2,873 and Portage House was \$215.45. A motion was made by Mr. Medin and seconded by Mr. Olson to approve the vouchers. Motion carried.

IV. ADJOURNMENT

The meeting adjourned at 5:45 p.m.

Submitted by:

Dawn Grasamkee  
Recording Secretary

0599P

**MINUTES**  
**HEALTH AND HUMAN SERVICES BOARD MEETING**  
**SEPTEMBER 30, 1996**

Present

Walter Jakusz  
Jim Clark  
Paul Borham  
Dave Medin  
Jacqueline Hoppen  
Harvey Olson  
Don Herrmann  
William Peterson  
Ann Buck  
Rev. Matt Mallek  
William Zimdars

Excused

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Bean, Business Manager; William McCulley, Restorative Care Coordinator; Jim Canales, Long Term Care Coordinator; Susan Henry, Fiscal Supervisor; Jerry Koeppel, Youth and Family Services Supervisor; Jim Riggenbach, General Assistance Supervisor; Allen Berrett, Health Officer; David Pagel, Financial Services Supervisor; Stephen Tuszka, Long Term Care Supervisor; Lauri Rockman, Financial Services Supervisor; Mike Carder, Environmental Health Supervisor; Jennifer Cummings, Home Health Supervisor; Julie Hladky, Community Health Supervisor; Cindy Schmitz, Community Health Supervisor; Suzanne Oehlke, WIC Director; Patti Hintz, Accounts Receivable Supervisor; Rodger Ricketts, Mental Health Supervisor; Sue Chapman, Achievement Center; Don Andreson and Dave Barnard, Aurora Residential Facilities; Brian Shoup, CADAC; Paul Rice, Community Industries Corporation; Dan Nienaber, Stevens Point Journal.

The meeting was brought to order by Chairman Jakusz at 4:31 p.m.

I. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of September 25, 1996

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

Mr. Peterson questioned who out of the three RFP's received was selected. Ms. Bablitch stated the interviews will be taking place on October 1 and a decision will then be made. Mr. Herrmann questioned when the state would be coming in to meet with staff on W-2. Ms. Rockman stated they would be here on October 1.

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B. Correspondence

Ms. Bablitch distributed an amended agenda for the October 2 meeting. The amended W2 Resolution has been added to the agenda.

C. Director's Report

A meeting was held on Friday with the Directors and Board Chairs of Portage, Waushara, Marquette, and Wood Counties. The outcome was the members felt it was in the best interest of the counties to run the W2 program.

D. Citizen Concerns/Unlimited Topics

Ms. Hoppen stated she attended a CWAN meeting. The meeting consisted of reviewing 30 books donated by Mark Carson for children and adolescents regarding AIDS. The next CWAN meeting will be October 8.

II. REVIEW OF PROPOSED 1997 DEPARTMENT BUDGET

A. Budget Overview

Ms. Bablitch thanked the staff and managers for completing the budget process efficiently and effectively. She stated the budget is within the 3% increase allowed by the Finance Committee. An addition to the budget book is that the cover sheet for each program which explains whether the program is mandatory or optional as well as what the effects would be if the program were deleted. Ms. Bablitch stated the Shared Services Budget would not be presented since Daryl Kurtenbach was ill.

Ms. Bean reviewed the supplementary schedules. The budget was brought in with a 3% increase after the 10% decrease to the Health Insurance and 15% decrease in Workers' Compensation. Ms. Bean distributed charts showing the history in the expenses (personnel, contract services, and operating costs) and revenues (user fees, program revenues, community aids, county tax levy) of the Department since 1990. Mr. Herrmann questioned what the longevity line item was. Ms. Bean stated this is given to union and nonunion staff after five years of service and the increases every five years thereafter. It is an incentive to keep employees with the County. Ms. Bean distributed a packet of charts which show expenses and revenues for 1996 and 1997 for each division.

B. Review of Administration Budget

Ms. Bean reviewed the pie charts for Administration. Ms. Bablitch stated the Administration budget is showing an 8% increase due to an increase in staff development. Ms. Bean stated the Business Management budget is a new budget developed by separating out these duties from the other administration budgets. Ms. Bablitch stated the Volunteer Coordination budget consists of four hours of Sue Rutta's time. It is hoped more volunteers can be found. Mr. Herrmann questioned who determines the mileage reimbursement. Ms. Bablitch stated this is determined by the County.

C. Review of Division of Long Term Care Budget

Ms. Bean went through the pie charts for Long Term Care. Mr. Canales stated overall there is an 8.5% decrease to the Long Term Care budget. The MA Deficit Reduction is a big share of this decrease. Mr. Medin questioned why there was a decrease in the community aids for this division. Mr. Canales stated other program revenues have increased and as such less community aids were needed. The Specialized Funds budget has the majority of the changes. The MA Deficit Reduction is an increase of \$169,500. At this point the COP and COP Waiver allocations have not been received yet. As such the budget was determined by using the same figures as in 1996. In the Long Term Care Residential Services budget Aurora Residential Services now does its own billing for Jefferson and Jackson Homes. As such the revenues will no longer appear in our budget. Mr. Canales introduced Don Andreson and Dave Barnard from Aurora. A 3% increase is budgeted for the contract with Aurora. The Department is very pleased with Aurora. Mr. Canales stated Paul Rice from Community Industries is also present. The Department contracts with Community Industries to provide vocational services. A 3% increase in this contract is also budgeted. Mr. Canales indicated the Department contracts with the Achievement Center to provide in-home and center-based education and early intervention services. Sue Chapman of the Achievement Center was introduced to the Board. The Achievement Center requested a 5.5% increase to their contract but only a 3% increase was budgeted.

D. Review of Division of Restorative Care Budget

Ms. Bean reviewed the pie charts for Restorative Care. Ms. Bean distributed a paper showing the growth of budget and actual figures for Substitute Care/Corrections. Mr. McCulley stated W2 will affect budgets in this Division. The W2 Budget reflects the beginning of W2 for the last four months of 1997. The large outlay figure is a one time amount provided by the state to upgrade computer equipment to perform W2 activities. Mr. McCulley stated the fees were increased in the Psychological Services budget. The intensive in-home line item was removed since it was not as effective as the Department would like. This will be looked at later and possibly contracted out. This section is now at full staff after having two vacant positions in 1996. Mr. McCulley informed the Board no information regarding the allocation for the AODA block grant has been received. As such this was budgeted the same as 1996. An increase in the intoxicated driver program was made since additional revenues can be captured from the state. Mr. McCulley introduced Brian Shoup of CADAC. A three year renewable contract is held. A 3% increase to this contract has been budgeted. Part of the contract is also found in the Juvenile Justice budget. Mr. Peterson questioned whether the department is looking into gambling addiction. Mr. McCulley stated most of this type of addiction is handled in outpatient services. Mr. Shoup added currently health insurance does not cover this type of treatment. Mr. McCulley stated foster care and substitute care payments are being sought more strenuously. The Portage House budget is showing a 0% change. Mr. Jakusz questioned the lack of an increase in repairs and maintenance. Mr. McCulley stated the additional funding available during 1996 took care of almost all the needed repairs and equipment.

E. Review of Division of Health Budget

Ms. Bean reviewed the Health Division pie charts. Mr. Berrett reviewed the budgets in the Health Division. Most budgets have minor changes due to mileage costs going up due to needing to make more trips to various sites. The decrease in the Home Health revenues is due to clients needing only the services of an aide rather than an RN. The WIC Program is experiencing a decrease in revenues from the state. The Non-Grant MCH budget has been moved to Community Health and the Prenatal Care Coordination budgets. The School Health contract with

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the Stevens Point School District has been increased for 1997. The Primary Care budget has been assumed by school health contract. The Cancer Grant has been assumed by Family Planning Health Services. The decrease in revenues for the Immunization budget is due to a decrease in immunizations. Medical doctors are now receiving state vaccines as well.

III. ADJOURNMENT

Mr. Borham stated the meeting would now adjourn and continue tomorrow evening at 5:15 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 2, 1996**

Present

Walter Jakusz  
Jim Clark  
Paul Borham  
Dave Medin  
Jacqueline Hoppen  
Harvey Olson  
Don Herrmann  
William Peterson  
Ann Buck  
Rev. Matt Mallek  
William Zimdars

Excused

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Bean, Business Manager; William McCulley, Restorative Care Coordinator; Jim Canales, Long Term Care Coordinator; Susan Henry, Fiscal Supervisor; Jerry Koepfel, Youth and Family Services Supervisor; Jim Riggensbach, General Assistance Supervisor; Allen Berrett, Health Officer; Stephen Tuszka, Long Term Care Supervisor; Mary Patoka, CAP Services; Paul Rice, Community Industries Corporation; Sue Wilcox, United Way; Dan Nienaber, Stevens Point Journal.

I. ACTION TO RECONVENE MEETING OF SEPTEMBER 30, 1996

Mr. Jakusz called the meeting to order at 5:15 p.m. to continue with Review of Proposed 1997 Department Budget.

II. CONTINUATION OF PROPOSED 1997 DEPARTMENT BUDGET

A. Review of Shared Services Budget

Ms. Bean reviewed the pie graphs for the Shared Services Division. Mr. Kurtenbach stated the Family Based Services Intervention Program for the first nine months is funded by the Family Preservation and Support Services Initiative. The remaining three months will be funded by county dollars. This program has proved to be very effective. Ms. Bablitch commented two families participating in the program attended a meeting of the Family Preservation and Support Services Initiative and commented on how the Intervention Program has helped them. The Child Day Care budget will be transferred to the W2 budget on July 1. Respite child day care will be funded by community aids while the rest of the child day care areas are sum sufficient. The Parent Aid Services is contracted through Gemini Services. There are currently two positions providing this service. The reason for the two travel expenses is due to not being

able to use the county car at all times. Mr. Peterson questioned how many county cars are available. Ms. Bablitch stated two cars are housed here and there is one additional car for use by environmental health. The Foster Care Coordination budget shows shifting of funds into the recruitment and retention line item. Gift certificates were given in 1996 to recognize foster parents. This practice will continue in 1997. Mr. Medin questioned the availability of child care for shift workers. Mr. Kurtenbach stated Growing Years provided day care for the 3-11 shift workers but they have recently closed.

B. Review of High Cost Accounts Budget

Ms. Bean reviewed the High Cost Accounts pie charts. Mr. Clark questioned if there are guidelines for increases. Ms. Bean stated for most programs there is but not in the high cost accounts. Mr. Canales stated there are no revenue changes for SMI Residential Services. Community based care has increased \$11,000. \$17,000 was moved from the Developmental Disabilities budget to use as a match. IMD Nursing Homes has increased \$7,000. There was a \$10 per day rate increase. Mr. McCulley stated caseloads are down in General Assistance. Revenues are down in the Chemical Dependency Inpatient budget as well. We are no longer able to reclaim General Assistance reimbursements. The Mental Health Inpatient budget shows a decrease in both revenues and expenses. Use of Norwood remains consistent while St. Michael's is used less. Winnebago is reflecting a 25% increase. This facility will only be used for difficult clients. Discussion occurred concerning the huge rate increase by Winnebago. The Children's Group/Residential Care is showing both revenues and expenses increasing. The department will be utilizing stronger collection methods to collect payments for children placed in group care.

III. FISCAL ISSUES

A. Action to Adopt 1997 Fee Schedule

Mr. Olson questioned if the increase to the fees is standard. Ms. Bean stated a 3% increase is standard. There are no new fees for 1997. Ms. Hoppen moved to approve the fee schedule. Rev. Mallek seconded the motion. Motion carried.

B. Action to Adopt 1997 Health and Human Services Budget and Forward to Finance Committee

Ms. Hoppen moved to approve the budget. Mr. Borham seconded the motion. Motion carried. This adoption includes LTE's for 1997 as follows: 3.8 hours HSS1 Nurse, 3.5 hours Community Health Supervisor, .5 hours Community Health Supervisor, 3 hours Community Health Supervisor, 3 hours Community Health Supervisor, 6 hours HSS2 Nurse, 6 hours HSS2 Nurse (filled with two people), 15 hours HSS1 Social Worker, 20 hours Typist, 20 hours Respite Care Coordinator, and 10 hours Day Care Certifier (as found in the Budget Book on Page SUP 9).

C. Action to Recommend Additional Funding for Children's Care Programs to Finance Committee

Ms. Bablitch distributed the proposed budget and financial pages to the Board. Discussion occurred regarding where the additional funding would be found for the proposed budget. Ms. Bablitch stated the funds would be in children services programs through Restorative Care and Shared Services. Mr. Herrmann moved to approve the request with strong support by the Board. Mr. Zimdars seconded the motion. Motion carried with Mr. Medin voting nay.

D. Approval of Vouchers

Ms. Bean stated regular accounts totalled \$61,652.69. High Cost totalled \$13,117.30. Specialized Children's Funds were \$1,910 and Portage House \$288.93. There were no unusual expenses. Motion was made by Mr. Medin and seconded by Rev. Mallek to approve the vouchers. Motion carried.

IV. PROGRAM ISSUES

A. Action to Review Resolution to County Board on Portage County Welfare Reform Program

Ms. Bablitch distributed a fax from J. Jean Rogers concerning the W-2 program as well as the amended resolution. Discussion occurred regarding the feasibility of including the figures. Mr. Herrmann suggested using "estimated at"/"projected" prior to the figures in case they do not hold true. A motion was made by Mr. Clark and seconded by Mr. Herrmann to approve the resolution with the added wording. Motion carried.

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V. ADJOURNMENT

Ms. Bablitch stated the next meeting scheduled for October 9, 1996 will be cancelled as there are not enough agenda items.

Mr. Peterson suggested the County Board receive a book containing the summary sheets of the budget which shows a description of the program, whether it is mandatory or optional, the effect of deletion, and the summary analysis. He felt it would help County Board members better understand the services this Department offers.

Mr. Clark stated he was concerned about the vote not being unanimous for the Children's Care Programs. He questioned Mr. Medin's reason for voting nay. Mr. Medin stated he found no proof of any additional funding from the community to meet the \$85,000 to be received from various organizations. He felt if this information was shown he would have voted to approve the request.

Ms. Bablitch stated the three firms were interviewed that submitted bids to do the agency study. The results of the first interview found the Stepaniak group the most qualified with DMG being second. A second interview will be done in a few weeks with the Stepaniak firm to discuss the cost of the study.

The meeting was adjourned at 6:35 p.m.

Submitted by: Dawn Grasamkee, Recording Secretary

dmg/0599P

**MINUTES**  
**HEALTH AND HUMAN SERVICES BOARD**  
**OCTOBER 23, 1996**

Present

Walter Jakusz  
Jim Clark  
Paul Borham  
Rev. Matt Mallek  
William Zimdars  
William Peterson  
Jacqueline Hoppen  
David Medin  
Ann Buck  
Harvey Olson

Excused

Don Herrmann

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Bill McCulley, Restorative Care Coordinator; Lucy Bean, Business Manager; Allen Berrett, Health Officer; Jim Canales, Long Term Care Coordinator; Daryl Kurtenbach, Shared Services Coordinator; Susan Rutta, Assistant to the Director; Susan Henry, Fiscal Services Supervisor; Patti Hintz, Accounts Receivable Supervisor; Julie Hladky, Community Health Supervisor; Dan Nienaber, Stevens Point Journal.

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

I. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of September 30 and October 2, 1996

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

B. Correspondence

Ms. Bablitch presented Certificates of Recognition to Mr. Borham and Mr. Medin from the Citizens of Wisconsin and the Wisconsin Association of Health Officers and Board in recognition of their service.

C. Director's Report

Ms. Bablitch stated the budget was taken to the Finance Committee. There were no concerns brought up. The Right From the Start Coalition gave a presentation. The Committee was receptive to the request of \$105,000. No action was taken on any of the budgets.

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Ms. Bablitch stated the two position requests from our agency were the School Health nurse and the Juvenile Social Worker. The nurse position was granted but the social worker position was denied. The Department has funding for this position. Ms. Bablitch is proposing leasing the social worker position through Gemini Services and then requesting the position be permanent next year. Further information will be brought to the Board for discussion.

The Finance Committee discussed awarding \$80,000 to Right From the Start and the \$18,000 to the UW Extension for a support staff position. Ms. Bean stated the Finance Committee denied the UW Extension position and awarded the entire \$105,000 to Right From the Start to be placed in our budget. No further action was taken.

Ms. Bablitch stated the Department has been awarded the CISS Grant for \$50,000 for at least one year. (The original proposal stated four years.) This will be very helpful as we move into the next phase of the health community assessment. Ms. Bablitch stated she will be taking this to the Finance Committee for their authorization.

D. Advisory Committee Report

Rev. Mallek stated the Advisory Committee met Monday evening. The Committee discussed the direction they will be going in. Mike Carder presented topics on Environmental Health. The Committee is looking at developing a housing code for the county with emphasis on the lead issue. The nitrate issue was discussed in great length. Discussion occurred with the Board regarding the nitrate level in water and foods. Daryl Kurtenbach discussed the recruitment initiative. A subcommittee will be present at the next recruitment meeting. Yang Chang from the Hmong Association requested a grant from the United Way and was turned down due to not having a working plan for the grant. Rev. Mallek stated the singer from the group Santana will be at his church to perform. He has been involved in helping to place over 550 children in good homes.

E. Citizen Concerns/Unlimited Topics

Ms. Hoppen stated the CWAN meeting was held October 8. The state will no longer be funding agencies helping HIV/AIDS patients. A survey has been sent out to agencies to tell how they service these clients. Mr. Clark questioned the reason the numbers have gone down so much in the cases reported and deaths. Ms. Hoppen stated not everyone is reporting cases. Ms. Hladky stated the disease is starting to level off. The deaths have dropped due to the new drugs offered.

Mr. Jakusz stated the Committee on Committees has selected Stepaniak Associates to perform the Department study. The package they presented exceeded the \$35,000 allotted for the study. The group will rework their proposal and bring it back to the Committee in about a week.

Mr. Peterson stated an article on W-2 appeared in the Milwaukee Journal on October 20. The article was given to Ms. Bablitch for distribution.

Mr. Borham questioned what if anything has been heard on managed care. He requested an update on this topic.

II. PROGRAM ISSUES

A. Review of Quarterly Statistics

Department managers presented the quarterly statistics to the Board. Mr. Jakusz questioned if conditional licenses were issued to any businesses having violations of the code. Mr. Berrett stated this was done. Ms. Buck questioned if the 10 ppm for nitrates refers only to children. Mr. Berrett stated it does and there is no level for adults. Mr. Borham questioned if there has been anyone in from the state to review our inspection procedures. Mr. Berrett stated at this point there has not been anyone here. An evaluation tool has been sent and completed. Ms. Hoppen questioned if any citations were issued on the complaints received. Mr. Berrett stated most of these are related to air quality and no citations are issued unless businesses do not comply within the time limit given. Discussion occurred regarding the home health services and the possibility of the Ministry Corporation expanding to cover these services through

the private industry. Mr. Kurtenbach reported the Low Income Child Care allocation figure changed due to needing to separate the Respite Care allocation from this figure. Mr. Medin questioned what would happen next year concerning the insufficient funds for the Low Income Child Care program. Mr. Kurtenbach stated the State has indicated this will be a sum sufficient amount next year due to the reduction in the AFDC case load which has funds built in for child care. Ms. Hoppen questioned what the 60 families on the waiting list do for child care. Mr. Kurtenbach stated he is not sure. Mr. Jakusz questioned the write offs for the ambulance billing of statute of limitations exhausted as well as if any action is done on the accounts 1990 and earlier. Ms. Hintz stated the write offs are from accounts submitted to the agency prior to our Department taking over this program. As far as the accounts 1990 and earlier these have small payments being made on them continually. Ms. Rutta stated the 11 requests for volunteers unfilled are due to them being special requests for large blocks of volunteer time. We are currently making linkages with Interfaith Volunteer Caregivers to handle some of these cases to free up home and financial manager time so they can take on other cases. Ms. Bablitch stated the volunteer program will be moved back to Mr. Kurtenbach to handle with the onset of the optical imaging process. Mr. Canales stated there was nothing new in this quarter. He has learned we did not get one of the grants requested for the seriously mentally ill and have not heard the status on the grant for one particular client as of yet. Mr. McCulley reviewed the initiatives for the division.

### III. FISCAL ISSUES

#### A. High Cost Report

Mr. McCulley stated the Inpatient costs are above the projected figures but the revenues are also more than projected. The Detox program is about the same. Mr. Canales stated the Community Based Care budget will have about a \$23,000 surplus. Mr. McCulley stated the General Assistance budget is still below budgeted figures. The Out of Home Placements continue to be high. A couple of individuals will be moving out of residential and group home care.

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B. Year to Date Financial Report

Ms. Bean stated the high cost accounts are projected at \$126,763 deficit. The majority of the deficit is in the Children's Group/Residential Care with a projected deficit of \$215,991. The regular accounts are projected to have a surplus of \$42,747.

C. Action to Approve Vouchers

Ms. Bean stated there were no unusual expenses. The regular accounts totaled \$270,497.17. The high cost accounts totaled \$29,698.80 and Portage House totaled \$1,398.72. Mr. Borham moved to approve the vouchers with Ms. Hoppen seconding the motion. Motion carried.

VI. PERSONNEL ISSUES

A. Action to Authorize Limited Term Employee

Ms. Bablitch distributed the Authorization for Additional Staff sheet. Ms. Hladky stated this position would be used for a nurse in the WIC Clinic to assess the immunization status of children and to administer immunizations if needed. The grant originally totalled \$19,336 but was amended to \$40,558. Mr. Clark moved to approve the request with Ms. Hoppen seconding the motion. Motion carried.

V. ADJOURNMENT

The meeting adjourned at 5:40 p.m.

Submitted by:

Dawn Grasamkee  
Recording Secretary

0599P

**MINUTES  
HEALTH AND HUMAN SERVICES BOARD  
NOVEMBER 13, 1996**

Present

Walter Jakusz  
Don Herrmann  
Paul Borham  
Rev. Matt Mallek  
William Zimdars  
William Peterson  
Jacqueline Hoppen  
David Medin  
Ann Buck  
Harvey Olson

Excused

Jim Clark

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Bill McCulley, Restorative Care Coordinator; Lucy Bean, Business Manager; Allen Berrett, Health Officer; Jim Canales, Long Term Care Coordinator; Daryl Kurtenbach, Shared Services Coordinator; Susan Rutta, Assistant to the Director; Julie Hladky, Community Health Supervisor; Debora Klopp, Professional Services Group; Dan Nienaber, Stevens Point Journal.

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

I. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of October 23, 1996

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

B. Correspondence

Ms. Bablitch stated the packet contains a letter from the Northern Area Agency on Aging informing the Department they were selected to receive funding of \$5,000 for an Elderly Abuse grant.

Ms. Bablitch stated pages 8-12 is information regarding a survey of legislative candidates regarding public health issues.

Ms. Bablitch informed the Board pages 14-21 is a Managed Care newsletter. Further information on managed care will be presented to the Board in about a month.

Ms. Bablitch distributed a letter from Stepaniak and Associates regarding the agency study. The firm has adjusted their estimate for the cost of the survey but requested some additional funds. The Finance Committee authorized approximately \$4,000 more. Mr. Peterson commented he believes it is poor business to request proposals from companies without informing them of the cost figure allocated for the study. Discussion occurred regarding the reason the cost was not included in the original RFP. Mr. Jakusz stated this the Executive Committee's decision and not our Board's decision.

Mr. Olson requested copies of the Patterson Report and the APEX Study.

C. Director's Report

Ms. Bablitch stated there is nothing urgent to be discussed at the next meeting scheduled for November 27 and questioned if the meeting should be cancelled. Mr. Olson moved to cancel the November 27 meeting with Ms. Buck seconding the motion. Motion carried.

D. Citizen Concerns/Unlimited Topics

Ms. Buck reported on the Wings of Change Conference she attended. Secretary Leean spoke on changes in long term care. From the comments made by Secretary Leean it sounds as though he wants to privatize long term care services. The Wisconsin Counties Human Services Committee did a paper concerning long term care and felt a lot of information was not included in or they did not agree with Secretary Leean's report. Ms. Buck read an abstract done by the Committee which included what was missed and what they did not agree with pertaining to Secretary Leean's report.

Mr. McCulley stated Mr. Medin questioned him prior to the meeting concerning what, if any, response the Department has when tragic accidents occur in the area like the one on Sunday. Mr. McCulley stated the Department offers two kinds of support systems. When a tragic accident occurs like it did Sunday, the Department responds by coordinating with the school system the night before to gather the facts and set up a network to help students and staff deal with the loss. He and Rae Ann Thomas, Crisis Interventionist, as well as clinicians show up at the school the next

day and work with the team to draft a statement to be read in the classrooms. Those students and staff who are having difficulty can meet either individually or as a group with the counselors. Pastors from the local churches are also present to give support. Members of the team also attended the wake to give additional support if needed. The other support system is the Critical Incidental Stress Debriefing group. This group provides support to professionals who need to respond to emergency situations to help them deal with the stress and the situation. Mr. Herrmann commented there were very complimentary comments made at the school board meeting concerning the response of the team.

II. PROGRAM ISSUES

A. Update on Optical Imaging of Agency Records

Ms. Bean and Ms. Rutta distributed handouts concerning what optical imaging is, what it does, and the work flow. Ms. Rutta stated eight years ago the agency began to look at optical imaging to resolve file storage problems. Ms. Rutta explained what optical imaging is and went through the steps of what will happen to a letter when it comes into the Department. Ms. Bean stated an RFP was sent out and seven vendors responded. This was reduced to three vendors and the group is now visiting companies who use these vendors as well as hearing presentations by the vendors. The next presentations will be held Tuesday, November 19 from 8:30 - 12:00 in Conference Room A at the Courthouse and Wednesday, November 20 from 8:30 - 12:00 but no room has been scheduled yet. Mr. Jakusz questioned if this is in the budget. Ms. Bean stated it is in the Data Processing budget since the entire county will be linked to the system. Our Department will be the first put on the system since we are the most complicated. The next department will be the Clerk of Courts. Mr. Jakusz questioned the security of the system. Ms. Bean stated access to information will be on a need to know basis. All the scanned images are permanently recorded and cannot be erased. Backups will be made of all the information. Mr. Olson questioned when this is to take effect and what will be done with the old files. Ms. Bean stated it is projected for June 30, 1997 but is not sure if that is feasible since it is so complicated. The old files will have to be looked at and a decision will need to

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be made of how much should be scanned in. Mr. Herrmann questioned the safety of the use of passwords. Ms. Bean stated you will need to enter both a password and an access code. You will have up to three tries to get it correct and if you don't you will be locked out. Also access to information will be on a need to know basis only. Also once you bring a document up you cannot change it. You may revise the document and save it under a different name but the original document itself cannot be changed. This system will allow more than one person access to the same information at the same time.

B. Review of Services Provided by Professional Services Group, Inc. and Community Impact Program, Inc.

Mr. McCulley introduced Debora Klopp from the Professional Services Group. Mr. McCulley stated this organization works with youth, usually adjudicated delinquent, to look at how best to meet their individual needs, returning them to the community as soon as possible, or keeping them out of placement. Present case workers have large case loads and cannot give the same amount of intensive supervision as this group can.

Ms. Klopp gave a brief presentation on what the group does. The group would provide intensive supervision, intensive after care services, and a Southeast Asian after care program. The intensive supervision aspect would involve working with at risk out of home placements. They will work with school, family, and behavioral problems. Ms. Klopp gave statistics regarding the Wausau area. 90% of the individuals they work with remain crime free after being released from their program. Of this 90%, after six months of being discharged from the program 87% are still crime free.

The after care services would involve attending the initial staffing, working with the youth while they are institutionalized, working with the family on issues and counseling if needed, transporting the parents to see the youth, and making sure weekend home visits go smoothly and the youth is where they are supposed to be. Ms. Bablitch stated currently the average length of stay at Lincoln Hills with only our staff involved is over a year. With this group's involvement the average length of stay is six months.

The Southeast Asian aspect is similar to the after care services. The difference is this is for Southeast Asian youth only.

The group uses pagers that are in use 24 hours a day, seven days a week to respond during crisis times. In Wausau there are six full time workers who have responded to 740 pages after hours currently. The group meets at least one time daily with youth/family. If a youth is in the after care program or is a Southeast Asian the contact is twice a day. Night staff will go to the home and check on the family and is the liaison for all people involved with the youth and family.

Discussion occurred regarding why the success rate of this program is so high. Ms. Klopp felt it was primarily due to the number of contacts the group makes with the individual and the family and the availability of them on a 24 hour basis. Ms. Hoppen questioned who would refer the youth to this program. Mr. McCulley stated the Department would make the referral and they would still be involved as our workers would still be responsible for the case management of the youth as well as legal aspects of attending court hearings and such. Ms. Buck questioned the training of the people who would be hired by the group. Ms. Klopp stated a minimum of a bachelor's degree is required and experience with social work is also required. Mr. Borham questioned how long the funding of \$100,000 would cover. Ms. Bablitch stated it would cover about eight or nine months and could be evaluated. If successful, it would be included as a budget line item in 1998. Mr. Medin questioned if two companies are involved or just one. Ms. Klopp stated the name "Community Impact Programs, Inc." is the original name and was changed to "Professional Services Group, Inc." These are sister agencies. The contract would be with Professional Services Group, Inc.

III. FISCAL ISSUES

A. Action to Contract with Professional Services Group, Inc. and Community Impact Program, Inc.

A motion was made by Mr. Herrmann to approve the contract for \$100,000 with a second by Ms. Hoppen. Motion carried.

B. Action to Contract with Gemini Leasing, Inc.

A motion was made by Mr. Medin and seconded by Mr. Zimdars to approve the request. Motion carried.

C. Action to Authorize Purchases from Excess 1996 Funds

Ms. Bablitch stated should sufficient funds be available the Department would like to purchase an information monitor system. This would be the same as found at the court house. Mr. Olson questioned where this would be located. Ms. Bablitch stated it would replace the board tray found in the building lobby and be located in the area of Ruth Gilfry's picture. Ms. Hoppen moved to approve the request if excess funds are available. Rev. Mallek seconded the motion. Motion carried.

D. Action to Approve Vouchers

Ms. Bean stated there were no unusual expenses. The regular accounts totaled \$346,143.46. The high cost accounts totaled \$25,824.67 and Portage House totaled \$1,598.27. Mr. Zimdars moved to approve the vouchers with Mr. Borham seconding the motion. Motion carried.

VI. PERSONNEL ISSUES

A. Action to Authorize Limited Term Employees

Ms. Hladky stated the reason for the delay on the LTE position of the VIP grant was due to needing to wait to see if medical leave would be needed in December. This would allow the nurse to expand the hours used in the immunization outreach efforts. The hours would be fully funded by the VIP grant. Ms. Hoppen moved to approve the request with Mr. Olson seconding the motion. Motion carried.

Ms. Bablitch stated the HSS1 Nurse position has been approved as a permanent position starting in 1997. So as not to be disruptive to the school system, we are requesting the position be an LTE through the end of the school year. The position will be a permanent position starting with the 1997-98 school year. Mr. Zimdars moved to approve the request with Ms. Buck seconding the motion. Motion carried.

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V. ADJOURNMENT

The meeting adjourned at 6:18 p.m. The next meeting is scheduled for Wednesday, December 11, 1996.

Submitted by:

Dawn Grasamkee  
Recording Secretary

0599P

**MINUTES  
HEALTH AND HUMAN SERVICES BOARD  
DECEMBER 11, 1996**

Present

Walter Jakusz  
Jim Clark  
Don Herrmann  
Paul Borham  
Rev. Matt Mallek  
William Zimdars  
William Peterson  
Jacqueline Hoppen  
David Medin  
Ann Buck  
Harvey Olson

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Bill McCulley, Restorative Care Coordinator; Lucy Bean, Business Manager; Allen Berrett, Health Officer; Jim Canales, Long Term Care Coordinator; Susan Rutta, Assistant to the Director; Jennifer Cummings, Home Health Supervisor; Suzanne Oehlke, WIC Supervisor; Stephen Tuszka, CSP/Elderly Supervisor; Dan Nienaber, Stevens Point Journal.

The meeting was brought to order by Chairman Jakusz at 4:33 p.m.

I. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of November 13, 1996

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

B. Correspondence

Ms. Bablitch stated a tentative schedule for next year's meeting dates is included in the packet.

Ms. Bablitch distributed Christmas letters for the Board to sign.

C. Director's Report

Ms. Bablitch informed the Board all staff are wearing name tags to help improve security in the building.

Ms. Bablitch stated Stepaniak and Associates have started their study of the agency. There were at the agency for two days to talk with line staff and managers. Mr. Jakusz attended an all staff meeting

and shared comments of appreciation with the staff. The Executive Session scheduled for this meeting has been cancelled due to a schedule conflict with Stepaniak and Associates. The group will be back on Monday, December 16 and Tuesday, December 17 to talk with staff some more. Discussion occurred regarding scheduling an Executive Session for the Board so Stepaniak and Associates can talk with the Board. It was decided to hold a Board meeting on Monday, December 16 at 3:00 in Conference Rooms 1 and 2.

D. Advisory Committee Report

Rev. Mallek stated the Advisory Committee met on November 18. The coordinators were to give their quarterly statistics. There was not a quorum so the coordinators were dismissed. Shortly after a quorum was established. The Environmental Health Subcommittee held their meeting and reviewed rules and regulations for a safe housing ordinance. They are working off of Eau Claire's ordinance. Mr. Berrett reported on the APEX study. Helen Johnson of the United Way stated they have exceeded their goal for this year. Rev. Mallek stated he has received a letter from the Hmong American Association. He read the first paragraph which is asking for volunteers to serve on an Advisory Committee.

E. Citizen Concerns/Unlimited Topics

Ms. Hoppen stated December is AIDS Awareness Month. If any one has any questions they should contact Ms. Hoppen who can clarify and give information regarding AIDS.

Mr. Peterson stated he heard a news report on TV regarding the Department. The item was regarding requesting venison be donated for the needy. Ms. Bablitch stated she believes this was for the Commodities Distribution Program. Ms. Bablitch clarified that the Department is only involved with this program as the distribution site. The program is conducted by St. Vincent De Paul. Mr. Peterson commented that he is not in favor of this policy due to possible health issues.

II. PROGRAM ISSUES

A. Tour of Newly Remodelled Areas in Lower Level

Ms. Bablitch and the Board toured the lower level to look at the new areas in WIC, CSP, photocopying, and Word Processing.

B. Report on Home Health Program

Ms. Cummings reported she has attended a meeting regarding the possible formation of a home health corporation. Currently our Department does skilled nursing and Medicare home health requests. A company has been hired to study this item. All reports should be completed by December 20. It is not known at this time exactly how this would affect our agency. Ms. Cummings stated staff would prefer to remain with the County due to being unionized, not needing to work outside the county, and insurance coverage. A decision is not expected before March or April of 1997. Ms. Bablitch stated she would like to see the program stay with our Department since it provides good service delivery when working with other programs provided by the Department. Discussion occurred regarding the possible ramifications of this change. Ms. Cummings stated that when more definite information has developed she will report back to the Board.

C. Optical Image Project Update

Ms. Bean stated the vendor has been selected for the optical imaging project. Data Processing will be working on determining the equipment necessary to utilize this system. The software is an IBM AS400 system software. The cost was about 1/3 of that of other vendors. This software will integrate with our current system. Ms. Rutta stated the necessary computers will be distributed in phases. Ms. Bean stated since there is not enough money in the Capitol Improvements budget it is possible any surplus funds we have will need to be used. This request will be brought back in January.

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III. FISCAL ISSUES

A. Action to Approve High Cost Report

Mr. McCulley stated the usage of the Inpatient Mental Health facilities was low in October. There is currently no one in Winnebago. There has been an increase in revenues received in this area.

Mr. McCulley state there was an increase in the amount of Medical Detox/Inpatient usage but it is still below budget.

Mr. Canales stated the Community Based Care budget is about \$30,000 less than budgeted.

Mr. McCulley stated the General Assistance program is well below budget.

Mr. McCulley the Professional Services group will be starting and will review about 10-15 cases. Mr. Olson questioned where the various Child Caring Institutes are located. Mr. McCulley clarified various locations.

A motion was made by Mr. Zimdars with Mr. Olson seconding the motion to approve the high cost report. Motion carried.

B. Action to Approve Year-to-Date Budget Report

Ms. Bean stated a surplus is projected in the first three high cost accounts with the Children's Group/Residential Care showing a deficit. It is projected the high cost accounts will need to use about \$46,000 of the reserve balance leaving just under \$200,000 in the reserve. It is projected the regular accounts will have a surplus of about \$101,000. There was a savings of about \$85,000 due to the health insurance and workman's compensation savings. Mr. Jakusz questioned if the premiums will be reduced next year. Ms. Bean stated the budget for next year has already reflected the reduced premium. Ms. Bean further stated she will be requesting to utilize the surplus for purchases for the optical imaging program. Mr. Jakusz questioned the difference in budget for grant programs. Ms. Bean stated most of the grants run from October to September or June to

July rather than January to December. The budget reflects only as much grant dollars as we receive.

Ms. Bean stated the voucher summary report was distributed. The regular accounts total \$484,138.55 with one unusual expense. The \$10,365.75 for equipment is for a new postage machine. The machine has broken down twice and has required us to go to the courthouse to process our mail. We process over 100,000 pieces of mail a year. The high cost accounts total \$56,181.27 and the Portage House accounts total \$6,978.74 with no unusual expenses. A motion was made by Mr. Clark and seconded by Ms. Buck to approve the Year-to-Date Budget report and the vouchers. Motion carried.

IV. PERSONNEL ISSUES

This agenda item was cancelled for this meeting and rescheduled for Monday, December 16 at 3:00 p.m.

V. ADJOURNMENT

Mr. Jakusz questioned if all members have received a thank you letter from the Right From the Start Coalition regarding the increase in funding. Members stated they all received a copy.

Ms. Hoppen thanked Ms. Bablitch for a job well done this past year as well as Mr. Jakusz for serving as the chair and doing a good job.

The meeting adjourned at 5:34 p.m.

Submitted by:

Dawn Grasamkee  
Recording Secretary

0599P

MINUTES  
HEALTH AND HUMAN SERVICES BOARD  
DECEMBER 16, 1996

Present

Walter Jakusz  
Jim Clark  
Paul Borham  
Rev. Matt Mallek  
William Peterson  
William Zimdars  
Jacqueline Hoppen  
David Medin  
Ann Buck  
Harvey Olson

Excused

Don Herrmann

Also Present: Representatives from Stepaniak and Associates.

A special meeting was held to discuss the agency study with Stepaniak and Associates. The meeting was held at 3:00 p.m.

A motion was made by Mr. Peterson with a second by Mr. Borham to go into closed session.

A motion was made by Mr. Zimdars with a second by Rev. Mallek to return to open session.

The meeting adjourned at 4:30 p.m.

0599P