

MINUTES
HEALTH AND HUMAN SERVICES BOARD AND ADVISORY COMMITTEE MEETING
JANUARY 22, 1997

Present

Walter Jakusz
Jim Clark
Paul Borham
David Medin
Rev. Matt Mallek
Don Herrmann
William Peterson
Ann Buck
William Zimdars
Helen Johnson
Betty Leacock-Kinzer

Excused

Harvey Olson
Thomas Johnson
Jim Bowles

Absent

Catherine Arentsen
Terri Aschenbrenner
Xang Chang
Keith Iris
Sharon Petersen
Lisa Roth
Phyllis Moore
Pat Sward
Bobbie Kolehouse
Mary Korbal

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 Canales, Long Term Care Coordinator; David Pagel, Financial Services Supervisor; Susan Rutta, Administrative Services Supervisor; Patti Hintz, Accounts Receivable Supervisor; Michelle Polebitski, Intern; Dan Nienaber, Stevens Point Journal.

I. INFORMATIONAL UPDATE

Informational updates were presented to Board members.

The meeting was called to order by Chairperson Jakusz at 4:56 p.m. in Conference Rooms 1 and 2 of the Gilfry Center.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of December 11 and December 16, 1996

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

B. Approval of Advisory Committee Minutes of November 18, 1996

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

C. Director's Report

Ms. Bablitch distributed copies of Aiming High, a publication by the Wisconsin Department of Health and Family Services. Ms. Bablitch distributed copies of the 1997 Service Directory. The directory is a resource for service providers. Ms. Bablitch also distributed copies of W2 Employment and Training Issues. This is a packet of information that was presented at the Wisconsin Council on Children and Families Annual Meeting. Ms. Bablitch will be asking the Community Response Team to have the presenters come in it talk with them on this issue.

Ms. Bablitch stated she would like to have the State Department of Health and Family Services come in to speak about the changes at the local level concerning long term services. A joint meeting will be set up to include the Board, Advisory Committee, Department on Aging, and the Portage County Nursing Home to hear the presentation and to work jointly to continue to provide services. Mr. Borham recommended the Long Term Planning Committee also be included in this meeting. Information concerning a date and time will be forwarded as soon as it is determined.

Ms. Bablitch delivered a memo to Ann Buck and Bill Zimdars regarding the APEX work groups. Any other people interested in working with the problem areas stated in the study are welcome. Please contact Judy Bablitch for meeting times.

D. Citizen Concerns/Unlimited Topics

Ms. Hoppen distributed copies of her CWAN report from her meeting of January 7, 1997. The CWAN region currently serves six counties but with the redesign it will begin to serve 15 counties. There will be less money and less staff to deal with the additional counties. The responsibility for serving clients not included in the high risk areas will be shifted to

Health and Human Services Departments. If anyone wants more information regarding the changes please contact Jackie Hoppen at 344-4607.

Mr. Peterson stated he received a letter from the Portage County Cancer Association. The problem is the letter was generated in Seattle, Washington and contributions are to be sent to Topeka, Kansas. Mr. Peterson was questioning the reasoning for this fund raising drive and why the American Cancer Society is not sponsoring this. Mr. Pagel suggested to Mr. Peterson that he contact Dennis Nash who is involved with the American Cancer Society.

Mr. Kurtenbach introduced Michelle Polebitski, an intern with the Shared Services Division.

II. PROGRAM ISSUES

A. Summary on Advisory Committee Accomplishments

Rev. Mallek stated 1996 was a transition year for the Committee. Daryl Kurtenbach left as the liaison officer and was replaced by Allen Berrett. Concerns were shared by Mike Carder regarding a building code and by Daryl Kurtenbach regarding the foster care program. The Hmong Association requested assistance by the Advisory Committee in supporting them when they are attempting to gain funding from the United Way. The Committee will be working on the building code and foster care program in 1997 and will be submitting things to the Board for their approval.

B. Update on Wisconsin Works - W2 Welfare Reform Initiative

Ms. Rockman informed members the state is beginning to implement portions of W2 sooner than July of 1997. Of largest concern to this Department are three of the 10 items contained in the memo. The first, kinship care, means there will be 28 cases that will need to be transitioned under this new program. Currently, a relative will receive AFDC if they are caring for another relatives child. Under kinship care they will need to be certified and a determination will be made if this placement is in the best interest of the child.

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The second major concern is regarding the changes of the ages of children. Exemption to participate in work related activities for an AFDC recipient is changed from one year to 12 weeks. The change for food stamp recipients is lowered from six years to one year. There will be about 80 new cases involved in work related activities due to these changes.

The third major concern is the exemptions currently in place will be eliminated for an incapacitated person or if a person is caring for a disabled or ill child or spouse. Ms. Rockman gave two examples: the first is a participant receiving AFDC who just had a triple bypass. This person will now be expected to participate in work related activities. The second example is a single parent is caring for her ill child who requires tube feedings 15 times a day. The cost of care for this child is high. Under the new standard the parent will be expected to participate in work related activities.

A big change in the federal bill regarding food stamps and SSI concerns citizenship. Effective in April this funding will be discontinued for noncitizens. It is felt that our Hmong population will be largely affected as most are not citizens.

Discussion occurred regarding the lack of understanding by the state of the effect some of their changes will be placing on families. Mr. Canales commented that he and Ms. Rockman have been talking already concerning those cases involving disabilities and are trying to figure out what the Long Term Care Program can do for these clients.

Ms. Rockman commented on the subcontracting concerns she is encountering. Negotiations are continuing to effectively resolve any problems.

C. Quarterly Statistical Reports (October - December 1996)

The coordinators presented their statistical information. Ms. Hintz distributed the Ambulance Billing report. Mr. Jakusz questioned if our environmental health people were named to a committee to write tattoo and body piercing rules due to our development of a tattoo ordinance. Mr. Berrett stated that was the primary reason. Mr. Jakusz questioned

the frustration with HMO enrollment. Mr. McCulley stated clients don't understand the managed care concept. There are only two providers in our area -- Security and Genesis. Ms. Leacock-Kinzer stated the correct terminology instead of "legal alien" is "resident alien." Mr. Jakusz questioned the large difference in unpaid service staff. Ms. Rutta stated most staff are retired and this is the time of year for them to go south for the winter. This is a very normal trend for this time of the year. Ms. Bean commented the accounts receivable staff and ambulance billing staff have done a tremendous job in collecting on the accounts.

D. Action to Appointment Board Member to Right From the Start Proposal Review Committee

Ms. Bablitch stated Right From the Start has received \$102,000 to implement their full program. Agencies will be bidding on services. A Board member is needed to be on the review committee. Ms. Hoppen volunteered for this committee. The Review Committee will make their recommendations to our Board when the bidding is completed.

E. Action to Authorize Employee to Attend Out-of-State Conference

Mr. Clark moved to approve the request with Ms. Hoppen seconding the motion. Ms. Bablitch stated the cost would be under \$2,000. The break down is \$675 registration fee, \$575 air fare, \$372 hotel, and \$75 in meals and miscellaneous expenses. Some of the costs for air fare may change due to less expensive flights becoming available. Motion was carried to approve the request and forward to the Finance Committee.

IV. FISCAL ISSUES

A. Action to Request Garage for Jefferson Street Group Home

Mr. Canales distributed pictures of the current shed. He informed the Board that since the cost would be less than \$25,000 it is too small to be considered by Capital Improvements. Mr. Clark stated Space and Properties is considering asking the SPASH Cap Program if they would be build a new garage. Ms. Hoppen

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motioned to forward this issue to Space and Properties. Mr. Zimdars seconded the motion. Motion carried.

B. High Cost Reports

Mr. McCulley reported a change in the Year to Date 1996 cost for Norwood in November. The correct figure should be \$123,640, not \$133,640. There were six commitments in December. The Inpatient costs are over budget both in cost but also in revenues received. The Medical Detox program is in very good shape even with an increase in inpatient stays in December.

Mr. Canales stated the Community Based Care program is under budget.

Mr. McCulley informed the Board the General Assistance program is in very good shape. The out of home placements continued over budget. Ms. Hoppen questioned if the professional group is in use. Ms. Bablitch stated they are just starting to work with this client population. Mr. Clark questioned where SPRITE is located. Mr. McCulley stated this is a 30 day program attached to Lincoln Hills.

C. 1996 Budget Status Report

Ms. Bean stated the high cost account is showing a deficit of \$56,453. This will entail us needing to use an additional \$18,866 of the reserve over the budgeted amount of \$37,587. The regular accounts are currently showing a surplus of \$104,617. The books will remain open another week to pay bills. Also adjustments need to be made to the accounts receivable balance so the surplus will be less than \$100,000 when this is completed. The largest portion of the surplus is from the Children/Family Purchased Services budget. Revenues are higher than budget which Ms. Bean attributed to the hard work of the Accounts Receivable staff. Ms. Bablitch stated the collection agency has also aided us in this area.

D. Action to Approve Vouchers

Ms. Bean stated there are five weeks of vouchers. For 1996 the regular accounts totaled \$609,112.91, high cost accounts totaled \$34,750.17, and Portage House \$5,850.83. There were no unusual expenses. For 1997

the regular accounts totaled \$83,053.96, high cost totaled \$897.82, and Portage House \$377.04. The cost of \$10,575.13 was for an incentive trip for the Learnfare Program. The students worked very hard to earn this trip. Mr. Zimdars moved to approve the vouchers with a second by Ms. Buck. Motion carried.

V. PERSONNEL ISSUES

A. Action to Approve LTE for Division of Health

Mr. Berrett stated the position is fully funded by the grant. A motion was made by Mr. Borham and seconded by Mr. Clark to approve the request. Motion carried.

VI. ADJOURNMENT

The meeting was adjourned at 5:55 p.m. by Chairman Jakusz.

Submitted by:

Dawn Grasamkee
Recording Secretary

dmg/0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD
FEBRUARY 12, 1997**

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; Jennifer Cummings, Home Health Supervisor; Deb Klopp, Professional Services Corp Inc.; Sara Robinson, Professional Services Corp Inc.; Priscilla Johnson, Family Training Program; Becky Georgenson, Family Training Program; Dan Nienaber, Stevens Point Journal.

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

I. INFORMATIONAL UPDATE

Informational updates were presented to Board members on Long Term Care and Health.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of January 22, 1997

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

B. Correspondence

Ms. Bablitch distributed copies of a brochure on managed care for a training to be held on February 24 from 9:00 a.m. to 12:30 p.m. at the courthouse. Any one interested in attending should contact Judy.

Ms. Bablitch stated page 9 of the Board packet is an updated position summary. The 1997 nursing position for the school system is an LTE until the summer. It has not been added to this list at this point in time but will be added after the school year is completed.

C. Director's Report

Ms. Bablitch informed the Board of the resignation of Kevin Piper as the State Health Officer. There has been no replacement named yet.

Ms. Bablitch stated informational updates for Group A will be held in the Day Services Room. This will be easier for Board members to hear the information without interruption.

D. Citizen Concerns/Unlimited Topics

Ms. Hoppen stated she wrote a letter to both Senator Shibilski and Representative Murat on the CWAN changes. Both have replied to her letter and have explained the changes more fully.

Ms. Bablitch stated Representative Murat would like to come and spend the day with us to discuss the W2 program, Long Term Care Redesign, and other issues. Ms. Bablitch will inform Board members when this will be done.

Mr. Jakusz questioned if any progress has been made on the Jefferson Street garage replacement. Mr. Clark responded the Space and Properties committee will be checking with the high school Capstone project to see if they could possibly do this project. Ms. Bablitch added there are a list of other improvements needed at Jefferson House. Mr. Clark requested a copy of the list and he will take it with him to the next meeting.

III. PROGRAM ISSUES

A. Review Progress of Family Based Services Initiative

Ms. Bablitch stated the timelines were included in the Board packet indicating completion of work on the Patterson recommendations and new projects staff have developed. Don Herrmann reported the Foster Family Recruitment Initiative has about 14-15 people involved. They are currently in the process of locating an honorary chairman. Subcommittee meetings will be held on February 24. Hopefully this will begin to bring in new foster care providers.

Ms. Bablitch stated the two new agencies contracted with are Professional Services Corp Inc. and the Family Training Program, Inc. Representatives attended from each agency and gave a brief overview of their efforts.

Priscilla Johnson from Family Training Program reported they have just started as of January 1. She introduced her assistant, Becky Georgenson. Their program has been in existence since 1979 and have contracted with 10 counties to date. The focus of their agency is to keep children in the home, teach parenting skills, and to work with the entire family more as a preventative measure rather than intervention. There is a two person team who meets in the home and has contact with others involved with the family, i.e., school, counselors. An assessment is written which includes the family's strengths as well as the concerns. An evaluation is then completed after three months. Currently there are six families being worked with at any given time. There is no weekend contact but contacts are made before school, after school, bedtime, and various times throughout the day. Most of the families they are currently working with are very cooperative. Ms. Johnson distributed information on the program to Board members.

Deb Klopp from Professional Services Corp Inc. introduced her assistant supervisor, Sara Robinson. Ms. Klopp reported their agency works primarily with high risk kids needing intensive supervision and kids who are currently in out-of-home or corrections placements needing intensive after care treatment. The work with the high risk families is to prevent an out-of-home placement from occurring. The aftercare program entails the agency working closely with other agencies to provide an appropriate treatment plan to be in place when the child is returned home. Currently they are working with 16 youths but can work with up to 25 youths. There are seven youths considered high risk for placement and eight youths in out-of-home care. Of these eight, four reside in residential centers, one in a group home, and three in a treatment facility. Of these eight, five are currently having weekend home visits and their agency is involved with the family during these home visits. These kids are seen twice a day in person and have a minimum of two phone contacts daily. The high risk

kids have a minimum of one contact per day, seven days a week. The agency has the authority to conduct random urinalyses to check for drug and/or alcohol usage. The program consists of eight months of structure and treatment.

B. Review of New Standard for Emergency Detention and Civil Commitment

Mr. McCulley gave an overview of the new fifth standard implemented on December 1, 1996. Mr. McCulley stated the standard comes into effect as soon as law enforcement says a person is a proper subject for this standard. A psychiatrist must be consulted to make sure the correct action is being taken. Other alternatives must be looked at. The information is then sent to the Attorney General who has 12 hours to respond. He must evaluate the information and then deny or approve the request. To date there have been three petitions filed under this standard. One has been denied and two verified. Of the two verified one is being appealed in court. The fifth standard will be used only in exceptional circumstances with clients who have diagnoses of schizophrenia, bipolar disorder, or major depression. There hasn't been any use of this standard in Portage County to date. All screenings for three party petitions in Portage County are done by Rae Ann Thomas and Mr. McCulley. Generally if a patient is uncooperative and doesn't meet the other four standards the family is told to write down the events and dates and times so when their testimony is needed in court they will have the information written down and it is easier to testify to events. Discussion occurred regarding the use of this standard.

IV. FISCAL ISSUES

A. Action to Approve Vouchers

Ms. Bean started there are two sets of vouchers. No unusual expenses for the 1996 vouchers. The regular accounts totalled \$53,066.64, high cost totalled \$2,515.12, and Portage House totalled \$245.31. The 1997 vouchers consist of three weeks of vouchers. There were no unusual expenses. The regular accounts totalled \$209,609.35, high cost totalled \$23,552.57, and Portage House totalled \$1,463.56. A motion was

made by Mr. Zimdars and seconded by Rev. Mallek to approve the vouchers. Motion carried.

V. PERSONNEL ISSUES
(Contemplated Executive Session)

A. Vote to go Into Executive Session in Accordance with Wisconsin Statutes 19.85(1)(c) to Discuss Personnel Issues

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

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

A motion was made by Ms. Hoppen and seconded by Mr. Mallek to go into open session. No action was taken.

VI. ADJOURNMENT

The meeting adjourned at 6:10 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD
FEBRUARY 26, 1997

Present

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

Excused

Don Herrmann
Harvey Olson

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Bill McCulley, Restorative Care Coordinator; Lucy Bean, Business Manager; Allen Berrett, Health Officer; Mike Houlihan, Portage House; Mary Taylor, Student Intern; Judy Arneson, Right From the Start Coalition; Dan Nienaber, Stevens Point Journal.

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

I. INFORMATIONAL UPDATE

An informational update was presented by Mike Carder of Environmental Health.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of February 12, 1997

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

B. Correspondence

There was no correspondence.

C. Director's Report

Ms. Bablitch stated Stepaniak and Associates are working on the agency study. They were unable to attend this meeting and are unable to attend the next meeting to present an update on the study. She believes they are still anticipating a March completion date.

D. Advisory Committee Report

Rev. Mallek stated there was no quorum at the last meeting and as such the meeting was cancelled.

E. Citizen Concerns/Unlimited Topics

Ms. Hoppen stated her advisory position for the CWAN organization is diminishing.

III. PROGRAM ISSUES

A. Update on Family Preservation Support Services Change Team Initiative

Mary Taylor from Family Preservation distributed a copy of the Family Preservation & Support Services Initiative pamphlet. The Change Team is reviewing all services. It was found that the six major issues covered were AODA, child care, family breakup, financial difficulties, health insurance, and youth issues (teen pregnancy, lack of recreational activities, crime and gang activities). These issues are basically the same at both the state and federal level. The mission of the Change Team is to improve the quality of life for Portage County residents. They have met two of the three objectives at this point. The objectives met are communication and agreement with the Guidance Team and clarifying the decision process. The third goal is to recruit media and business involvement. The team will be working on updating the brochure. They have developed a video to be used for presentations. A business award has been established to present to businesses for their support of the program.

IV. FISCAL ISSUES

A. Action to Approve Contracts for Right From the Start Program

Judy Arneson from Right From the Start stated there was \$105,000 allocated by the County Board. There are two components being bid for services. The coalition is recommending St. Michael's Hospital be awarded the Early Identification and Outreach Program component. This is the initial assessment being done for all new mothers and offering services to them. The UW Extension is being recommended for the second component, the Home Visit Program. This will entail visits to the home to help families cope with a new baby and to link families to needed services. Mr. Clark stated comments he has heard from County Board

supervisors and state officials regarding seeking out people to be in our services. Discussion occurred regarding the need for preventive measures to be taken before a problem occurs. The breakdown of money is estimated to be as follows: \$43,000 granted to UW Extension for the Home Visitor Program, \$30,000 to St. Michael's for the Early Identification and Outreach Program, and \$52,000 to the Family Resource Center. There is additional funding available that is not allocated by the County. A motion was made by Ms. Hoppen and seconded by Mr. Clark to approve the contracts.

B. Action to Approve Unanticipated Expenditures at Portage House

Mr. Houlihan stated they are completing a project at Portage House. New laminate needs to be put on the kitchen walls. There are funds to pay for the laminate. Also a new smoke alarm system needs to be installed. The cost would be about \$1,000. Mr. Peterson questioned if carbon monoxide detectors were installed. Mr. Houlihan stated he didn't believe so. Mr. Peterson recommended purchasing two detectors and stated the Nighthawk brand is a very good one. The cost is about \$29 on sale. A motion was made by Rev. Mallek and seconded by Mr. Zimdars to approve the request. Motion carried.

Ms. Bablitch inquired about Jefferson House home repairs. Mr. Clark will report back to the Board on them.

C. High Cost Report

Mr. McCulley stated all the inpatient placements in January were emergency detentions. The program is currently on track. The Medical Detox program is within budget guidelines. Community Based care is at 7% of the budget. The General Assistance program shows a negative due to reimbursement of recoupments from last year. This budget is will within guidelines. Out of home placements are high. There has been a great deal of court placement at both Lincoln Hills and Child Caring Institutions. The two new service providers have stated in January. Currently they have 17 families on their caseload. Three young people have been returned back to the community. Mr. Medin stated he has heard good things

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about the new providers. Ms. Buck stated she is very impressed with agency staff that she meets with at Permanency Planning meetings. They are very direct and respectful with the families.

D. Action to Approve Vouchers

Ms. Bean stated there were no unusual expenses. The regular accounts totaled \$299,487.14. The high cost accounts totaled \$26,644.57 and Portage House totaled 357.25. Mr. Peterson moved to approve the vouchers with Ms. Hoppen seconding the motion. Motion carried.

V. ADJOURNMENT

The meeting adjourned at 5:52 p.m. The next meeting is scheduled for Wednesday, March 12, 1997.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD
MARCH 12, 1997

Present

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

Excused

Don Herrmann
Jacqueline Hoppen
William Zimdars
Ann Buck

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; Mike Carder, Environmental Health Supervisor; Julie Hladky, Community Health Supervisor; Lauri Rockman, Financial Services Supervisor; Tom Eagon, Portage County District Attorney; Pat Rychter, Portage County UW Extension; Carrie Davies, Portage County Fraud Investigator; Jonathan Root, WIZD Radio, Dan Nienaber, Stevens Point Journal.

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

I. INFORMATIONAL UPDATE

An informational update was presented by Suzanne Oehlke of the WIC Program.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of February 26, 1997

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

B. Correspondence

Ms. Bablitch stated if anyone is interested in attending the 1997 Spring Conference of the Wisconsin County Human Service Association to please contact her.

Ms. Bablitch stated page 6 is budget bill information which was addressed by Bill Murat when he was here on Friday. We are taking other action in support of this.

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C. Director's Report

Ms. Bablitch stated Representative Bill Murat spent a full day on Friday with managers to talk about a variety of issues. It was very helpful.

Ms. Bablitch stated J. Jean Rogers has been transferred to the Division of Health and is the State Health Officer.

Ms. Bablitch stated Letters to the Editor - Stevens Point Journal were sent last week. Both were the result of inaccurate information. One was regarding welfare fraud and a correction was printed in the paper. The other was concerning Right From The Start as some public believed it was mandatory and intrusive. It is a voluntary program as explained in Ms. Hoppen's letter and one is coming from the Right From the Start Coalition.

Ms. Bablitch informed Board members she will be out of the office from March 18 through March 21 and March 25 through March 27.

D. Citizen Concerns/Unlimited Topics

There were no citizen concerns/unlimited topics.

III. PROGRAM ISSUES

A. Review of Welfare Fraud Program

Ms. Rockman reported of the 2.5% complaints received each quarter only about half end up as welfare fraud.

Ms. Davies reviewed the case cited in the paper. She stated the amount of information which was failed to be reported. The amount of family members in the household affects the food stamp and assistance received. The person failed to report the father living in the household and working. The person then failed to report when the father left with the child.

Mr. Eagon stated Ms. Davies investigates the case and determines what overpayment is needed. The client will have an opportunity to pay back the overpayment.

If they do not then there is court intervention. If the overpayment is paid prior to the initial appearance then the charges are dropped. If not, the client is convicted and placed on probation. The client is monitored by Probation and Parole and placed on a payment plan. If they pay back the restitution early they will be discharged as long as they have met all the other conditions of probation. Other conditions include 150 hours of community service, no benefits for six months, and needing to report to Probation and Parole on a consistent basis. If not a lending agency is contacted and payments are taken from the client's paycheck. If there is no repayment at all the client's probation is revoked and they will serve a jail sentence. Mr. Clark questioned how much is recouped per year in welfare fraud. Ms. Rockman stated \$12,000 a quarter but the savings in benefits not paid out is about \$110,000 to \$120,000 a year.

B. Review of Statutes Regarding Licensed Establishments

Mr. Carder reviewed the statutes allowing the agency the authority to close licensed establishments. Statutes 254.47 concerns pools and 254.64 for hotels. The agency has the authority to change licenses to conditional licenses at any time and allow the owner time to make corrections. Their license will expire if the corrections are not made and thus the establishment will be conducting business without a license. Mr. Berrett stated they are looking at conducting inspections on off hours, i.e., during the evenings or weekends. This will ensure a more realistic view of an establishment during working hours rather than when an establishment is just opening up for business during the day when we usually conduct our inspections.

C. Action to Approve Board Members to Serve on Environmental Health Committee

Mr. Carder stated there has been a very strong response to requests from establishments to be on this committee. Walter Jakusz, Paul Borham, and William Peterson voiced interest on being on this committee. Jacqueline Hoppen voiced similar interest during the last meeting. A motion was made by Mr. Clark and seconded by Mr. Medin to have these four Board members appointed to the committee. Mr. Carder stated the first meeting will be March 24 at about 2:30 or 3:00 p.m. Information will be forwarded to members.

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D. Report on Inner-Relationship of Work Between UW Extension and Health and Human Services Department

Pat Rychter from the UW Extension office spoke to Board members. Ms. Rychter explained 60% of the funding is from state and federal grants. The other 40% is from the county. Ms. Rychter gave a brief overview on how the two agencies work together. The services are not duplicated. The Extension office works with giving information and education while our Department generally handles intervention. The Extension office does not do any counseling services. They will direct people where to go for help.

IV. FISCAL ISSUES

A. Action to Approve Out of State Travel

Ms. Hladky stated this was a great honor for our staff member to be selected to attend this conference. Ms. Hladky stated only one member for each state was invited to attend. The conference will be funded by the American Cancer Society. A motion was made by Mr. Peterson to approve the request with Mr. Olson seconding the motion. Motion carried. Ms. Bablitch stated an inservice will be done when Ms. Oswall returns from the conference.

B. Action to Approve Vouchers

Ms. Bean stated there were no unusual expenses. The regular accounts totaled \$305,804.10. The high cost accounts totaled \$25,888.20 and Portage House totaled 1,733.26. Mr. Borham moved to approve the vouchers with Rev. Mallek seconding the motion. Motion carried.

V. ADJOURNMENT

A motion was made by Mr. Olson and seconded by Rev. Mallek to adjourn the meeting. The meeting adjourned at 5:55 p.m. The next meeting is scheduled for Wednesday, March 26, 1997.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
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Present

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Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Bean, Business Manager; Allen Berrett, Health Officer; Jim Canales, Long Term Care Coordinator; Dan Nienaber, Stevens Point Journal.

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

I. INFORMATIONAL UPDATE

An informational update was presented by Steve Tuszka and Jim Canales of the Long Term Care Division.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of March 12, 1997

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

B. Correspondence

There was no correspondence.

C. Director's Report

Ms. Bablitch informed the Board the Right From the Start Coalition will be presenting a program and budget update at the next meeting.

Ms. Bablitch reported the Department study by Stepaniak and Associates is tentatively scheduled to be presented at the Executive Committee on April 16. A draft of the report will be sent to the Department for staff to look over about a week before the meeting. Jerry Glad has stated this will be an open meeting. Ms. Bablitch informed Board members she will get back to them on the time of the meeting.

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D. Citizen Concerns/Unlimited Topics

There were no citizen concerns/unlimited topics.

III. PROGRAM ISSUES

A. High Cost Report

Ms. Bean reported the two placements at Winnebago for February have been released. All the placements at Norwood are under commitment and all have been released. Ms. Bean reported Mr. McCulley informed her March is looking much better.

Mr. Canales stated Community Based Care is at 14% of the budget. The normal budget percentage is 17% so this budget is doing very well.

Ms. Bean stated General Assistance is well within the budget. The majority of the costs are in medical expenses.

Ms. Bean stated foster care and treatment foster care are under budget. Residential and group care are above budget. Two individuals have been removed from group care. Ms. Bablitch stated there are three individuals in Child Caring Institutions which are developmentally disabled and very difficult to place in the community.

Mr. Clark questioned when the new Huber facility is constructed if it is possible for some of the minimal care individuals to be moved into a juvenile wing of the new Huber facility. Mr. Canales stated the individuals in these high cost placements generally need close supervision and monitoring as well as medical needs. Ms. Bablitch stated staff would discuss this issue.

B. 1997 Year to Date Budget

Ms. Bean stated it is early in the year so all the projections are zero. Ms. Bean stated even for the high cost expenses we have projected zero even with the high February expenditures since we have no idea what will happen this early in the year.

Mr. Clark questioned if and when the Department's books are audited. Ms. Bean stated we are audited several times a year. The book closing will be audited in April. The county bids out a contract for three years for auditing. Currently the state only

audits the Department once a year but does have the right to do further and more intensive audits if they so desire.

Mr. Olson questioned the services provided by the jail health budget. Ms. Bean stated we are contracted by the jail to provide nursing time, immunizations, etc. If an emergency arises the jail contacts the hospital directly. Mr. Berrett stated the jail determines the amount of time they want to contract with us.

C. Action to Approve Vouchers

Mr. Bean stated regular accounts totaled \$193,179.06. The high cost accounts totaled \$6,009.48. The \$14,989 in user fees was revenues received from Norwood. We are billed up front for services and any revenues Norwood collects are then returned to us. The Portage House account totaled 593.46. Mr. Clark moved to approve the vouchers with Mr. Olson seconding the motion. Motion carried.

IV. PERSONNEL ISSUES

A. Action to Authorize Limited Term Employee for Long Term Care

Mr. Canales stated the developmental disabilities section case load is 65 to 70 cases per year. There are 20 people on the waiting list which has never happened before. The state requires documentation of every minute for reimbursement purposes. This has overwhelmed the current staff and they cannot take on any more cases. The new position would be fully funded by Community Aids dollars. The new position will also generate more revenues. Mr. Canales stated the position would be sought as a full time position during the regular new position process. The advertising would be for at least a 20 hour to possibly a 32 hour position. A motion was made by Mr. Clark and seconded by Mr. Zimdars to approve the request. Motion carried.

B. (CONTEMPLATED EXECUTIVE SESSION)
Vote to Go Into Executive Session in Accordance with Wisconsin Statutes 19.85(1)(c) to Evaluate Director's Performance

A motion was made by Mr. Clark and seconded by Ms. Hoppen to go into Executive Session. A roll call vote was taken and all approved.

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

On a motion by Mr. Zimdars and second by Mr. Olson the Board reconvened.

The Board told Mrs. Bablitch she had acceptable performance.

V. ADJOURNMENT

The meeting adjourned at 5:55 p.m. on a motion by Mr. Peterson and second by Ms. Hoppen. The next meeting is scheduled for Wednesday, April 9, 1997.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD
APRIL 9, 1997**

Present

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

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Bean, Business Manager; Allen Berrett, Health Officer; Jim Canales, Long Term Care Coordinator; William Pyke, Developmental Disabilities Case Manager; Don Andreson, Aurora Residential Services; Mary Taylor, Marquette University Masters Intern; Dan Nienaber, Stevens Point Journal.

I. INFORMATIONAL UPDATE

An informational update was presented by the Right From the Start Coalition.

The meeting was brought to order by Chairman Jakusz at 5:12 p.m.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of March 26, 1997

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

B. Correspondence

Ms. Bablitch informed Board members of the spring conference for the Wisconsin Counties Human Services Association. Anyone wishing to attend should contact Ms. Bablitch to be registered.

C. Director's Report

Ms. Bablitch stated the draft of the Department study has been completed by Stepaniak and Associates. Staff had some general questions and are corresponding with Stepaniak and Associates for clarification. The study will be presented to the Executive Committee on April 16 at 5:00 p.m. in Room B at the Courthouse. This will be an open meeting and anyone may attend.

D. Citizen Concerns/Unlimited Topics

Ms. Hoppen informed the Board she is writing letters to people in the legislature who handle finances. The AIDS funding has been cut back and now patients are living longer and there is not enough funding to assist them.

III. PROGRAM ISSUES

A. Review of Location of Jackson House CBRF

Mr. Canales stated Aurora has taken over our Jefferson and Jackson House CBRF's. Aurora took over the lease of the building. Aurora is required to pay for any maintenance and repair costs as well as the property taxes to the building. Mr. Andreson stated Aurora has been operating this home since 1995. Due to safety and maintenance concerns they had their maintenance director walk through the house and give estimates on the concerns. Mr. Canales distributed a letter from Mr. Andreson which includes the estimated cost of the repairs. The estimate for safety repairs is \$2,550 to \$3,200. The estimate for all repairs is \$17,295 to \$17,945. Considerable discussion occurred regarding the value of the home and the options of leasing, purchasing, or building a home. Most Board members felt the estimates were quite high. Mr. Andreson stated it would be ideal to have the home fully wheelchair accessible so the clients utilizing the home would not need to be as fully ambulatory as they are now required to be. Mr. Pyke informed the Board there are currently four clients utilizing the home. Two people are ambulatory and the other two require assistance with ambulation. All four are severely mentally retarded as well as have other diagnoses. Ms. Bablitch asked if any Board member would like to tour the house. Mr.

Peterson stated he would like to tour the home. Mr. Canales requested that Mr. Peterson call him so he can arrange a time when there is someone at the house to conduct a tour. Mr. Medin made a motion to allow Aurora to explore alternate sites and report back to the Board. Motion was seconded by Mr. Herrmann. Motion carried.

IV. FISCAL ISSUES

A. Action to Authorize Representatives on W2 and Developmental Disabilities Bid Review Committees

Ms. Bablitch stated she would like two Board members for each Committee to review bids for the W2 program and the Developmental Disabilities Respite Care Administration. Mr. Jakusz and Mr. Clark volunteered to be on the W2 program committee. Mr. Herrmann and Mr. Zimdars volunteered for the respite care committee. Mr. Canales stated a supportive home care bid review committee will be needed in the future. Ms. Buck stated she would like to volunteer for that committee when it is established.

B. Action to Review 1996 Year End Budget

Ms. Bean distributed revised pages number 15, 16, and 29 of the Year End Budget to Board members. Additional revenues were received in the Restorative Care budget. The High Cost Accounts will balance with \$206,028 left in the reserve fund. The regular accounts will have a surplus of \$30,458. This amount will be transferred to the general fund. Motion was made by Mr. Zimdars and seconded by Mr. Peterson to accept the year end report. Motion carried.

C. Action to Approve Vouchers

Ms. Bean stated the regular accounts totaled \$127,987.34 with no unusual expenses. The high cost accounts totaled \$31,534.79. The \$11,525 in user fees reflects a payment from Norwood from February. We are required to pay Norwood up front when a client enters the system. Norwood will then reimburse us what they collect

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from the client. Portage House totaled \$1,231.43. A motion was made by Mr. Olson and seconded by Mr. Zimdars to approve the vouchers. Motion carried.

V. ADJOURNMENT

The meeting adjourned at 5:55 p.m. on a motion by Ms. Hoppen and second by Mr. Olson. The next meeting is scheduled for Wednesday, April 23, 1997.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD
APRIL 23, 1997**

Present

Walter Jakusz

Jim Clark

Ann Buck

Paul Borham

Don Herrmann

Jacqueline Hoppen

Rev. Matt Mallek

David Medin

Harvey Olson

William Peterson

William Zimdars

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Bean, Business Manager; Allen Berrett, Health Officer; Jim Canales, Long Term Care Coordinator; Daryl Kurtenbach, Shared Services Coordinator; William McCulley, Restorative Care Coordinator; Mike Carder, Environmental Health Supervisor; Pat Hintz, Accounts Receivable Supervisor; Julie Hladky, Community Health Supervisor; Lauri Rockman, Financial Services Supervisor; Anne Klesmith, Independent Registered Nurse; Dan Nienaber, Stevens Point Journal.

I. INFORMATIONAL UPDATE

An informational update was presented regarding the Tobacco Control Grant.

A motion was made by Ms. Hoppen and seconded by Mr. Clark to place the petition requested by the Tobacco Control team on the agenda for the next meeting for action.

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 April 9, 1997

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

B. Correspondence

Ms. Bablitch distributed copies of the Achievement Center Early Intervention Program annual report.

Ms. Bablitch informed Board members of the National Board of Health Conference will be held in Greentree, Massachusetts in May.

Ms. Bablitch stated the Department has been audited by a private agency contracting with DHFS. The programs audited were COP, COP Waiver, and CIP II. The auditors spoke with clients and families who reported they were extremely pleased with the case managers and found them easy to communicate with and very resourceful. The contract agencies were found to be doing a consistent and good job. The business system supporting the work was found satisfactory.

C. Director's Report

Ms. Bablitch stated on Monday, May 12 from 1:00 to 3:00 in Rooms 103 and 104 of the Ruth Gilfry Building a meeting with state officials will be held concerning the Long Term Care Redesign Initiative. Diane Waller is coming from DHFS.

Ms. Bablitch reported Daryl Kurtenbach has given information concerning the child abuse and neglect process to all public schools in Stevens Point. The School Board presented Daryl with a plaque at their last meeting. Private schools and rural schools will be contacted to see if meetings could be set up with them to present this information.

D. Advisory Committee Report

Rev. Mallek stated the Advisory Committee met on 4/21. Ms. Bablitch was the guest speaker and shared the draft of the study. As a point of fact Rev. Mallek stated none of the members were talked with concerning this study as well as neither the present or previous staff liaison was spoke with. Rev. Mallek commented it was possible that the study group spoke with someone new to the agency and as such was not aware of the purpose of the Advisory Committee. The

Membership Committee has placed an ad for membership to the Advisory Committee. Calls were received for applications but no response has been received back. There are currently 8 active members. Two members will end their terms on April 30. Five members have resigned, two this month. There are two inactive members and one member, the CAP Representative, has never attended. There will be an election of a new Vice-Chairperson at the next meeting. The report on the Environmental Health Committee County Housing Code was presented. The Foster Care Committee is working towards marketing for additional foster homes. Members presented their various reports from other community groups.

D. Citizen Concerns/Unlimited Topics

Ms. Hoppen informed the Board she was pleased to receive a call from Representative Murat today. There will be an amendment to the fiscal policy regarding the AIDS cutback. A meeting will be held on May 13 to discuss the CWAN transition. Mr. Medin questioned if recoupments could be collected from people who transmit the AIDS virus. Ms. Buck commented that the confidentiality involved with AIDS is not the same as other CDC diseases. Ms. Hoppen stated it is possible this could be changed and will bring it up at the next CWAN meeting.

Mr. Peterson stated he toured the Jefferson House due to the high estimate for repairs presented at the last meeting. He found the house to have serious problems. There are illegal hook-ups in the basement with two water heaters exhausting to one vent. He felt the estimate presented was not too expensive.

Ms. Buck reported that the COP Committee has responded to two Open Letters about a parent asking for funding for taking care of her own child. The COP Committee has denied this request. This family has received a lot of COP funding over the years. The Committee has voted not to change the policy to pay parents for the care of their own children. All 12 members voted unanimously not to change this policy. A letter will be sent regarding the Open Letters signed by both Ms. Bablitch and Mr. Canales.

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III. PROGRAM ISSUES

A. Review of Department Study

Ms. Bablitch stated she has met with the Executive Committee as well as Jerry Glad and Roger Wrycza. The final report is expected at the end of April. Mr. Jakusz questioned if any of the questions for clarification given by staff will be answered at that time. Ms. Bablitch stated she doesn't know but hopes so. Mr. Peterson questioned why the Executive Committee saw this report first. Ms. Bablitch stated the Executive Committee was the client and as such were entitled to receive the report first.

Mr. Herrmann commented he found the report very repetitive. He felt the study reflected a "self-fulfilling prophecy", i.e., showed a problem no matter how small, to prove there is a problem. He also found no mention of any discussions held with consumers or clients. He felt the Board should respond to this study rather than wait for the final report to be issued just to find it is the same report.

Ms. Hoppen commented the study was very inconclusive and contradictory and was filled with errors. Recommendations were made about things in place or were suggested by staff. Ms. Hoppen stated the report inferred the Board knows nothing about the Department and stated this is not true. Ms. Hoppen further stated the reporting by this Department is second to none and very well done. The Board is kept very well informed on all aspects.

Mr. Peterson commented the questions/clarification requests accompanying the report were very helpful. He felt the report was not fair to the staff. He further commented this Health and Human Services Department is one of the best in the State and is often used during State meetings as an example of a front-running county.

Mr. Zimdars stated he found the study to be very critical of non-County Board members on the Health and Human Services Board. It seemed to be very negative and he believes they are very helpful.

Mr. Olson stated the report was very inconsistent. He felt the Board has the right to go to the Executive Committee and have these

questions answered. Ms. Bablitch stated these questions were asked and the County Board Chairperson stated they should be brought back when the final report is received.

Rev. Mallek stated the Advisory Committee plays a significant role in developing and working with task forces and having recommendations implemented. He felt the report was not thorough enough and again voiced concern that no contact was made with the Advisory Committee by Stepaniak and Associates.

Ms. Buck voiced disappointment in the report. Ms. Buck stated the Department must insist that the tax levy information is corrected.

Ms. Bablitch informed the Board she has had virtually no contact with Stepaniak and Associates regarding any issues in the study. She believed this report should have been presented to her by the consultants to discuss why the agency decided to organize/implement whatever was recommended for change so the consultants would have more information before making their recommendations.

Mr. Herrmann stated there was a sizable article in the newspaper regarding the study. He found this to be procedurally absurd since the report was only a draft and not the final report. Mr. Zimdars commented that unfortunately this will be what the public will remember even after the final report is completed.

Ms. Bablitch stated some of the managers were present at the Executive Committee and asked them if they wished to comment.

Mr. Canales stated he heard comments that an admirable job was done in difficult situations.

Mr. Kurtenbach stated the managers appreciate the Board's views on this demoralizing report.

Mr. Herrmann moved that the Health and Human Services Board go on record voicing serious concerns regarding the content and accuracy of the report done by Stepaniak and Associates. Mr. Peterson seconded this motion. Motion carried unanimously.

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Ms. Hoppen moved that the minutes from this meeting be forwarded to the Executive Committee. Ms. Buck seconded this motion. Motion carried. A motion was made by Mr. Peterson to have the tax levy mistake corrected and forwarded with the other motions. Ms. Buck seconded this motion. Motion carried.

B. Quarterly Statistical Reports

This agenda item is tabled until the next meeting.

IV. FISCAL ISSUES

A. High Cost Report

Mr. McCulley thanked the Board for their support.

Mr. McCulley reported there is currently no one in Winnebago at this time. Emergency detentions and voluntary commitments are down for April.

The Medical Detox/Inpatient costs remain within budgetary guidelines.

Mr. Canales stated Community Based Care is under budget.

Mr. McCulley stated the General Assistance Program is meeting needs and is very efficient.

Mr. McCulley stated we are under budget in the foster care and treatment foster care programs. Group care numbers should be reduced in the coming months. Ms. Bablitch stated the Wolf River facility is located in east of Antigo in Langlade County.

B. Year to Date Budget

Ms. Bean stated there are no variances projected yet. There are currently six youths in group care and by the summer there will be only one or two unless there are additional placements. There are currently eight individuals in Child Caring Institutes. By September we will be down to three or four if no additional placements are

made. There are three youths in corrections at this time. Ms. Bablitch stated two of the individuals in Child Caring Institutes are developmentally disabled and will be remaining there until they are 18. Ms. Bablitch reported the Department is considering developing an RFP to determine whether there is an agency which may be more cost effective to care for these children. The cost is about \$88,000 per year per child.

Ms. Bean distributed a copy of the projected variance comparison from 1996 and 1997. Ms. Bean questioned whether the Board would like to receive this every month. The Board stated receiving it quarterly would be sufficient.

C. Action to Approve Vouchers

Ms. Bean stated the regular accounts totaled \$336,933.75. There is \$10,000 in operating costs which reflect replenishing the postage meter. The high cost accounts total \$18,571.10 with Portage House totaling \$638.04. A motion was made by Ms. Hoppen and seconded by Rev. Mallek to approve the vouchers. Motion carried.

V. ADJOURNMENT

The meeting adjourned at 6:00 p.m.

Respectfully submitted:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD
MAY 14, 1997**

Present

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

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Bean, Business Manager; Allen Berrett, Health Officer; Jim Canales, Long-Term Care Coordinator; Daryl Kurtenbach, Shared Services Coordinator; William McCulley, Restorative Care Coordinator; Stephen Tuszka, Elderly Services/CSP Program Supervisor; Susan Henry, Fiscal Services Supervisor; Jane Kellerman and Debbie Zurawski, Ruth Salutes Committee; Jonathan Root, WIZD Radio; and Dan Nienaber, Stevens Point Journal.

I. INFORMATIONAL UPDATE

Informational updates on Long-Term Care and Health Division issues was presented.

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

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of April 23, 1997

An addition was made to the Minutes to reflect Ms. Hoppen's comment regarding the good job the Food Service Committee is doing. A Motion was made by Mr. Herrmann and Seconded by Ms. Hoppen to approve the amended Minutes. All were in favor of the motion. Motion carried.

B. Correspondence

Ms. Bablitch stated she just received a letter from the Tobacco Free Coalition regarding the amount of money spent by the government on tobacco issues. This will be shared in greater detail at the next meeting.

C. Director's Report

Ms. Bablitch will be on vacation from May 17 through May 27. Please contact either Susan Rutta or any of the managers if you have any questions or concerns.

Ms. Bablitch distributed invitations to the Open House/presentation of a wildlife print in memory of Dr. Gus Hangiandreou and announcement of the Hangiandreou Scholarship recipients. It will be held on May 30 from 10:00 to 11:00 a.m. in the waiting room.

Ms. Bablitch informed the Board the Stevens Point Health Plus program has received a national award. This is a local program developed through a recommendation by the poverty task force and coordinated by both our agency and CAP Services.

Ms. Bablitch stated she has received a copy of the final study report. She has checked with Jerry Glad and Clem Hintz as to how to proceed. The Board may look this report over and make their recommendations to the Executive Committee by July 1. Report copies will be made and distributed to Board members. Mr. Peterson questioned if any changes were made in the final product. Ms. Bablitch stated not many. Mr. Peterson suggested going through the list presented with the draft report and compare what, if any, changes were made. Ms. Hoppen questioned if the tax levy amount was corrected. Ms. Bean stated no. Ms. Bablitch stated this will be discussed more fully at the June 11 meeting.

D. Citizen Concerns/Unlimited Topics

Ms. Buck stated she attended the Long-Term Care Discussion yesterday at a day long meeting of the COP Advisory Council. She informed the Board they did not receive a copy of the proposal and

found the same information was not presented at this meeting as was presented at the May 12 meeting held at our agency. Ms. Bablitch distributed copies of the proposal to all Board members.

Mr. Jakusz stated he attended the Tobacco Program last week. Many people attended. Skits were performed by high school students. Mr. Jakusz felt the meeting was very informative.

III. PROGRAM ISSUES

A. Action to Support Resolution Increasing the State Tobacco Tax

Rev. Mallek moved to approve the resolution with Mr. Zimdars seconding the motion. Mr. Herrmann suggested the demographic information be listed prior to the statistics. All were in favor of the Motion to support the resolution corrected. Motion carried.

B. Review of Long-Term Care Redesign Initiative

Mr. Canales distributed copies of the overheads presented at the May 12 meeting. The redesign proposes developing a resource center as an entry point for services to be provided. It is unclear whether or not this will be for all clients or if there will be separate centers for different types of clients, i.e., elderly, disabled, etc. The way the proposal is structured will make it difficult to provide services to people. There will be public hearings held in June. Responses in writing should be received by the State by July 1.

Ms. Buck commented it appears the state wants to include primary care in long-term service delivery. This service delivery system appears to be more costly and will need to be offset through Medicare reimbursements.

Ms. Bablitch stated she does not know who will provide the case management. There are currently no other agencies available to do this aspect of the plan.

Mr. Canales stated the CIP, COP, CIP 1A, etc. funds will be consolidated as one funding source. This is a good idea which had been previously requested. Because of the complexity of the

programs and funding provided the State indicated its information system cannot accurately determine the total cost for each client as well as the costs per program to the client even though each county provides them with that information.

A great deal of discussion occurred regarding the consistency and welfare of clients once this program is implemented. Mr. Canales stated he will keep the Board informed of any new developments as they occur.

C. Quarterly Statistical Reports

Mr. Berrett reported nothing is out of line for the Health Division. Food testing and unsafe samples are up. Of the 21 samples tests, four were unsafe. This is a voluntary test by restaurants. The Community Health Section is serving as a site for UW Eau Claire nursing students. The staff has received training on using the computer network with the school districts. Home Health has completed CPR training recertification. The Environmental Health Section is working on the Food Service Risk Assessment and positive reviews are coming back from operators.

Mr. McCulley reported the General Assistance referrals are higher than last quarter and he is not sure why they are going up. There is a correction to the full time wage from last quarter - it should be \$6.20 not \$5.20. Psychological Services is looking at developing a satellite office in the rural communities. Amherst has opted not to have a satellite office. The Mental Health Clinic received its recertification. The Intensive Supervision and Intensive In-Home programs are in place in the Youth and Family Services Section. Financial Services is transferring the caseload to the W2 system and we are addressing the issue of vulnerable individuals with the state. We are seeing a decrease in the foster care and treatment foster care programs but no decrease in the cost of residential and/or group care programs. The loss of benefits to legal aliens may affect our General Assistance Program. Ms. Buck noted in another county there has been one Hmong suicide related to the loss of benefits. Ms. Bablitch stated the agency will work with the community to help these individuals.

Mr. Kurtenbach stated intake contacts are up. This is not unusual for the first part of the year. In the day care program, all units are sum sufficient with the exception of respite care. There are currently over 200 children in day care. The respite care program is being used more often and is a good alternative to foster care. There were no over-night stays at the Family Crisis Center during the first quarter and very few so far this quarter. We have gained two foster homes and are hoping to gain two or four more Level II beds. We have also gained one adult family care provider. Nine people attended the four-session orientation program for foster parents.

Mr. Canales reported the Long-Term Care Division has seen an increase in developmental disability referrals. These are primarily speech and language referrals. Due to a change in the format, there are no figures for last quarter for the Program and Contracted Services Participation. These changes will reflect our major contracts.

Ms. Bablitch reported the agency has secured Handicap identification tags for our volunteer drivers to utilize when transporting handicapped individuals. This program will be taken over by Daryl Kurtenbach as of July 1.

Ms. Bean stated accounts receivable is not too different from last quarter. We have a Memorandum of Understanding with Security Health, a managed care company. No revenues have been received as of yet but they are accepting our billing forms. They have yet to get their procedures in place for this process. There is another managed care company, Genesis Health Care. To date, we have nothing signed with them. There are only two health providers signed with them. The majority of their providers are located in Waupaca and Waushara Counties and, as such, clients need to go through those counties for services. Mr. Medin questioned what happens with the small claims balance. Ms. Bean stated many of them are from the ambulance billing and are turned over to a collection agency. The regular accounts are handled by a state collection agency. Ms. Bean will develop a report indicating revenue received through the collection agency.

IV. FISCAL ISSUES

A. Action to Request Remodeling of Lower Level Break Area

Ms. Bablitch stated the employees have requested a kitchen be installed in the lower level break room. The bid is an approximation of the cost. To this cost should be added a refrigerator and a microwave costing about \$700 to \$800 as well as TV with an estimated cost of \$250. The new bid for this remodeling would be \$4,500. Ms. Hoppen commented on the good management this Department has and stated if Space and Properties does not approve general county funds to pay for the this remodeling then carry over funds could be used to fund this request similar to the way the Sheriff's Department handled its remodeling funds. Mr. Herrmann questioned where the supplies are currently kept. Ms. Zurawski responded currently we are keeping our supplies on a shelf in the jury room/storage room. The new area would provide a place for supply storage as well as a working area when the agency has its Christmas Luncheon and Thanksgiving Brunch. Ms. Hoppen moved to approve the request with the revisions and forward to Space and Properties. Mr. Medin seconded the motion. Motion carried.

B. Action to Approve Vouchers

Ms. Bean stated the vouchers are for a three week period. The regular accounts total \$295,954.73. A voucher needing to be added is for \$1,555 for the home health licensure. The new total for regular accounts should be \$297,509.73. The high cost accounts have a total of \$36,686.61 and Portage House totals \$1,554.21. A voucher will be received next week for \$20,136 as a refund to Medicare from the 1996 Home Health Report. The cost of home health aides is lower than the billing and, as such, a refund needs to be issued. Mr. Zimdars moved to approve the vouchers as revised. Ms. Hoppen seconded the motion. Motion carried.

V. PERSONNEL ISSUES

A. Action to Authorize Reclassifications and Forward to Personnel Committee for Consideration

Ms. Bablitch distributed a copy of the position description for the HSS1/2 Case Manager/Crisis Interventionist. Mr. Tuszka reported it would be easier to have one primary person responsible to respond to situations when the other case managers are not available. This person will also be responsible for 16 hours of crisis intervention time. Currently there are five staff in the Community Support Program. The person being recommended has 12 years of experience with the program. Intake staff would be aware of this individual as the primary contact person and thus service delivery would be improved. Mr. Jakusz and Mr. Medin questioned if we currently have a position that is split at this time. Ms. Bean stated Cate Gitter's position is currently 50% at HSS1 and 50% at HSS2. A motion was made by Mr. Medin and seconded by Ms. Hoppen to approve the reclass. Motion carried.

Ms. Bablitch distributed a copy of the Bookkeeper II position description. Ms. Henry stated the incumbent has been performing these tasks for some time and the position has not been adjusted to reflect these changes. The duties are very complex. Mr. Herrmann questioned who did the audit recommending the juvenile restitution program be handled by this agency. Ms. Bean stated this was an outside auditing firm who looked at the procedures at the Clerk of Courts and recommended our agency handle the restitution portion of the accounts. Mr. Herrmann moved to approve this reclassification request with Ms. Buck seconding the motion. Motion carried.

VI. ADJOURNMENT

The meeting adjourned at 6:15 p.m. on a motion from Mr. Zimdars and second from Mr. Olson.

Respectfully submitted:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD
MAY 14, 1997**

Present

Walter Jakusz

Jim Clark

Ann Buck

Jacqueline Hoppen

David Medin

Harvey Olson

William Zimdars

Excused

Paul Borham

Don Herrmann

Rev. Matt Mallek

William Peterson

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Allen Berrett, Health Officer; Jim Canales, Long Term Care Coordinator; William McCulley, Restorative Care Coordinator; Susan Henry, Fiscal Services Supervisor.

I. INFORMATIONAL UPDATE

An informational update on the training of WIC vendors was presented.

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

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of May 14, 1997

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

B. Correspondence

There was no correspondence.

C. Director's Report

Ms. Bablitch reported Jim Canales and she met with Janet Zander and Dale Hagen regarding the Long Term Care Redesign. They are developing a reaction to the redesign proposal. Another joint meeting of the Boards will be held on June 11 to review the drafted reaction and incorporate any other ideas and forward to the State.

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Ms. Hoppen informed the Board there is an open meeting Thursday, May 29, at 1:00 and again at 7:00 at the Lincoln Center to discuss this issue.

Mr. Medin commented with the General Assistance change two years ago and now the W2 changes he has not heard as much talk in the community as he has heard about the Long Term Care Redesign. He questioned if it is due to the more significant problems that could develop. Ms. Buck commented if it was due to so many wanting welfare change. Mr. Zimdars stated it is probably due to people being concerned because they may need to use these services in the future more than would have needed to utilize the other services. Various discussion occurred regarding the reasoning behind the concerns being voiced and the role of the agency in Long Term Care if the proposal is passed as written. Mr. Canales stated there is a public hearing next week and the proposed redesign is scheduled to go to the legislature in the fall.

Ms. Bablitch stated the Department is evaluating the W2 changes. An initial analysis will be given to the Board in June. There are some serious concerns with some of the changes.

Ms. Bablitch stated a copy of the final report of Stepaniak and Associates was mailed to Board members. Ms. Hoppen reported she had 8 pages missing. They were 18, 24, 36, 47, 54, 72, 74, and 81. Ms. Hoppen stated she has found only five changes so far. Three were minor and two were substantial. She felt the report implied County Board members are suspicious and don't trust the governing committees. The report is redundant and there are many mistakes. Mr. Jakusz stated a request will be given to the Executive Committee to attend our meeting to address these issues. Ms. Buck commented it seems as though the County Board feels overseeing committees are not right when passing or denying requests from Departments. Mr. Clark stated the County Board doesn't fully understand the funding and programs provided by this Department. Mr. Jakusz stated a lot of our services are statute or court ordered and the Department has no control over these situations.

D. Advisory Committee Report

Ms. Bablitch stated the Advisory Committee meeting was canceled due to lack of attendees. Mr. Berrett stated the study recommendation to dissolve the Advisory Committee has not affected attendance although Mrs. Bablitch noted several former Advisory Committee members contacted her with concerns as their tenure on the committee yielded many helpful resources.

E. Citizen Concerns/Unlimited Topics

Mr. Medin commented if home health is expanded at the hospital and we disband this program a shortfall in revenues generated by the program of about \$40,000 to offset deficits will be felt. Ms. Bablitch stated the same will be true for Long Term Care programming. Mr. Jakusz reported the HSS1 public health position refill has been approved. Mr. Berrett stated the position has been offered to a present employee who is currently a home health nurse.

Mr. Jakusz gave a copy of the Department of Workforce Development letter he received to Ms. Bablitch. This correspondence deals with welfare successes. Mr. Jakusz stated he has met with the bid committee on the W2 process. The RFP has been distributed and bids are expected by July. On July 28 committee members will meet to review the bids. Mr. Clark stated Advisory Committee member Jim Bowles has been very helpful. Mr. Jakusz stated there is information from the Tobacco Free Coalition that should be included in the next meeting.

Ms. Bablitch stated with the various staff changes there will probably be no layoffs necessary due to welfare reform.

Mr. Jakusz reminded Board members of the reception being held on May 30 from 10:00 to 11:00 in the waiting area in memory of Dr. Gus Hangiandreou. Ms. Bablitch stated many of Dr. Hangiandreou's relatives will be in attendance and staff have donated food items for the reception.

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III. PROGRAM ISSUES

A. Action to Authorize Board Representation on Bids for Supportive Home Care Contract

Mr. Canales reported currently Health Care at Home has the contract through 1997. The contract is for about \$300,000. Ms. Buck and Ms. Hoppen volunteered to be on the bid committee. Mr. Clark moved to approve their appointment. Mr. Olson seconded the motion. Motion carried.

IV. FISCAL ISSUES

A. High Cost Report

Mr. McCulley reported there is currently no placement in Winnebago and as such the inpatient costs are down. The medical detox costs are down as well. Mr. Medin questioned the high expense rate for North Central Health Care. Mr. McCulley reported generally we negotiate for a rate with this facility. There was no control on the detention process for this individual and as such we were not able to negotiate a price.

Mr. Canales reported community based care is under the 1997 allotment.

Mr. McCulley reported General Assistance is below budget. The case load size is down and as such revenues are down as well. Mr. McCulley stated the out of home placements continue to be high. We should start seeing a decrease in placements with school ending. The high cost in the child caring institutions is primarily due to three developmentally disabled children placed in care. It is very expensive care required by these children. A bid process will be developed to see if any service exists in the community so these children could be placed in the community. Mr. Canales reported that in some instances the cost to place an individual in the community is higher than institutional care.

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B. Action to Approve Vouchers

Ms. Henry stated the regular accounts total \$252,374.65. Ms. Henry requested a voucher of \$500 be approved in addition to those listed for replenishing the postage meter. The new total for regular accounts should be \$252,874.65. The high cost accounts have a total of \$32,324.90 and Portage House totals \$1,034.68. Mr. Medin moved to approve the vouchers as revised. Ms. Hoppen seconded the motion. Motion carried.

V. ADJOURNMENT

The meeting adjourned at 5:47 p.m. on a motion from Mr. Zimdars and second from Mr. Olson.

Respectfully submitted:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES

JOINT MEETING OF
HEALTH AND HUMAN SERVICES BOARD
HEALTH CARE CENTER COMMITTEE
COMMISSION ON AGING

Conference Rooms 103-104
Ruth Gilfry Building
Wednesday, June 11, 1997
4:30 p.m. - 5:15 p.m.

PRESENT:

Board Members:

Jim Clark
Jacqueline Hoppen
Dave Medin
Paul Borham
William Peterson
William Zimdars
Harvey Olsen
Don Herrmann
Ann Buck
Alfred Lewandowski
Mary Croft
Lois Feldman
Adeline Tork
John Rendall
Melvin Steinke

Other:

Diana McGinley
Evelyn Heikenen
Jim Canales
Diane Cable
Cate Gitter
Janet Zander
Steve Tuszka
Dale Hagen
Judy Bablitch
Harvey and Susan Paconny

1. CONSIDERATION OF PORTAGE COUNTY ANALYSIS/RESPONSE TO DHFS
LONG TERM CARE REDESIGN PROPOSAL

Ms. Bablitch reviewed the Milwaukee Journal news article on Saturday, June 7, 1997, stating the Long Term Care redesign was put on hold. Copies of the article were distributed. Ms. Bablitch stated even with reconsideration of the redesign, staff felt it was important for the Committees to review the proposal and send conclusions to the State as they consider this issue further.

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Mr. Canales distributed an updated copy of the Portage County Analysis/Response to the State DHFS Long Term Care Redesign Proposal drafted by County staff. He stated the public hearings generated a lot of response. Fifteen individuals gave testimony for our area, there were 30 in Brown County, and Milwaukee was expecting a very large turn out. Mr. Canales stated pages 2 and 3 reflect where the county agrees with the state on the redesign proposal. Pages 7 through 9 reflect the county's conclusions and recommendations regarding the redesign.

Mr. Canales stated county staff agree with about 95% of the redesign proposal. Unfortunately, the remaining disagreements are about major issues. Discussion occurred regarding the proposal to be sent to the state.

2. ACTION TO ENDORSE PORTAGE COUNTY RESPONSE TO DEPARTMENT OF HEALTH AND FAMILY SERVICES LONG TERM CARE REDESIGN PROPOSAL

A motion was made by Rev. Mallek and seconded by Mr. Herrmann to send this document forward to the Department of Health and Family Services. Mr. Steinke also suggested sending this documentation to as many legislators as possible to make them aware of our concerns. Motion carried unanimously.

Ms. Bablitch suggested drafting a resolution to the County Board concerning the redesign. Mr. Peterson moved to have a resolution drafted and forward to the County Board. Ms. Hoppen seconded the motion. Motion carried.

Submitted by:

Dawn Grasamkee
Recording Secretary

LTCRMIN.SEP

**MINUTES
HEALTH AND HUMAN SERVICES BOARD
JUNE 11, 1997**

Present

Excused

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

Walter Jakusz

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Allen Berrett, Health Officer; Jim Canales, Long Term Care Coordinator; Lucy Bean, Business Manager.

The meeting was called to order by Vice-Chairman Clark at 5:10 p.m.

I. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of May 28, 1997

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

B. Correspondence

Ms. Bablitch stated she received a thank you note from a client who was receiving home health nursing services.

C. Director's Report

Ms. Bablitch informed the Board the Visions project will be starting again to recognize local people involved in W-2 programs. A planning committee meeting will be held on July 22 at 1:30 p.m. in the conference room 203. Jim Clark, Ann Buck, and Don Herrmann volunteered to attend this planning meeting.

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Ms. Bablitch stated there are times when our juvenile social workers and child abuse and neglect investigators recommendations disagree with the District Attorney's Office. We have asked the Corporation Counsel to assist our workers during the court hearings.

Ms. Bablitch distributed copies of Stepaniak report and the Executive Summary. Clem Hintz has informed Ms. Bablitch that he, Mr. Jakusz, and Ms. Bablitch will get together to review the study and look at implementing the recommendations. Ms. Bablitch stated she will be talking with our staff regarding the changes. Board members advised noting recommendations where progress was in place or attempted in the past and discontinued since they didn't work.

D. Citizen Concerns/Unlimited Topics

There were no citizen concerns/unlimited topics.

II. FISCAL ISSUES

A. Action to Approve Vouchers

Ms. Bean stated there were \$127,372.66 in the regular accounts. \$17,356.36 in High Cost and \$1,470.73 in Portage County. There were no unusual expenses. Mr. Medin moved to approve the vouchers with a second by Mr. Borham. Motion carried.

III. PERSONNEL ISSUES

A. Action to Authorize Leaves of Absence and Refer to Personnel Committee

Mr. Berrett stated both Cindy Schmitz and Jean Kummer has requested a leave of absence to pursue their education. The length of absence would be from September to December. Discussion occurred regarding the coverage needed for their positions. Discussion occurred regarding home health services dissolving. Ms. Bablitch stated some services provided will be looked at and perhaps a recommendation made to continue them. A motion was made by Ms. Hoppen and seconded by Ms. Buck to approve the requests. Motion carried.

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VI. ADJOURNMENT

The meeting adjourned at 5:35 p.m. on a motion from Mr. Herrmann and second from Ms. Buck.

Respectfully submitted:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD
JUNE 25, 1997**

Present

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

Excused

Don Herrmann
Jacqueline Hoppen

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jim Canales, Long Term Care Coordinator; Lucy Bean, Business Manager; William McCulley, Restorative Care Coordinator; Stephen Tuszka, Community Support Supervisor; Dan Nienaber, Stevens Point Journal; Mike Kemmeter, WIZD Radio.

I. INFORMATIONAL UPDATE

An informational update was provided to the Board on the W2 Evaluation Quarterly Report.

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

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of June 11, 1997

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

B. Correspondence

Ms. Bablitch stated copies of the minutes for the Joint Meeting of the Health and Human Services Board, Health Care Center Committee, and Commission on Aging were included in the packet. Rev. Mallek indicated he was omitted from the minutes as being present.

Ms. Bablitch informed Board members of the updated membership roster in the packets. Ms. Buck has been re-appointed to the Board. Her term will expire April, 2000.

Ms. Bablitch distributed copies of the Summary of Highlights of 97-99 Governor's Budget for DHFS. This was just received today. Ms. Bablitch also distributed the Wisconsin Bureau of Public Health, Public Health Responsibility and Authority for Local Health Departments.

C. Director's Report

Ms. Bablitch distributed copies of the Milwaukee Journal Sentinel article regarding long term care. Ms. Bablitch stated the joint group has decided to forward a letter to Secretary Leean with our recommendations. We are also interested in becoming a pilot program for the long term care redesign.

Ms. Bablitch informed the Board on July 2 at 9:00 a.m. she and Wally will be meeting with Clem Hintz, Roger Wrycza, Jerry Glad, and Brian Formella to review the Stepaniak report. She has asked management staff to look through the recommendations made by the study and prioritize the recommendations. Ms. Bablitch distributed a copy of the memo sent to managers indicated Central Management priorities.

D. Citizen Concerns/Unlimited Topics

There were no citizen concerns/unlimited topics.

III. PROGRAM ISSUES

A. Report on Additional Housing Resources for Seriously Mentally Ill Population

Mr. Tuszka reported there is a need for housing resources for this population group. The Department has written for grants but has been unsuccessful in receiving any. CAP Services has submitted a request to purchase a four apartment unit with two beds in each unit.

We are looking at contracting with CAP Services to serve this population group if they are awarded the unit.

Mr. Jakusz questioned the type of supervision needed. Mr. Tuszka stated the supervision would not be as direct supervision as received in a CBRF. The supervision would be just to assure the client is self-sustaining. Currently we have about 30 people eligible for the use of these units. Mr. Borham stated Space and Properties approved the request from CAP Services last week and tonight is the meeting to see if the request is approved. Mr. Borham stated he understood the request will be approved. Mr. Medin questioned if the county has ever considered purchasing buildings for themselves. Ms. Bablitch stated they haven't considered this but felt it would not be feasible since the county would then be responsible for the upkeep and maintenance of the buildings. Mr. Tuszka stated CAP Services will be responsible for the upkeep and maintenance of the building they are purchasing.

IV. FISCAL ISSUES

A. High Cost Report

Mr. McCulley stated the inpatient budget is down and has been for the last two months. There have been fewer emergency detentions.

Mr. McCulley reported there are five admissions to medical detox units which is higher than normal although we are still below budget.

Mr. Canales stated Community Based Care is under budget. The percentage should be 28%.

Mr. McCulley informed the Board the General Assistance Program has used only about 19% of the budgeted costs.

Mr. McCulley reported out of home placements should go down after May since school will be out and many placements will return home. The SPRITE program is a 30 day program held at Lincoln Hills. Even with fewer placement days at Lincoln Hills the cost is higher since the cost per day has increased.

B. 1997 Budget Revisions

Ms. Bean stated when the 1997 budget was prepared attrition in personal costs was looked at. The \$40,280 attrition reduction has been realized as well as \$6,688 more. Additional revenues or expenditure savings are: \$5,000 administrative for the CISS program, \$3,931 administrative monies from various health grants, \$30,000 reduced treatment foster care costs (this could be more), and \$46,977 reallocation of State Community Aids funds. The total is \$92,596. Two programs have revenue shortfalls (\$1,308 in Youth Aids and \$7,800 in case management) and we need to cover the contract with Professional Services (\$109,108). Ms. Bean has applied the additional savings to the shortfalls in the two programs as well as \$83,488 to the Professional Services contract. Mr. Medin stated he really appreciates having this information made available to the Board. Mr. Medin moved to approve the revisions with a second by Rev. Mallek. Motion carried.

C. Budget Status Report

Ms. Bean stated the changes have already been reflected in the budget. The High Cost budget will come in with a \$20,000 deficit in Children's Group/Residential Care. This figure may change as a result of the work of the Professional Services Group.

The regular accounts are projecting a \$60,000 deficit in Restorative Care. This figures is now estimated to \$28,000 less due to the probable removal of two children from foster care since the budget report was prepared.

Board members commented on the outstanding job Ms. Bean is doing and appreciate the input concerning the budget changes.

Ms. Bablitch stated the Business Division was reorganized in 1994 to allow more time for Ms. Bean to work on managing the agency's finances. Susan Henry is Ms. Bean's back up. Ms. Bablitch stated the Stepaniak report suggested reorganizing the Business Division again and in her opinion this would be regressive as the Business Manager's time would again not be available to manage the large and complex finances of the Department..

D. Action to Approve Vouchers

Ms. Bean stated the vouchers are for two weeks. The regular accounts total \$362,334.77. There were no unusual expenses. The high cost accounts total \$15,315.77. The \$5,285 credit is from Norwood. Portage House totals \$22.50. A motion was made by Mr. Peterson to approve the vouchers. A second was made by Mr. Olson. Motion carried.

V. ADJOURNMENT

The meeting adjourned at 5:35 p.m. on a motion from Mr. Clark and second from Mr. Medin.

Respectfully submitted:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD
JULY 9, 1997**

Present

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

Excused

Don Herrmann
Harvey Olson

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jim Canales, Long Term Care Coordinator; Susan Henry, Fiscal Supervisor; Jerry Koepfel, Youth and Family Services Supervisor; Lauri Rockman, Financial Services Supervisor; Jeff Jester, Social Worker; Kathy Kelk, Social Worker; Bonnie Stroik, VOICE Program Coordinator; Dan Nienaber, Stevens Point Journal; Mike Kemmeter, WIZD Radio.

I. INFORMATIONAL UPDATE

An informational update was provided to the Board from Shared Services and Restorative Care.

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

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of June 25, 1997

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

B. Correspondence

Ms. Bablitch stated a copy of a letter from Assemblyman Bill Murat was included in the packet concerning the tobacco tax.

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C. Director's Report

Ms. Bablitch informed the Board she and Mr. Jakusz have met with Chairman Hintz and other staff regarding the agency study. Another meeting will be held next Wednesday regarding suggestions and priority items which need to be worked on. A report will be given at the next Board meeting concerning the study.

She asked if the Board would like regular updates on personnel changes. This will be incorporated into each agenda.

D. Citizen Concerns/Unlimited Topics

Ms. Hoppen stated as of July 1 there are two case managers serving the Central Wisconsin area concerning the life care for people with AIDS. This will be effective through December. Further changes will occur when the program is taken over by another provider. The Central Wisconsin HIV Ministry has 51 volunteers serving 21 clients. Most of the volunteers are people who knew someone with HIV.

Ms. Bablitch informed the Board that Dan Nienaber from the Stevens Point Journal has taken another job in Minnesota. The Board thanked Dan for his attendance at the meeting and appreciated the coverage he has provided.

Mr. Jakusz stated there have been two bids received for W-2 contracts. These will be reviewed at a future meeting.

Mr. Canales stated there have been three bids received for the respite care program. These will also be reviewed at a future meeting.

III. PROGRAM ISSUES

A. VOICE Program

Ms. Rockman explained the VOICE Program is developed from the W-2 design process which got feedback from families involved in the transition from W2 to self sufficiency. The VOICE Program is a collaborative effort of Energy Services, Inc., Portage County Health and Human Services, and St. Vincent De Paul. The program offers a mentor and support network, is a channel for feedback from families, and it provides educational and leadership training.

Ms. Stroik stated the newsletter was started in April. The information in the newsletter is positive and delivers as much information as possible to participants in W2. The newsletter is distributed to Operation Bootstrap, Salvation Army, and the Family Resource Center, as well as other agencies. The VOICE Program is considering developing a resource directory. The VOICE Committee meets every month and holds various mini workshops in members homes. A food drive is also be continued as the members would like to return something back to the community.

Ms. Stroik compiled a report covering the last six months. There are currently 15 members in VOICE. Of these members, 11 are employed, one is a seasonal worker and full time student, and three are SSI recipients. Of the 15 members, one has started their own day care, four utilize child care, one is attending classes for better job skills, 12 utilize various programs referred to by VOICE, and of the three SSI recipients, one is going to school, one is attending classes to improve life skills, and one is receiving JTPA training. Mr. Medin questioned funding and location. Ms. Rockman stated funds were received from the state and a partnership was formed with Energy Services being the home base of operations. The reason for the Energy Services location is the large volume of low income people going to Energy Services for fuel assistance.

IV. FISCAL ISSUES

A. Action to Approve Vouchers

Ms. Henry stated the vouchers are for two weeks. The regular accounts total \$130,455.86. The high cost accounts total \$10,623.74. Portage House totals \$591.73. There were no unusual expenses. A motion was made by Mr. Zimdars to approve the vouchers. A second was made by Mr. Buck. Motion carried.

V. PERSONNEL ISSUES

A. Action to Authorize New Positions and Forward to Personnel and Finance Committees

Mr. Koeppel stated this is generally the same social worker position as requested last year which was denied by Personnel and Finance. The change to this request is in the Children's Code. Chapter 48 deals primarily with child abuse and neglect. Chapter 938 deals with delinquency and truancy issues. The position is to work with Chapter 938 youths. All the services provided are mandated by law. Mr. Jakusz questioned if this position can be contracted. Mr. Koeppel stated we have currently attempted to contract this position out but have found that a contracted person cannot do the legal work needed on the case so another employee of the Department needs to do this work. In essence we are using two employees to do the work on one case. Ms. Bablitch stated Lucy Bean will look into obtaining additional funds to help cover this position. Currently \$26,000 is available through MA funds. Mr. Peterson questioned the case load size of each worker. Ms. Kelk stated currently she has 40-50 cases. Mr. Jester stated his case load is about the same. Mr. Jester further indicated many of the juveniles on his caseload tend to re-offend about two months after being placed on supervision. This entails doing another intake with the family, preparing a court report, and attending the court hearing. Rev. Mallek questioned how long the case loads have been this high. Mr. Koeppel stated he has checked with the court system and in 1995 there were 613 court appearances and 600 in 1996. There was only a partial record for 1994 but it was estimated at about 450 appearances. A motion was made by Mr. Zimdars and seconded by Mr. Clark to approve the request. Motion carried.

Mr. Canales stated there is now an LTE (.5) Developmental Disabilities Social Worker in this position. He is requesting a full time employee as of January 1, 1998. The position is fully funded. There are currently 13 adults and 23 children on the waiting list for services. Ms. Bablitch stated contracting was also discussed but rejected for this position because other duties of this position would be the same as other similar positions. It was felt the union would not approve contracting for a position whose duties are the same as others already held by union employees. A motion was made by Mr. Peterson and seconded by Ms. Hoppen to approve the position request. Motion carried.

Ms. Bablitch distributed copies of the position summary list covering the period 1980 to July 7, 1997. This reflects the number of people and number of FTE positions. Ms. Bablitch also distributed copies of the yearly position change summary covering the years 1995 through July 7, 1997. This shows in greater detail the addition and deletion of positions during this time period.

VI. ADJOURNMENT

The meeting adjourned at 5:46 p.m. on a motion from Rev. Mallek and second from Ms. Hoppen.

Respectfully submitted:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
JOINT MEETING
HEALTH AND HUMAN SERVICES BOARD
AND
HEALTH AND HUMAN SERVICES ADVISORY COMMITTEE
JULY 23, 1997**

Present

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

Excused

Jacqueline Hoppen
Rev. Matt Mallek
William Peterson
Helen Johnson

Absent

Xang Chang
Bobbie Kolehouse
Phyllis Moore
Sharon Petersen

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lauri Rockman, Financial Services Supervisor; Julie Hladky, Community Health Nursing Supervisor; Cindy Schmitz, Community Health Nursing Supervisor; Jennifer Cummings, Home Health Supervisor; Stephen Tuszka, Elderly Services/CSP Supervisor; William McCulley, Restorative Care Coordinator; Daryl Kurtenbach, Shared Services Coordinator; Allen Berrett, Health Officer; Lucy Bean, Business Manager; Paul Rice and Joan Honl, Community Industries Corporation..

I. INFORMATIONAL UPDATE

An informational update was provided to the Board on Child Support.

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

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of July 9, 1997

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

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B. Approval of Advisory Committee Minutes of April 21, 1997

Action was not taken on this item due to a lack of Advisory Committee members present to make and second a motion.

C. Correspondence

Ms. Bablitch stated pages 2-15 in the packet represent a copy of an article from the Milwaukee Journal Sentinel regarding the death of a foster child in Milwaukee County. The rest of the information is what our Department gives foster parents for each foster child placed in their home. In our County, there is a great deal of information shared both written and orally with the foster parents.

D. Director's Report

Ms. Bablitch informed the Board Chairman Hintz will be present at the next Board meeting to discuss ideas and suggestions about the agency study with them.

E. Citizen Concerns/Unlimited Topics

There were no citizen concerns/unlimited topics.

III. PROGRAM ISSUES

A. Report on Advisory Committee Activities

Mr. Berrett informed Board members of the Advisory Committee's activities. The Committee has aided Mike Carder of Environmental Health develop a housing code for the county. It is currently before Corporation Counsel for review and will be brought to the Board when Corporation Counsel is finished. The Advisory Committee is also involved with the foster care recruitment initiative. This is ongoing at present. The Committee has advertised for members and has not received any applications presently.

B. Update on Home Health Care Program

Mr. Berrett stated currently one home health nurse has transferred to Community Health and there is one posting available at this time in Community Health which another home health nurse has indicated an interest in. The Department is looking at retaining some services which home health provides such as nursing assessments for COP and MA Waiver clients, primary public health nursing assessments, consultation of about five hours per week, and completing about 200 public health visits per year. This would require about 24 hours of nursing time per week. Mr. Berrett stated this time would be transferred to public health and be distributed between six nurses to cover the entire week. Mr. Jakusz questioned if this would be a new position. Ms. Bablitch responded this is really not a new position since we are doing the work now but will check on this with the Personnel Director. Mr. Medin questioned if there will be sufficient reimbursement to fund these hours. Ms. Bablitch stated we will lose administrative funding with the loss of the home health program but we are researching how to fund this position.

C. Quarterly Statistics

Department managers reviewed their quarterly statistics with the Board/Committee members. Mr. Tuszka reported the Long Term Care Division remains about the same as last quarter with an increase in COP and COP Waiver participation. Mr. Berrett reported the Health Division also is about the same. The large number of immunizations was due to the Hepatitis B vaccination in the school system. The large number of water tests is normal for this time of year. Two food or water-borne investigations were conducted. One was for salmonella enteritis which was caused by bad eggs and the other was viral in nature. Mr. McCulley stated the Restorative Care Division shows nothing out of proportion. Mr. McCulley reviewed in more detail the initiatives and concerns of the division. Mr. Kurtenbach stated the Shared Services statistics are down a little for this quarter. There was a large increase in the Low Income Child Care usage and this is expected to continue to increase. Starting July 1 the child day care program will be transferred over to Financial Services. Mr. Kurtenbach also stated he has contacted rural and parochial schools regarding a presentation on child abuse/neglect and

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Family Based Services. A few schools have responded requesting a presentation. Ms. Bablitch reported the Unpaid Staff Services will be handled by Shared Services starting July 1. We are currently talking with Interfaith Caregivers, Inc. and considering contracting with them for volunteer services. Ms. Bean reported the Business Division has billed out a lower than normal amount of bills. There is difficulty with billing for managed care and HMO. This will be discussed in greater detail at a later meeting. There was an error in the statistical information for Bad Debts. There should be 7 accounts written off in April, 1997. The dollar amounts for April and May 1997 have been reversed. April should be \$1,716.50 and May should be \$1,131.43.

D. Waiting List Report

Ms. Bablitch stated the waiting list report shows the number currently on the waiting list for various programs.

IV. FISCAL ISSUES

A. Action to Award Respite Care Service Contract

Ms. Bablitch reported there were three agencies which bid for the respite care contract. The RFP Committee unanimously selected Community Industries to receive this contract. Mr. Rice reported Community Industries will require individuals to become employees of Community Industries. This will affect the fringe benefits. Currently the main issue is the wages to be paid to these employees. Mr. Olson moved to approve the selection of Community Industries to receive the respite care contract. Mr. Zimdars seconded the motion. Motion carried.

B. High Cost Report

Mr. McCulley stated there were only eight days of inpatient mental health used in June. There were only five days of medical detox used in June. Mr. Tuszka stated there have been individuals moved from CBRF care to independent living. Mr. McCulley stated General Assistance has used only 20% of the budgeted amount. This may change depending on the impact of the loss of SSI/Food Stamp benefits to legal aliens. Mr. McCulley reported out of home

placements are still high but it is anticipated as the summer continues more juveniles will return home due to the start of the school year.

C. Year-to-Date Budget Report

Ms. Bean stated the high cost account projections are not different from last month. The regular accounts were looked at for the first six months and the revenues were adjusted. The Administrative Budget deficit in revenues is due to the Learnfare project being discontinued as of June 30. There are revenues available from AFDC program to fund the positions through the end of the calendar year. The Health Division deficit is due to Health Check and the Prenatal Care Project. July and August are generally the months when the most service is done. Long Term Care is showing a slight surplus. Restorative Care has a decrease in revenues. We are going to receive less in Youth Aids due to needing to fund placements at Lincoln Hills. Shared Services is also showing a small decrease in revenues. This is primarily in Home and Financial Management. This is hard to project since services are based on an ability to pay. Currently we are projecting a \$86,000 deficit in the regular accounts. Ms. Bean stated pages 89-91 show a budget/projected variance comparison with the previous year. We are projected a smaller deficit in the high cost accounts from last year. The regular accounts show a projected deficit primarily due to correctional placements.

D. Action to Approve Vouchers

Ms. Bean stated the vouchers are for two weeks. The regular accounts total \$346,818.46. The high cost accounts total \$18,196.95. Portage House totals \$1,384.32. There were no unusual expenses. A motion was made by Mr. Borham to approve the vouchers. A second was made by Mr. Olson. Motion carried.

V. ADJOURNMENT

The meeting adjourned at 5:57 p.m.

Respectfully submitted:

Dawn Grasamkee, Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD
AUGUST 13, 1997**

Present

Excused

Walter Jakusz

Don Herrmann

Jim Clark

Paul Borham

Ann Buck

Jacqueline Hoppen

Rev. Matt Mallek

Harvey Olson

William Peterson

David Medin

William Zimdars

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Clem Hintz, County Board Chairperson; Allen Berrett, Health Officer; William McCulley, Restorative Care Coordinator; David Pagel, Financial Services Supervisor; Cathy Rhutasel, Alternate Care Coordinator; Daryl Kurtenbach, Shared Services Coordinator; Jennifer Cummings, Home Health Supervisor; Cindy Schmitz, Community Health Supervisor; Lucy Bean, Business Manager; Mike Kemmeter, WIZD Radio.

I. INFORMATIONAL UPDATE

An informational update was provided to the Board from Shared Services and Restorative Care.

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

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of July 23, 1997

A motion was made by Mr. Clark and seconded by Mr. Olson to approve the minutes. A correction to the minutes to show Don Herrmann as present will be made. Motion carried.

B. Correspondence

There was no correspondence.

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August 13, 1997
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C. Director's Report

Ms. Bablitch informed the Board she will be on vacation from August 20 to August 29.

Ms. Bablitch stated the budget meeting is scheduled for October 8 and October 9. Discussed occurred regarding if the meeting should be changed to October 7 and October 8. It was decided the meeting will begin at 4:00 p.m. on October 8 and an attempt will be made to finish that evening.

Ms. Bablitch stated the Department has no capital improvement projects to be submitted. We are responsible for Jefferson House. The maintenance supervisor Dennis Kolodziej will put through a request for capital improvements on the building.

D. Citizen Concerns/Unlimited Topics

Ms. Buck stated she attended the Aging Advisory Council in Madison. The single entry point pilot program is ready. Primary care is being left out which means Medicare will not be involved in the program. There is very little service dollars involved in becoming a pilot county for this program. They are looking at having three counties involved in the pilot program. The decision as to who will get the pilot project will be determined by who has the most flexible staff.

Mr. Peterson questioned what program was being held out at Sunset Lake involving our Department. Ms. Bablitch explained this was the ninth annual Kids Day at Camp sponsored by the Employees Foundation. Ms. Bablitch stated over 100 children were able to attend a day camp and for the first time we had an overnight camp for the older children. The time and supplies are all donated by the employees and the event is staffed by employees. The children who participated are generally children involved in programming at the Department.

III. PROGRAM ISSUES

A. Update on Foster Family Recruitment Initiative

Mr. Kurtenbach stated about one year ago the Department decided to take a serious look at foster care. The Department wished to enhance the image of being a foster parent as well as developing a better budget outlook. Generally any media coverage is negative rather than positive. About 20 people in the community were picked to work on an initiative to help enhance the foster parenting image as well as to help recruit additional foster homes. Don Herrmann is our working chairperson with membership by Ann Buck and Harvey Olson from the Board and Rev. Mallek, Helen Johnson, and Phyllis Moore from the Advisory Committee. Mr. Kurtenbach stated Representative Murat is an honorary chairman and has shown real interest in this project. He has drafted a letter to Governor Thompson asking him to come to Stevens Point to declare September as Foster Care Month for the state as well as Portage County. Dane County is watching our initiative very closely as is the state. There are two subcommittees -- Marketing and Legislative/Political Advocacy. The Marketing Committee looks at ways to improve public relations and who to achieve better advertising for recruitment purposes. Ms. Rhutasel informed the Board the Legislative/Political Advocacy Committee is learning how to become more effective on statutes and state funding. Ms. Rhutasel showed the Board an overhead which covers the cost for one child in foster care. The overhead showed what the foster parents spend on the child and what is received in reimbursement. A general discussion regarding how many children are in foster care and how they are placed followed.

B. Action to Approve Resolution Designating September as Foster Family Month

Ms. Bablitch stated the Resolution will be presented to the County Board in August. Mr. Olson suggested changing the wording in the first and seventh paragraph to reflect over 40 licensed foster families. A motion was made by Mr. Peterson and seconded by Rev. Mallek to approve the resolution. Motion carried.

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IV. FISCAL ISSUES

A. Action to Approve Subcontracts for W2 Program

Mr. Pagel stated there were three subcontracts developed for the W2 program. There were about 10 proposals mailed out to a variety of agencies. Only one proposal was received. The committee took their time going over the proposal and did not automatically agree to the proposal since it was the only one received. A motion was made by Ms. Hoppen and seconded by Mr. Clark to approve the subcontract to Forward Services. Motion carried.

B. Update on Agency Year-to-Date Budget

Ms. Bean stated she would not be present at the next Board meeting and so has brought the budget to this meeting date. The high cost account projections have not changed since the last meeting. The regular accounts reflect at \$55,000 increase from the state for costs to the AFDC program in 1996. The Administrative Budget reflects a \$26,000 surplus. This entails \$25,000 being provided to the Learnfare budget. The Health budget reflects at deficit of \$19,550. The deficit is primarily in Childhood Assessments with a deficit of \$12,700 and Prenatal Care with a deficit of \$6,400. Long Term Care Services is projecting a surplus of \$91,293. The majority is in Specialized Funds due to revenues earned in 1996 not received until after the books were closed in 1997. Restorative Care is still showing a deficit of \$69,550 due to the shortage in Youth Aids for juveniles placed at Lincoln Hills. The overall surplus for the regular accounts is \$31,859. Mr. Clark questioned why the state is so delayed in completing budget reimbursements. Ms. Bean stated with the Long Term Care services and MA Waiver programs the computations are quite complicated. There are federal as well as state dollars involved in the reimbursements and as such it is a very time consuming task to figure the percentages out and then reimburse counties.

C. Action to Transfer Services in Health Division

Mr. Berrett stated he is requesting the authorization of the Board to shift the 24 hours of home health nursing time to Community Health to do public health work previously done by home health staff. This time will be used to complete COP assessments, public health nursing visits, and answering health questions. There is 1996 funds left from Long Term Care to fund this position for the remainder of 1997. In 1998 revenues generated through the public health nursing visits and Long Term Care reimbursement by COP will fund the position. It is possible the position hours may be decreased if it is found that 24 hours is too much. Ms. Bablitch stated she checked with Gerry Lang and this is not considered a new position. A motion was made by Ms. Buck and seconded by Ms. Hoppen to approve the request. Motion carried.

D. Action to Approve Vouchers

Ms. Bean stated the vouchers are for two weeks. The regular accounts total \$406,052.98. The high cost accounts total \$28,532.90. Portage House totals \$1,327.15. There were no unusual expenses. A motion was made by Mr. Zimdars to approve the vouchers. A second was made by Ms. Buck. Motion carried.

V. PERSONNEL ISSUES

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

Mr. Kurtenbach stated Tessa Kovach has requested to attend a two day conference in Cedar Rapids, Iowa on child protection. Ms. Bablitch stated the Finance Committee has funding for this conference. Mr. Kurtenbach stated Ms. Kovach will share in the cost of this conference. Mr. Hintz stated none of the other departments have their employees share in the cost. Mr. Clark suggested a new policy as of the first of the year of developing a budget for conferences and not having the employee share in the cost. A motion was made by Mr. Clark and seconded by Ms. Buck to allow Ms. Kovach to attend the conference with the agreed upon co-payment and forward to the Finance Committee. Motion carried with Mr. Borham voting nay.

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B. Contemplated Executive Session

1. Vote to Go into Executive Session in Accordance with Wisconsin Statutes 19.85(1)(c) to Discuss Personnel Changes as Recommended by Stepaniak and Associates Study

A motion was made by Mr. Clark and seconded by Mr. Olson to go into Executive Session. A roll call was taken.

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

Motion by Mr. Borham, second by Mr. Clark to return to open session.

On a motion by Mr. Clark and second by Ms. Hoppen the Board accepted the Stepaniak report as revised by Chairman Hintz, Chairman Jakusz, and Ms. Bablitch. The staff is complimented on the fine work they do. Unanimous approval.

VI. ADJOURNMENT

The meeting adjourned at 6:30 p.m. on a motion from Mr. Olson and second from Mr. Zimdars.

Respectfully submitted:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD
AUGUST 27, 1997**

Present

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

Excused

Don Herrmann
Paul Borham
Rev. Matt Mallek

Also Present: Dawn Grasamkee, Recording Secretary; Allen Berrett, Health Officer; William McCulley, Restorative Care Coordinator; Jim Canales, Long Term Care Coordinator; Susan Rutta, Administrative Services Manager; Susan Henry, Fiscal Services Supervisor; Tina Peters, Right From the Start Coalition; Mike Kemmeter, WIZD Radio.

I. INFORMATIONAL UPDATE

An informational update was provided to the Board regarding HMO's and Managed Care.

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

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of August 13, 1997

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

B. Correspondence

Mr. Jakusz reported he received two letters. One letter was from Joe Leraan at the Division of Health and Family Services regarding the input for the Long-Term Care Redesign.. The other letter was from the three Circuit Court Judges regarding support for the 1998 Youth and Family Services position request.

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Ms. Rutta distributed pictures taken at Kids Day at Camp as well as played a videotape of the news coverage by the local TV stations. The Camp consisted of 67 campers ages 5 to 12 with 30 campers participating in the overnight camp. Department staff contributed time, food, and monetary donations for the Kids Day at Camp. Since this was the first event featuring a sleep-over, all managers contributed towards a catered spaghetti dinner. The event is sponsored by the Employee Foundation. Ms. Hoppen requested the Board be informed a few weeks ahead of the next Kids Day at Camp so they may participate as well.

Mr. Medin commented he appreciates the effort the staff and managers have put into the Kids Day at Camp. Mr. Medin commended those who worked on the program and encouraged the Department to give employees the freedom to do such programs.

C. Advisory Committee Report

Mr. Jakusz noted that, because he could not be present at this meeting, Rev. Mallek requested this agenda item be carried over to the next meeting.

D. Citizen Concerns/Unlimited Topics

Ms. Hoppen stated the House Appropriations Committee has recommended \$132 million for AIDS medication reimbursement. The Senate has only approved \$50 million. She will be writing a letter to support this program receiving the full allocation.

III. PROGRAM ISSUES

A. Update on Right From the Start Program

Ms. Peters stated on October 6 from 8:00 to 3:30 a training will be held regarding Healthy Families. Ms. Peters further stated the other areas of Right From the Start are on track. Four people have been hired consisting of 3 FTEs to work as family visitors. Developing a Family Resource Centers in Junction City is proceeding.

B. Action to Authorize Letter of Intent to Apply for Long Term Care Pilot Project

Mr. Canales reported the Department is trying to take a constructive attitude toward long-term care redesign and wants to be one of the Long-Term Care Pilot Projects. The state is initially looking for 3-6 pilot counties. The Department has worked jointly with Dale Hagen (Portage County Health Care Center) and Janet Zander (Department on Aging) on developing the our proposal. Mr. Canales stated that, if the Department is granted the pilot, he would return to request approval to contract for staff to work on the pilot. Mr. Olsen questioned how the \$811,000 would be broken down. Mr. Canales stated it was not clarified in the information he was given but believes a portion will be given to each county to hire employees to do screening. Ms. Hoppen questioned if we know when the pilots will be completed. Mr. Canales stated it is anticipated this pilot will take about one to two years and will be followed by a couple other pilots which will take a couple of years. Overall, it is estimated the entire process will take about five to six years. Ms. Buck moved to approve the request with Ms. Hoppen seconding the motion. All were in favor of the motion. Motion carried.

C. Community Response to Notification of Release of Sexual Offenders

Mr. McCulley stated effective June 1, 1996, Act 440 became effective. This law requires a county to have a core team to evaluate sexual offenders which are being released from prison and are coming back to the community. The Division of Corrections, our Department, the Stevens Point and Plover Police Departments, as well as the Sheriff's Department will evaluate the level of security and information needed to be given to the community regarding an offender. The law encompasses a wide variety of offenses and offenders including all degrees of adult sexual offenses, kidnapping, sexual assaults to children, and 980 offenses as well. The offender will be required to meet face to face with law enforcement within 10 days of their release. They will be required to provide law enforcement with considerable information including their name, address, date of birth, all aliases, gender, race, any physical markings, current employment, prison release date, their offense and when it was committed, etc. They will be under supervision for 15

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years following their release and be required to update this information regularly. This law will cover all offenders dating back to December of 1993. If they move to a different county, the offenders have 10 days to inform the new county law enforcement of all the information stated earlier. There are three levels of risk. Level 1 is minimal risk to the community. Level 2 is moderate to high risk and organizations such as schools, Boy/Girl Scouts, Big Brothers/Big Sisters, etc. will be informed of the release. Level 3 is high risk. In these cases the community may be informed of his release. The core team will decide which level an offender will fall into and will do the notification. Discussion occurred regarding the reasoning behind the law and how the community will respond.

IV. FISCAL ISSUES

A. High Cost Report

Mr. McCulley stated admissions were made to Mendota and Winnebago in July. The inpatient program is relatively on track. There was one admission for AODA counseling. The medical detox program will still be well under budget.

Mr. Canales reported he anticipates about 90% of the Community Based Care budget will be used by the end of the year. One individual was moved out of a CBRF and placed in the community but there were two elderly people admitted to CBRF's.

Mr. McCulley noted the General Assistance program is still well under budget.

Mr. McCulley stated out of home placements are still at a high rate. We brought some children home but others were placed into foster care. The Department will be working with the Division of Corrections to move children out of Lincoln Hills sooner. These individuals will again be placed in the community with intensive supervision by the State. This will give more leverage with the supervision as the State does not need to go through the judges to place these juveniles in secure detention.

Mr. Medin questioned what the high cost budget looks like with these high amounts over budget. Mr. McCulley responded overall the high cost accounts will come in a little under budget due to the other high cost programs being under budget.

B. Action to Approve Vouchers

Ms. Henry stated the vouchers are for two weeks. The regular accounts total \$171,202.61. The high cost accounts total \$8,741.57. Portage House totals \$277.56. There were no unusual expenses. A motion was made by Mr. Medin to approve the vouchers. A second was made by Ms. Hoppen. Motion carried.

V. ADJOURNMENT

The meeting adjourned at 5:45 p.m. on a motion from Ms. Hoppen and second from Mr. Peterson.

Respectfully submitted:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD
SEPTEMBER 10, 1997

Present

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

Excused

Jackie Hoppen

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Bean, Business Manager; Allen Berrett, Health Officer; Jim Canales, Long Term Care Coordinator; Daryl Kurtenbach, Shared Services Coordinator; Susan Rutta, Administrative Services Manager; Jennifer Cummings, former Home Health Supervisor; Lauri Rockman, Financial Services Supervisor; Jeanne Dodge, Family Preservation and Support Services; Mary Taylor, Family Preservation and Support Services; Mary Resch, Public Health Nurse; Sarah Janz, Home Health Nurse; Marilyn Dethlefsen, Community Health Nurse; Carolyn Bauer, Home Health Nurse; Val Seitz, UWSP; Tina Peters, Right From the Start Coalition; Craig Flagel, Data Processing; Mike Kemmeter, WIZD Radio; Susan Kampmeier, Stevens Point Journal.

I. INFORMATIONAL UPDATE

An informational update was provided to the Board by the Restorative Care and Shared Services Divisions.

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

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of August 27, 1997

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

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B. Correspondence

Ms. Bablitch stated the reason for the two agendas was to add Item VI.B. to the agenda. Craig Flagel will be here to present the Capitol Improvement project request.

Ms. Bablitch stated there were new organizational charts included in the packet. Additional changes are as follows: Trina Bierman has been hired to replace the vacancy in the CSP Program, Mary Resch and Marilyn Dethlefsen have moved from Home Health to Community Health; Ann Schlice, Marina Guthu, and Jennifer Cummings have terminated their employment with the Department. The two reclasses which were requested have been approved. Also an unexpected resignation was received from Cindy Schmitz. Ms. Bablitch stated the Department is in the process of talking both internally and with the regional office regarding any changes in public health management.

C. Director's Report

Ms. Bablitch stated the meeting date for reviewing and approving the budget needs to be changed. The budget needs to be passed prior to October 8 due to Finance needing the large department budgets by that time. Discussion occurred regarding dates and times. It was decided the budget meeting will be on Monday, September 29 at 4:00 p.m. in Conference Rooms 103 and 104. If needed, September 30 will be used as the second night. Mr. Borham questioned if we will still hold our regular meeting on October 8. Mr. Jakusz stated we would but would not meet on October 9.

Ms. Bablitch reminded the Board of the legislative hearing of foster is scheduled for September 15 at 7:00 p.m. at the Gilfry Building. Mr. Borham stated many County Board members will be at another conference on the 15th and so may not be attended as well as it should be.

Ms. Bablitch updated the Board on the flooding which occurred on Labor Day weekend. There has been lots of damage but nothing that can't be replaced. The majority of the damage occurred in the Library. Almost all of the publications have been ruined as well as

the paneling on the ceiling. Apparently some rubber hoses broke and caused the damage.

D. Advisory Committee Report

Rev. Mallek reported the Advisory Committee met on August 18. A presentation was given by Tom Vang from the Hmong Association. Rev. Mallek distributed flyers describing the various services provided by the Hmong Association. There is some duplication of services but the Hmong Association focuses more on Hmong families. Mr. Vang is concerned about the amount of funding he has for the program. Currently there is only about \$25,000 and the majority of this goes to the housing program. Mr. Vang is seeking additional funding from this agency or assistance in obtaining funding. Rev. Mallek stated there are currently six active members on the Advisory Committee. According to the bylaws there must be five members present to constitute a quorum. Due to only having four members present on August 18 there was no quorum so the minutes have not been passed. Rev. Mallek, Judy Bablitch, and Al Berrett will be meeting to discuss the future of the Advisory Committee. The Committee has completed work on the Safe Housing Code. The code is in draft form. The Foster Care Initiative is still being worked on.

E. Citizen Concerns/Unlimited Topics

There were no citizen concerns/unlimited topics.

III. PROGRAM ISSUES

A. Resolution to Recognize Home Health Staff

Ms. Bablitch stated our home health program is almost finished. Ms. Bablitch wished to formally thank the home health staff for their services. Ms. Cummings had staff members introduce themselves and indicate how long they have been with home health and their future endeavors. Ms. Resch stated she has been here 4 1/2 years and has transferred to Community Health. Ms. Janz has been here 7 1/2 years and will be transferring to the St. Joseph's Program. Ms. Dethlefsen has been here 8 years and will transfer to Community Health. Ms. Bauer has been here 14 years and is leaving her options

open at this time. Ms. Cummings stated other staff are in a training currently. The new organization will be fully operational by October 1. The new agency will be able to provide more comprehensive services and can easily change and adapt to all situations. Ms. Cummings thanked the Board for their support of the program and staff over the years. Mr. Jakusz stated unfortunately our home health program could not exist without the referrals from St. Michael's Hospital. He further expressed his appreciation of the all the hard work our staff has done and wished them good luck in the future. Mr. Medin stated it is remarkable that between just the four nurses at the meeting there are 34 years of service. A round of applause followed. A motion was made by Mr. Peterson and seconded by Mr. Olsen to approve the resolution. Motion carried.

B. Family Preservation and Support Services Update

Ms. Dodge that Family Preservation is a five year initiative of a federal grant. The first year was to develop an in-depth plan. The next two years entail implementation of services. The final two years are for continuation of services with funding guaranteed. Ms. Dodge stated the Initiative has found the people feel volunteers are a real need as well as the rural population is not aware of resources. Interfaith Volunteers addresses part of this need. The SPIN program was created. This is an information resource computer program which educates services providers on resources and services provided in the area. The Family Based Services project at H&HS has been supported by the Initiative. The Right From the Start Program and the Family Resource Center have been developed from this Initiative. The Initiative addresses needs from prevention to preservation. The funds allocated must be spent with a minimum of 25% going to prevention and 25% to preservation. The other 50% can be allocated as the Initiative sees fit. Mary Taylor gave an overview of the Change Team. This team looks at the six critical issues as perceived by the community. These include alcohol and drug abuse, child care, families breaking up, financial difficulties, health insurance, and youth issues. The Change Team makes presentations to agencies and large groups not familiar with the Initiative. A brochure and informational packet was distributed. A video was developed concerning Family Preservation. The video was viewed. Work will be done to try to distribute this video on a state

level. Ms. Dodge stated the Initiative is looking to review projects for 1998. The State would like to see more measurable movement of reducing out of home placements. There is a potential to get continued federal funding for the Initiative.

B. W2 Implementation

Ms. Rockman distributed copies of a survey which assessed the issues facing W2 participants. Many of the participants are in more than one category. October 1 will be the first payment month. Many participants are in the process of moving into a job but many have requested to retain contact with their case manager for support and guidance. Ms. Rockman stated child support staff have increased and will be stationed at our building in October on a part time basis. In November there will be a community event involving employers and service providers to explain W2 more fully. More information will be coming.

IV. FISCAL ISSUES

A. Action to Approve Vouchers

Ms. Bean stated the vouchers are for two weeks. There is one correction in the regular accounts. The equipment charge of \$2,077 is part of a contract with Energy Services. The regular accounts total \$245,321.05. The high cost accounts total \$28,579.34. Portage House totals \$2,094.85. Mr. Borham questioned the cost of \$826.65 for telephone at Portage House. Ms. Bean stated this is a combination of a few months of telephone charges as well as \$268 to install an additional phone with caller ID. A motion was made by Mr. Zimdars to approve the vouchers. A second was made by Ms. Buck. Motion carried.

B. Capitol Improvement Project Report - Health and Human Services and Data Processing

Mr. Flagel stated a recommendation of the Stepaniak study was to upgrade the technology at the Department. Mr. Flagel was instructed by Mr. Hintz to prepare the request for this upgrade. This request was denied by the Finance Committee on Monday. The Committee felt the funding source for this upgrade should come from the Department's outlay rather than through Capitol Improvements.

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A programmer has also be requested who will dedicate 100% of their time to the Department. This position is for 1998. As of yet this has not been denied or approved.

The optical imaging system has been utilized the courthouse for a while now. Mr. Flagel is requesting the system be started up at the Department. In addition an AS400 system will be housed at the Department and we will be disconnected from the courthouse AS400 system. This will provide faster response time. This portion of the CIP was passed Monday evening.

Ms. Bablitch stated the Department has no idea how it could fund the \$80,000 needed for the purchase of computers for the technological update. Mr. Flagel stated it would have been better if this request came from the Board rather than from his Department. Mr. Flagel stated another idea in lieu of purchasing personal computers is a new system available which costs about half the price. As of yet he has not receive this new equipment but will test it to make sure it can handle all the programs it will be required to handle when it comes in. Discussion occurred regarding the requests. Ms. Bablitch suggested perhaps the Board should discuss the purchase of the new equipment with the Capitol Improvements Committee members.

V. ADJOURNMENT

The meeting adjourned at 6:15 p.m. on a motion from Mr. Jakusz and second from Rev. Mallek.

Respectfully submitted:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD
SEPTEMBER 24, 1997**

AGENDA ITEM #I-A
October 22, 1997
Page 1

Present

Walter Jakusz
Jim Clark
Jackie Hoppen
Don Herrmann
Rev. Matt Mallek
David Medin
Harvey Olson

Excused

Paul Borham
Ann Buck
William Peterson
William Zimdars

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Bean, Business Manager; Allen Berrett, Health Officer; Jim Canales, Long Term Care Coordinator; Daryl Kurtenbach, Shared Services Coordinator; William McCulley, Restorative Care Coordinator; Stephen Tuszka, CSP/Elderly Supervisor; Susan Henry, Fiscal Supervisor; Suzanne Oehlke, WIC Director; Mike Kemmeter, WIZD Radio.

I. INFORMATIONAL UPDATE

An informational update was provided to the Board regarding the 1998 Budget process and an overview of the budget. Comparison charts were distributed to Board members to assist in the overview.

The meeting was called to order by Chairman Jakusz at 5:17 p.m.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of September 10, 1997

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

B. Correspondence

There was no correspondence.

C. Director's Report

Ms. Bablitch had nothing additional to report.

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D. Citizen Concerns/Unlimited Topics

Ms. Bablitch distributed a memo from Brian Formella concerning citizen comments and unlimited topics. Mr. Formella researched this and suggested not having a general citizen concerns/unlimited topics item on the agenda. If someone wishes to speak about a specific topic they should inform Ms. Bablitch who will then place it on the agenda. Mr. Medin questioned if an update on an assigned meeting a Board member attended could be a routine item. Ms. Bablitch will ask for the Corporation Counsel's opinion on this.

Ms. Hoppen reported she may be relinquishing her responsibilities on the CWAN committee. She was asked by CWAN to wait until the first of the year as there may not be a local CWAN committee at that time.

III. PROGRAM ISSUES

A. Update - Legislative Forum on Foster Care

Mr. Kurtenbach distributed a newspaper article regarding the forum as well as a poem written by a parent who utilized the foster care program. The Legislative Forum was videotaped by Channel 3. It will be airing again on Channel 3 on Thursday at 4:30 p.m. The forum was very successful. About 40 people attended. Both Ms. Bablitch and Mr. Herrmann as well as Mr. Olson were present. The forum was arranged by Assemblyman Murat in conjunction with the Foster Care Recruitment Initiative. Susan Dreyfus, Administrator of the State Division of Children and Family Services, and Mary Conroy, Out of Home Placement Specialist for the Division were present as well as Senator Shibiliski, Assemblyman Hasenohrl, and Assemblyman Murat. Adjacent counties were also represented. The forum provided an opportunity for foster parents, workers, and families to share their concerns about the foster care system. There were 10 to 12 individuals who made presentations at the forum. The major topics of concern were respite care, funding for child care, discount for school expenses for foster parents of foster children, training, health insurance, clothing allowance, rate schedules, recruitment for foster parents, and the \$2,000 monthly maximum cap per child for reimbursement to foster parents for foster care provided. The state will look into writing grants for recruitment purposes. Both J. Jean Rogers and Susan Dreyfus from the state

will look at foster parent eligibility for day care funding under the W2 program for foster children. The agency was presented with two plaques. One is a Citation by the Wisconsin Assembly commending Portage County foster families for their dedication and work; the other proclaims September as Wisconsin Foster Family Month. These will be displayed at the local library temporarily and then housed at the Department. Kim Peterson, Marketing Director at St. Michael's Hospital, has been recruited to work on the Foster Care Initiative. Mr. Herrmann commented it is obvious the Initiative is on the right track with foster care due to the comments and concerns mentioned at the forum. Mr. Medin questioned if foster parents could deduct foster children from their taxes. Mr. Kurtenbach stated foster care payments are not taxable and is not sure if a foster parent could deduct a foster child since the parent(s) most likely already deduct the child on their taxes and this would be a duplicate deduction. Mr. Kurtenbach stated they will be looking at receiving discounts from local department stores for clothing for foster children. This is already being done in some other counties.

B. Update - Community Support Supported Apartment Program

Mr. Tuszka stated CAP Services has purchased a house and has completed repairs. The house will be used for six clients. We will refer clients and provide support services. We have three clients who have already signed a lease and will be moving out of Crossroads and into this home on October 1. Rent will be \$361 per month for each apartment. This includes all utilities except for phone service. There will be two clients per apartment so the rent will be split in half. The home has four units and is located on Frontenac Street. Support will be provided by the Community Support Program social workers and Home and Financial Managers. Outreach will be done by Crossroads.

C. Update - Jackson House Group Home

Mr. Canales reported Aurora has not been able to renegotiate the current lease with the landlord to pay for the needed repairs to the home. As such, the Department will discontinue operations at Jackson House as of January 1, 1998. Four individuals will be moved. One or two of them may move to Jefferson House and he is looking at arrangements for the other individuals.

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IV. FISCAL ISSUES

A. Action to Accept Supportive Home Care Contract

Mr. Canales stated Health Care at Home has been providing our Supportive Home Care services for a number of years. They were the only bidder for this contract. Ms. Hoppen moved to approve the request with Mr. Herrmann seconding the motion. Motion carried.

B. Review of High Cost Accounts

Mr. McCulley stated there were some mental health commitments made in August. Mendota will be increasing due to elderly individuals needing psychiatric and geriatric care. These individuals are more combative and cannot be handled in either a supportive home care situation or elderly group home care.

Mr. McCulley stated the medical detox program is on track. There were two placements made to Sacred Heart in September.

Mr. Canales reported community based care is under budget.

Mr. McCulley reported both expenses and revenues have doubled from 1996 for General Assistance. The program is still under budget.

Mr. McCulley stated out of home placements are still at a high rate. An individual will be removed in October and two others by the end of the year. The Department will be looking at the Department of Corrections sanctions program. This will allow us to remove individuals from these programs and return them to the community. They will be monitored by the use of ankle bracelets. This has been very effective in the past and the Professional Services Group has used this before as well.

C. Review of Year to Date Budget

Ms. Bean stated the report is based on the projections in the budget book. The high cost funds are showing the need to use some of the reserve. Overall the high cost accounts show a deficit of \$19,305. The regular accounts show a deficit of \$18,185. The \$53,123 increase in Administration/Business is primarily due to revenues

received from the state for services provided to the AFDC population. The \$41,060 deficit in Health Services is primarily due to the discontinuation of Home Health. The program will terminate on October 1. There are some staff still on the payroll until the end of September and as such benefits will be paid out for October. The \$99,761 increase in Long Term Care is mainly due to revenues earned in 1996 but not received until 1997. The \$138,689 deficit in Restorative Care is primarily due to the Children/Family Purchased Services. A revenue and expense shortfall occurred in Youth Aids due to the need to cover corrections placements. The \$9,193 deficit in Shared Services is due to expenses exceeding the budget.

Mr. Medin questioned what Youth Aids monies are used for. Ms. Bean stated it is to pay for services for delinquent youths. We must use these funds for Lincoln Hills first. Depending on the individual decisions will be made programmatically as to what could be reduced to allow services to continue for this youth. Mr. Olson requested clarification on the Wisconsin Works budget. Ms. Bean stated it was unknown where caseload sizes would be when the budget was developed in 1997. This budget reflects only four months of the contract.

D. Action to Approve Vouchers

Ms. Bean stated the vouchers are for two weeks. Regular accounts totaled \$138,596.47. High Cost accounts total \$20,230.09. Portage House total \$620.02. There were no unusual expenses. Motion was made by Mr. Olson and seconded by Mr. Mallek to approve the vouchers. Motion carried.

V. PERSONNEL ISSUES

A. Action to Authorize Limited Term Employees for Health Division and Business Division

Mr. Berrett stated one position is for a fluoride grant given by St. Michael's Hospital. The position is for 104 hours of HSS1 LTE nurse time. The grant will end September 30, 1998. The other position is for approval for renewal of the Tobacco Prevention Grant. The position is for 107 hours of HSS1 LTE nurse time. The grant will end September 30, 1998 as well. Discussion occurred regarding if any other dentists have agreed to take low income clients. Mr. Berrett

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stated no due to the large amount of paperwork involved. Family Health (formerly LaClinica) will be increasing their services to this population. A motion was made by Mr. Clark to approve these two requests with the position terminating when the grant ends. Motion seconded by Mr. Medin. Motion carried.

Ms. Bablitch stated an LTE position for a Typist 1 is being requested for up to 520 hours to help clean up files damaged in the flooding which occurred Labor Day weekend. The position costs will be paid through W2 since it was primarily their files that were damaged. A motion was made by Mr. Clark to approve the request for 520 hours. Ms. Hoppen seconded the motion. Motion carried.

B. Action to Review Exception to Personnel Policy on Secondary Employment and Forward to Personnel Committee

Ms. Bablitch is requesting an exception be made to the personnel policy to allow Ms. Oehlke to pursue this opportunity. The policy currently states that an individual could not work in the morning for the county, then use two hours of vacation to participate in secondary employment, and then return back to work for the county. The other item in the policy is for honoraria. This is if an individual is asked to speak, consult, or offer services in exchange for a fee due to their position with the county. This fee would then be turned over to Portage County. Mr. Herrmann questioned what the relationship is between the class Ms. Oehlke would be teaching and her job. Ms. Oehlke stated she was offered the job not because of her job as WIC Director. She was offered the job due to her degree in nutrition education. Mr. Medin questioned if this is long term to possibly request the class to be available after her regular county work hours. Ms. Oehlke stated she will evaluate it after completion. A motion was made by Rev. Mallek and seconded by Mr. Olson to approve the request. Motion carried.

VI. ADJOURNMENT

The meeting adjourned at 6:13 p.m. on a motion from Mr. Herrmann and second from Rev. Mallek.

Respectfully submitted:

Dawn Grasamkee, Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
SEPTEMBER 29, 1997**

Present

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

Excused

- Paul Borham

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Bean, Business Manager; William McCulley, Restorative Care Coordinator; Daryl Kurtenbach, Shared Services Coordinator; Jim Canales, Long Term Care Coordinator; Susan Henry, Fiscal Supervisor; Jerry Koeppel, Youth and Family Services Supervisor; Jim Riggerbach, General Assistance Supervisor; Allen Berrett, Health Officer; David Pagel, Financial Services Supervisor; Stephen Tuszka, Long Term Care Supervisor; Lauri Rockman, Financial Services Supervisor; Mike Carder, Environmental Health Supervisor; Julie Hladky, Community Health Supervisor; Suzanne Oehlke, WIC Director; Patti Hintz, Accounts Receivable Supervisor; Susan Rutta, Administrative Services Manager; Mike Houlihan, Portage House; Mike Reid, Achievement Center; Don Andreson, Aurora Residential Facilities; Brian Shoup, CADAC; Paul Rice, Community Industries Corporation.

The meeting was brought to order by Chairman Jakusz at 4:00 p.m.

I. REVIEW OF PROPOSED 1998 DEPARTMENT BUDGET

A. Review of Administration/Business Budget

Ms. Bablitch stated the general overview was given at the last Board meeting. The computer allocation has changed and a corrected guideline compliance report was distributed. Ms. Bean stated the exemption for the computers was reduced \$3,965 since the new position for Data Processing was denied. Ms. Bablitch stated the major change in the Administration budget is due to an increase in staff development funds. There is an additional \$2,400 for this line item. Ms. Bean stated the Business Management budget has two areas of increase. The computer services line item needs to be adjusted from \$91,895 to \$87,930. Professional liability also includes the psychiatrist insurance premium for 1998.

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Ms. Bablitch stated the Administrative Services budget is primarily for the budget for Word Processing. There are no major changes. Ms. Bean stated the Accounts Receivable budget is for the staff in that area. There are no major changes. The Client Support Services is the budget for staff doing reception, switchboard, and filing. There are no major changes. The Fiscal Services budget shows a large increase in personnel costs due to shifting two hours per week for the bookkeeper position from the Environmental Health DOH Services. Ms. Bablitch stated the Family Preservation/Support Services budget is a five year grant. This is the third year of the grant. Discussion will occur next month as to the allocation of funding. Also the budget has changed from a fiscal year to a calendar year. The Prevention Program is part of the Right From the Start program. Ms. Bablitch recommends continuing to fund this program. The Coalition is also seeking outside funding from the private sector as well. Mr. Olson questioned why the personnel costs in some budgets show more than a 3% increase. Ms. Bean explained this is due to changes in the 1997 budget to reflect unfilled positions. There was \$40,000 put in for attrition. Ms. Bean then goes back and adjusts the budgets where the attrition actually occurs.

B. Review of Shared Services Budget

Mr. Kurtenbach stated the major changes in the budget occur in just a few areas. The Family Based Intervention has a jump in expenses due to the ending of funding from Family Preservation in September. The program is seeing more children and more staffing is being done in the home. The Child Day Care budget, with the exception of certification of providers, has been moved to the Family and Employment Services section. Only \$350 has been retained in this budget to criminal records checks. The Foster Care Coordinator budget reflects dollars being moved from salary to a contracted position for the respite care coordinator. This position will be contracted through Gemini. Revenues for Volunteer Transportation have been decreased due to not receiving what has been budgeted in 1997. The Home and Financial Management budget revenues were reduced to reflect more realistically funds received. The revenues for Child Day Care are for certification dues for applicants. This is expected to increase due to W2.

C. Review of Long Term Care Budget

Mr. Canales stated overall there is an 3.2% increase to the Long Term Care budget. Revenues are up 6.86% and expenditures are up 6.04%. The SMI Day Services program will be ending as of December 31, 1997. Elderly Services Case Management revenues have been reduced \$9,000. These funds are showing up

as additional revenue in the COP Waiver program. The LTC Specialized Funds show an increase in revenues and expenditures for the CIP 1B and CIP II programs. There are more participants using those programs. The agency receives a 7% administrative reimbursement in both programs. The DD Case Management budget shows an increase in case management fees. This is due to the additional position approved by Personnel and Finance last week and has already been projected in the budget. The major changes in the Long Term Care In-Home Support Services budget are with the DD Respite expenses. This was increased \$9,500 due to contracting this service out with Community Industries. The monies were added to this line item from the Shared Services respite worker account. The overall Supportive Home Care budget shows no net increase. The change is in who receives those dollars. SMI In-Home Assisted Living line item was decreased by \$17,000 due to a limitation of providers and reduced client need. The Long Term Care Residential Services budget has a decrease in the DD Community Based Care line item due to the closing of the Jackson Street home. This is contracted through Aurora. Mr. Canales introduced Don Andreson from Aurora. Ms. Hoppen questioned where the clients will be moved. Mr. Canales stated it is possible Jefferson House will be used but it is still being worked on. The Long Term Care Vocational Services budget shows a contract with Community Industries. They have requested a 3% increase and this is reflected in this budget. Mr. Canales introduced Paul Rice from Community Industries. The Developmental Disabilities Early Intervention Services budget supports the Achievement Center. A 3% increase was requested and was allocated. Mike Reid of the Achievement Center Board was introduced to the Board. Mr. Medin questioned the 5.4% increase in Achievement Center. Mr. Canales stated between the Birth to Three program and the Achievement Center the overall increase comes out to 3%.

D. Review of Restorative Care Budget

Mr. McCulley stated overall there is a decrease of 4.7% in expenses and .3% in revenues. The Restorative Care Coordinator budget has no major changes. It is unknown at this time whether we will be involved with the intensive sanctions program. There are no major changes in the Crisis Intervention budget. This budget handles emergency detentions and involves commitment of individuals. There are some major changes taking place in 1998 in the Family Employment and Support Services area (formerly Income Maintenance). This will become a division of its own. The Shared Services Division will become a part of the Restorative Care Division during 1998. A reassigned manager will take over the supervisor responsibilities of the Shared Services Section. Lead workers will be

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identified in both the Child Protective Services area as well as the W2 and Economic Support areas. Front end verification has been moved out of the Fraud budget. The Employment and Training budget no longer exists with the development of W2. The Wisconsin Works (W2) budget major increases are due to the Professional Services line item now split into the various contracted services. The Transportation line item has been changed to reflect reimbursement at .315¢ per mile. This will allow clients to take care of vehicle repairs as well. Various services will be contracted out such as Pre-Employment through Forward Services, Supported Employment by Community Industries, and the Business Council will act as our W2 Community Steering Committee. The Outstation Rent/Overhead reflects having a staff worker located at the Job Center. Discussion arose regarding the amount of space available as well as clarification of the Job Center as opposed to Job Services. The Economic Support budget is primarily sum sufficient and reimbursed by the State. The Emergency Services budget primarily provides food and support to clients. Kinship Care is a new budget item. As of July 1, 1997 welfare reform requires assessment of the appropriateness of placing children in homes of relatives. The Psychological Services budget reflects the hiring of a full time county psychiatrist as well as a part-time psychiatrist for the first six months and a part-time child psychiatrist for the second six months. This service will hopefully no longer be contracted out. Mr. McCulley introduced Brian Shoup from CADAC. CADAC provides the primary contract for AODA services. CADAC has requested just under a 3% increase. A new program for second time OWI offenders will be started in 1998. This will be a weekend program with intensive education and intervention. This program has been successful around the state and is done in lieu of jail time. The funding will be through the OWI monies. Family Counseling Services has a decrease in MA case management fees. The Juvenile Justice Services budget includes a new position funded by revenues. If the revenues are not received the position will not be funded. The Children/Family Purchased Services budget entails the parent aides, Professional Services Group, and contracted Gemini case manager. Effects of these services should be shown this year. The Learnfare budget is funded by W2 funds. The position will be brought down to the junior high school level to work with children at risk and those children in the W2 program. They will be followed through the 10th grade at SPASH. Portage House is funded through state allocations and Project Income. Mr. Olson questioned the January to June budget. Mr. McCulley stated the state budget is July through June but our budget reflects 12 months. Ms. Hoppen questioned if we will receive notification of our state funding all at one time. Ms. Bean stated generally we do any adjustments will be made when we receive the notification.

E. Review of Health Budget

Mr. Berrett stated the grant programs are balanced out. The Health Care Coordinator budget shows the CISS grant which will be funded through the year 2000. Administrative funds of \$5,000 are included in this grant. The remaining \$45,000 are contracted out. The DOH Agent Services shows an increase in Gemini Leasing. This will allow seven hours per week of sanitarian time to conduct the hazard analysis program as well as do inspections and publish a foodservice newsletter. Mr. Jakusz questioned the increase in Lab Services of the publications, dues line item. Mr. Berrett stated this is due to certification and licensure. This was shifted from the operating materials line item to more accurately reflect these expenses. The Home Health program is leaving the agency as of October 1. We will lose administrative fees for the rest of 1997. Mr. Berrett then explained the restructuring of the Health Division. The restructure does not reflect staff abilities. Due to state statutes a nurse must supervisor nursing activities. With the loss of Home Health restructuring will take place. The vacancy of the Community Health Supervisor will be filled and reorganization of the supervisors will take place. The net cost will be an increase of \$26,000 overall. The WIC Program will be requesting additional funds for the program. An increase in expenses is found in the Childhood Assessments due to staff retirement. The Prenatal Care Coordination expenses have decreased due to no longer contracting with a Registered Dietician to provide these services. This will be coordinated with WIC to provide these services. The Learnfare grant has been discontinued. The school district is looking at picking up this service. As of this time this has not yet been approved by the School Board. The Prevention/Cardiovascular Risk Reduction budget was contracted out through Gemini Services. This will terminate in December 1997. The dollars will be transferred to core functions. The major changes in the Community Health budget reflect the restructuring that will take place/ With the disappearance of CWAN the AIDS Services budget has decreased. There are still some services that will be provided such as counseling and testing. The Jail Health budget balances. Some discussion will occur to increase time at the jail. Mr. Medin questioned the restructuring of the Health Division. Ms. Bablitch explained 32 hours will be used for nursing supervision and 24 hours for education. There will be some home health services funded by user fees. Overall about \$26,000 is needed.

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F. Review of High Cost Accounts Budget

Mr. Canales stated the SMI Residential Services budget is anticipating a decrease in IMD Nursing Home due to only one person residing in an institution rather than two. Community Based Care budget amount represents all individuals currently in placement, with about \$3,900 left to use for a new placement if needed. The rates have gone up at these facilities about 3.5%. Mr. McCulley informed the Board the General Assistance budget reflects a reduction in the manager time. It is anticipated even with W2 in effect the needs of this population will still be met. The Chemical Dependency Inpatient budget reflects an increase in costs for these services. St. Michael's Detox has increased from \$330 to \$375 per day and Norwood has increased from \$375 to \$390 per day. The Mental Health Inpatient budget also reflects increases in rates. The usage of Winnebago has decreased due to the use of Mendota for elderly clients. The Children's Group/Residential Care budget reflects the effect of programs we developed with Professional Services, Family Training, and the Level II foster homes. We have witnessed fewer referrals to group care and residential care during 1997. The budget was developed with the 1997 rates as the 1998 rates are not available for adolescent care. Rates for the various placements are about \$5,500 per month. Rawhide is about \$4,712 per month, Sunburst is \$179.81 per day or \$5,394 per month, Chileda is about \$6,567, and Willowglen is \$198.43 per day or \$5,953 per month.

G. Action to Adopt 1998 Fee Schedule

Mr. Clark questioned if the increase to the fees is comparable to the private sector and whether or not overhead is included in the rate increase. Ms. Bean stated overhead is included and the rate is comparable. We look at Medicare and Medical Assistance and the ability to pay. A 3% increase is standard. A motion was made by Mr. Herrmann and seconded by Mr. Clark to approve the fee schedule. Motion carried.

H. Action to Adopt 1998 Health and Human Services Budget and Forward to Finance Committee

Ms. Hoppen moved to approve the budget. Rev. Mallek seconded the motion. Motion carried. This adoption includes LTE's for 1998 as follows: 2 hours per week HSS1 Nurse for the Tobacco Control Grant, 2 hours per week of HSS1 Nurse for the Dietary Fluoride Program, 6 hours per week of HSS2 Nurse for Immunization Outreach, 4 hours per week of HSS1 Nurse for Immunization

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Outreach, and 20 hours per week for Typist (as found in the Budget Book on Page SUP 8). Ms. Bablitch informed the Board the budget will go to the Finance Committee on October 7. Ms. Hoppen thanked the staff for there participation in the budget.

II. ACTION TO ADJOURN

Ms. Bablitch also informed the Board of Portage County being selected as a pilot county for the Long Term Care Redesign. Mr. Canales will be going to Madison on October 15 to get the details and will report back to the Board with the information. Ms. Bablitch stated due to a lack of agenda items the October 8 meeting of the Board may be canceled. A notice will be sent out. Board members congratulated Department managers on a realistic and well documented budget. A motion was made by Mr. Zimdars and seconded by Rev. Mallek to adjourn the meeting. Meeting adjourned at 5:34 p.m.

Submitted by: Dawn Grasamkee, Recording Secretary

dmg/0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD
OCTOBER 22, 1997**

Present

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

Excused

William Peterson

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Bean, Business Manager; Allen Berrett, Health Officer; Jim Canales, Long Term Care Coordinator; Daryl Kurtenbach, Shared Services Coordinator; William McCulley, Restorative Care Coordinator; Mike Kemmeter, WIZD Radio.

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

I. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of September 24 and September 29, 1997

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

B. Correspondence

Ms. Bablitch stated a copy of the memo from Brian Formella is included in the packet stating that regular reports from Board members regarding appointed committees they attend can be included on the agenda as a regular item. So in effect the "Citizen Concerns/Unlimited Topics" has been removed and replaced with "Reports from Board Appointed Committees."

Ms. Bablitch included a copy of a letter received from Senator Kevin Shibilski regarding the support of an increase in the cigarette tax.

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Ms. Bablitch included information regarding a conference for Board supervisors. Any one wishing to attend the conference should contact Ms. Bablitch. Mr. Olson and Ms. Hoppen expressed an interest in possibly attending the conference and will call Mrs. Bablitch if they wish to register.

Ms. Bablitch stated a regional meeting for the Wisconsin Association of Health Departments and Boards will be held on November 20 from 11:30 to 3:00 p.m. in Prentice at the Prentice Travel Center. Mr. Borham stated he will be attending this meeting.

C. Director's Report

Ms. Bablitch reiterated the new item on the agenda for reports from Board members on appointed committees.

Ms. Bablitch informed the Board the County Board has passed the two new position requests for the Department. Two capitol improvement projects have also been approved. One is for the a sidewalk to be installed in the front of the building. The other is for Jefferson House improvements.

D. Reports from Board Appointed Committees

Ms. Buck stated the Celebration of Achievement event was a great success. The event recognizes people who have achieved self sufficiency. There were 38 people who were presented with awards. Of these individuals 13 or more were Hmong. Mr. Jakusz stated the individuals were very proud of their accomplishments. Mr. Herrmann interjected it was a great evening. Ms. Bablitch stated this is the third time this event has been held. Mr. Jakusz and Representative Bill Murat spoke at the event. Mr. Zimdars attended previously and stated it is excellent.

Ms. Hoppen cited an article in the County News on decategorizing of the human services delivery system. About \$872,000 was saved this year alone. Ms. Hoppen gave Ms. Bablitch a copy of the article for distribution.

III. PROGRAM ISSUES

A. Update on Long Term Care Pilot Project

Mr. Canales stated on October 15 he attended a meeting with Janet Zander in Madison regarding the pilot project. No new ideas have been finalized yet. Work groups for major components were established. In about two to three months time the work groups should have some idea of what is to be done. The purpose of the pilot is to learn. There are two areas to the pilot. The first is to field test the functional screening tool. The second is for information and assistance. The people to be served by the pilot will be elderly, physically disabled, and developmentally disabled. No children under will be served by this pilot. The pilot will also serve long term care or serious mental illness clients entering King. Any individuals who can privately pay or have assets to privately pay for longer than six months will not be included. Screenings will be done for nursing home, CBRF, and COP assistance. The budget is about \$62,000 to \$78,000 annually. The project is an 18 month project. Staffing and technical needs are to be developed to do the screenings. This information is due to the state by November 15. Mr. Canales anticipates being back to the Board in early December and to the County Board in December or January to request additional personnel for this pilot. The implementation for the pilot is scheduled for January. The Department of Health and Family Services projects going to the legislature in 1998 with a revised proposal for Long Term Care. Discussion occurred regarding how the data will be collected and the number of individuals expected to participate in the pilot project.

B. Quarterly Program Statistics

Mr. Canales reported the Long Term Care Division does not have a lot of changes. The division was able to assist a family who has a child with developmental disabilities to purchase a home from CAP Services.

Mr. Berrett stated screenings and immunizations are up due to the start of school. Lyme disease contacts are increasing. There was on TB case in the county. This is an elderly person in the country who has a family history of TB. The Hepatitis B is limited to one community. The Hepatitis C is in the general population. The regular

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Licenses issued for Environmental Health is due to the July 1 relicensing date. The first HACCP assessment was completed. There were 13 high risk establishments. A discussion occurred regarding releasing the names of these establishments to the public. Mr. Berrett stated this is not a common practice but the information is available to the public regarding inspection reports. The public only needs to call to obtain this information.

Mr. McCulley reported on the Restorative Care Division statistics. The Low Income Child Care and Respite Care information is now in this division. Mr. Clark questioned how much a provider is reimbursed per hour. Mr. McCulley stated that depends on the rate and the number of children being served. The state has a formula they follow. A maximum is set for children ages 0 to 2 and for school age children. The agency will pay only up to the maximum allowed and any care needed above that amount is the responsibility of the parent to pay. A social worker is attending student services team meetings at Ben Franklin, P.J. Jacobs, and SPASH. This has been received very well by the schools. A community event is scheduled for November 10 at Sentry to engage businesses and service providers in employing and supporting W2 clients. Allocations and subsidized wages will be given to employers. The amount depends on the number of individuals and which program (i.e., Transitions or JP2) the individual is involved with. A problem occurred when the Governor signed the budget. A committee changed the wording regarding AODA insurance. A 10% co pay and deductible was added. The internal caps were also left in.

Mr. Kurtenbach stated the miles driven by volunteers were down. This was due to a driver being ill and the number of available drivers being low. When a driver is unavailable the social worker will sometimes transport the client, a taxi will be used if the appointment is in town, Interfaith can possible transport the individual, or the appointment date is postponed. The annual report of the Intervention Program is completed. There were 32 families on the program. One individual was placed in regular foster care. Two were in respite foster care. There were 50 families who requested information on the program. Of these, 41 families completed the assessment process and nine didn't follow through. The annual meeting of Family Preservation/Support Services will be held on November 18 from 8:30 to 12:00 at the Charles M. White Public Library.

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Ms. Bean reported on the Business Services Division. Charges billed were higher since they included \$154,000 for school services. Managed Care is causing a great deal of difficulty for the staff. There is now a third managed care organization, Blue Cross/Blue Shield. They will start as of January 1. They will have two subsidiaries, one for mental health and one for health. Each has their own procedures. Blue Cross/Blue Shield is forming a managed care advocacy group to discuss issues related to managed care. Right now it is a very time consuming process as each organization has its own rules to follow. We don't have the luxury of choosing which managed care organization to go with. The Rice Clinic has refused to take on any more than one managed care organization due to the difference in procedures. Hopefully some uniformity will come out of the advocacy group being developed.

III. FISCAL ISSUES

A. Action to Accept Mental Health Block Grant

Ms. Bablitch stated the Department did not receive a grant request to the Bureau of Mental Health. More money has now become available and we have been notified of an \$80,000 grant. The original intent of this grant request was to add a masters level social worker to the staff to work with serious emotionally disturbed children and their families. Mr. Jakusz questioned if a request will be brought to the Board for this position. Ms. Bablitch stated that either hiring for the position or contracting for it was under consideration. A motion was made by Ms. Hoppen and seconded by Ms. Buck to approve the acceptance of the grant. Motion carried.

B. Review of High Cost Accounts

Mr. McCulley stated inpatient mental health costs are on track. There is now one individual in Mendota. The cost is \$600 per day. The Detox costs are well within budget. Mr. Canales reported the community based care costs are under the allocation. Mr. McCulley reported the caseload and costs are up in General Assistance but they will still come under budget. Currently there are three individuals who moved out of group care. There will be further movement from facilities.

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C. Review of Year to Date Budget

Ms. Bean stated there is no significant difference from last month. The High Cost accounts will need to use an additional \$5,000 of the reserve. The regular accounts show no significant changes.

D. Action to Approve Vouchers

Ms. Bean stated the vouchers are for four weeks. Regular accounts totaled \$582,616.43. High Cost accounts total \$35,333.93. Portage House total \$1,862.69 There were no unusual expenses. Motion was made by Mr. Zimdars and seconded by Ms. Hoppen to approve the vouchers. Motion carried.

IV. ADJOURNMENT

The next meeting will be November 12, 1997. Ms. Bablitch stated due to the Thanksgiving holiday there will be no meeting held on November 26.

The meeting adjourned at 5:40 p.m. on a motion from Mr. Clark and second from Rev. Mallek.

Respectfully submitted:

Dawn Grasamkee, Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD
NOVEMBER 12, 1997**

Present

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

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Bean, Business Manager; Allen Berrett, Health Officer; Daryl Kurtenbach, Shared Services Coordinator; William McCulley, Restorative Care Coordinator; Lauri Rockman, Family & Employment Services; Mike Kemmeter, WIZD Radio.

I. INFORMATIONAL UPDATE

An informational update was presented to the Board members on Shared Services and Restorative Care.

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

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of October 22, 1997

A motion was made by Ms. Hoppen and seconded by Mr. Zimdars to approve the minutes. Corrections were made to the minutes as follows: For Item III.A. Update on Long Term Care Pilot Project: No children under age 18 will be served by this pilot. The pilot will not involve individuals entering King. Any individuals who has assets to privately pay for longer than six months will not be included. Screenings will be done for nursing home, CBRF, and COP admissions. Also corrections for Item III.B. Quarterly Program Statistics. Mr. Berrett clarified the Hepatitis B Carrier is limited to one community. The Hepatitis B & C is in the general population. Motion carried with corrections to the minutes.

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B. Correspondence

Ms. Bablitch distributed a copy of the amended agenda. Ms. Bablitch stated since it is possible the County Board will not meet in January it was decided this agenda item should be acted upon and forwarded to the County Board for its December meeting.

C. Director's Report

Ms. Bablitch informed the Board John Chapman is the new administrator for the Division of Health.

Ms. Bablitch stated the W2 workshop was a very informative day. About 150 people registered to attend. Many businesses were in attendance. There was a variety of good information presented. Ms. Bablitch thanked Lauri Rockman for taking the initiative to develop the workshop.

D. Reports from Board Appointed Committees/Activities

Ms. Buck stated she attended a meeting in Madison on Tuesday regarding the Long Term Care Resources and Board on Aging. A lot of changes are included in the pilot plans. The information Donna McDowell has given us in the past is still the same. There was a long and serious discussion regarding the Area Agencies on Aging and whether they should continue the system of having funding distributed to the area agencies and then to the local governments.

Ms. Hoppen reported there was a good meeting of the CWAN organization held but unfortunately she could not attend. Peg Eble has told Ms. Hoppen she still feels she should wait until January 1998 to reappoint someone to the committee.

III. PROGRAM ISSUES

A. W2 Program Report

After reviewing the video where clients talked about becoming more self sufficient Ms. Rockman stated the workshop on Monday went very well. Ms. Rockman distributed a flow chart showing the various aspects of the W2 program. The Community Response Team consists of 18 people who meet quarterly and review the data

included on the monitoring tool. The group meets to discuss community funding and through better communication with area agencies finds more effective ways of serving the population. A needs assessment is also to be completed by Itzkowicz and Associates. A report will be forthcoming.

Ms. Rockman then reviewed the monitoring tool information. Ms. Rockman reported as of November there are only five Hmong families on the AFDC/W2 program. Ms. Rockman stated the information received for children left at home alone entails only the number of reports the Department has received concerning this issue. There are probably a lot more children being left home alone. The statutes do not indicate an age in which children can be legally left alone. Mr. Kurtenbach stated various factors are looked at when a referral is received. The age of the child, the maturity level, the amount of time they are left alone, etc. An educational approach is being looked at first when these situations arise rather than calling in the police and then referring the case to the District Attorney's Office.

Rev. Mallek questioned how the video will be used. Ms. Rockman stated it will be shown to various Boards, Advisory Committees, and will also be sent to the State.

B. Action to Authorize Portage County's Participation as a Pilot County in Wisconsin's Long Term Care Redesign Initiative

The Resolution was distributed. A motion was made by Mr. Clark and seconded by Ms. Buck to approve the resolution. Motion carried.

IV. FISCAL ISSUES

A. Action to Authorize Receipt of Private Funding for Foster Care Program

Ms. Bablitch stated Mr. Ryan has discussed this with the Foster Care Initiative. This is an annual Festival and the proceeds are distributed to various non-profit organizations. The proceeds amount to about \$8,000. Mr. Kurtenbach stated the foster care program could be one of two beneficiaries. The UWSP Athletics Program would be the other beneficiary. Mr. Medin stated he would be voting no for this request due to the number of this type of product and the use of the product. He does not agree the Department should be part of the

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advertising for this festival as it may look as if the Department is endorsing this product.. Ms. Hoppen stated she feels the same as Mr. Medin. Ms. Bablitch suggested talking with Mr. Ryan to make sure the Department is clearly indicated as a beneficiary and not a sponsor. Ms. Buck questioned how the funds would be used for the foster care system. Ms. Bablitch stated it would be used for recruitment, training, and advertising for new foster parents. Mr. Herrmann stated the use would be up to this Board and stated he could approve this with stipulation of the Department being only a beneficiary and not a sponsor. Mr. Borham commented he has never heard any bad publicity associated with the brewery. Mr. Peterson stated he felt there was nothing wrong with the Department receiving these funds. Rev. Mallek stated due to the product being sold feels the industry does not enhance the quality of life. Ms. Buck stated she would abstain from voting. Ms. Buck has no objection other than having the foster care program being included in the banner. Mr. Jakusz moved to have the issue tabled until the next meeting to see if it is possible to have just the Department's name listed as a beneficiary rather than the foster care program. Ms. Hoppen seconded the motion. Motion carried.

B. Action to Approve Vouchers

Ms. Bean stated the vouchers are for two weeks. Regular accounts totaled \$298,345.30. The \$8,392.55 for repair and maintenance includes \$8,312.50 for the annual maintenance contract for the phone system. High Cost accounts total \$44,023.52. Portage House total \$1,771.94. Motion was made by Mr. Jakusz and seconded by Mr. Peterson to approve the vouchers. Motion carried.

V. ADJOURNMENT

The next meeting will be December 10, 1997. The meeting adjourned at 6:05 p.m. on a motion from Mr. Herrmann and second from Rev. Mallek.

Respectfully submitted:

Dawn Grasamkee, Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD
DECEMBER 10, 1997**

AGENDA ITEM #II-A
January 28, 1998
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Present

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

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; William McCulley, Restorative Care Coordinator; Jim Canales, Long Term Care Coordinator; Jerry Koeppel, Youth and Family Services Supervisor; Joanne Stevens, CADAC.

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

I. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of November 12, 1997

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

B. Correspondence

Ms. Bablitch stated a copy of a quarterly newsletter was included in the packet. This newsletter will be distributed to food service operators and was developed by the Environmental Health staff.

C. Director's Report

Ms. Bablitch stated Todd Rundwold, an architect under contract with the County, has been consulted with regarding the space issues in the building. Home Health has already left and Wellhead will be leaving soon. There are questions

regarding the best utilization of existing space to all expansion of offices in order to accommodate the necessary computer hardware needed for staff. Also hallways are not handicapped accessible currently and will be looked at to correct this.

Ms. Bablitch informed the Board she will be attending a training in Green Bay tomorrow. The training is on outcome based contracting. The legislature is requiring all Health and Human Services Departments to enter into this type of contracts. The Department is also working toward the same goal locally with the United Way.

D. Reports from Board Appointed Committees/Activities

Ms. Hoppen shared she accompanied Mike Carder and Gary Garske to Kentucky Fried Chicken for an inspection. The process was very interesting. The manager was very cooperative. Ms. Hoppen states the inspection is very thorough and will tell anyone who asks that they can always call and look at the open report for any restaurant if they need or want information.

Mr. Peterson questioned if there will be cooperation regarding the ambulance billing procedures. Ms. Bean stated now with the clarification received regarding lead responsibility it will be easier for the staff to complete the necessary billing.

II. PROGRAM ISSUES

A. Update on Resource Center Pilot Program

Mr. Canales stated the Resource Center pilot is moving along. Janet Zander from the Department on Aging is also working on this pilot. The Department on Aging will handle the elderly population and our Department will handle the disabled population. Our Department will also do all of the screening for both populations. The largest cost in the budget is for personnel costs. About \$21,000 is needed for the Information and Assistance worker at the Department on Aging. The plan is to have 60 hours per week for screenings. The budget is about \$20,000 over the state allocation. The 24 hours a day, seven days a week mandate has been removed since it is not feasible or effective. Extend hours in the morning and evening will be utilized. The Family Crisis Center will be contracted with to provide services after hours. Questions arose regarding the difference in the dollars

needed. Mr. Canales stated the State did not include the Information and Assistance component when they first budgeted the pilot. This information will be taken to the County Board next week.

III. FISCAL ISSUES

A. High Cost Report

Ms. Bablitch stated there are two months of reports. Mr. McCulley stated in October all the placements were under emergency detentions. There were no inpatient placements for alcohol dependency. Mr. Clark questioned if the seven days at St. Michael's represents seven clients. Mr. McCulley stated no generally it is about three days per client. The individuals come into the emergency room and are screened. The daily rate is \$330 with additional expenses that can be incurred if needed such as additional screening costs or follow-up screenings. These two budgets are well in control. Mr. Canales stated the Community Based Care program is well under budget. Mr. McCulley stated the General Assistance budget has a number of clients in nursing homes and one client that will be requiring major heart surgery. Even with these additional expenses it is still felt this program will come in under budget. The out of home placements are still over budget. The staff are continuing to try to get individuals out as quickly as possible.

Mr. McCulley stated in November there was no placement to Winnebago although the emergency detentions at Norwood were up a little. So far December is quiet. The medical detox program is still under budget. Mr. Canales reported the Community Based Care is still under budget and is expected to be about \$22,000 to \$25,000 under budget. Mr. McCulley stated the medical costs in General Assistance are continuing to increase due to two clients incurring high medical costs but the program should still come in under budget. The institutional placements for out of home placements has increased due to placements made by the judge. A couple of individuals came out of residential care in November.

B. Budget Status Report

Ms. Bean stated the SMI Residential Services will have a surplus of about \$56,000. The General Assistance budget is very close for expenses but collections are more than budgeted. We are recouping

expenses incurred in previous years now that some individuals have SSI. The Inpatient budget may come out better than budgeted since there have been no placements as yet in December and there were some placements anticipated in the budgeting process. The Children's Group/Residential Care program is looking at a deficit of about \$164,000. Overall the high cost accounts will need to use about \$45,000 of the reserve. Mr. Herrmann questioned how this compares to previous years. Ms. Bean stated so far the reserve has not been used. We were directed one year by the County Board to use about half of the reserve to offset the regular accounts. Ms. Bean stated the Administration/Business accounts will have a surplus of about \$63,000. The majority of this is due to revenues earned in 1996 but not received until 1997. The Health accounts will experience a deficit of about \$74,000. This is due to the home health program leaving. At the time the budget was prepared we were not aware of home health leaving in October. The Long Term Care accounts will have a surplus of about \$94,000. There will be a deficit of about \$82,000 in Restorative Care. There is a shortage of revenues because of the correctional placements at Lincoln Hills. Shared Services is showing a surplus of about \$22,000. Overall the regular accounts are showing a surplus of about \$40,000.

C. Action to Approve Vouchers

Ms. Bean stated the vouchers are for four weeks. Regular accounts totaled \$531,692.87. High Cost accounts total \$43,818.05. Portage House total \$1,965.83. There were no unusual expenses. Mr. Peterson questioned if \$7,915.68 is normal for travel. Ms. Bean stated for four weeks it is. Motion was made by Ms. Hoppen and seconded by Mr. Herrmann to approve the vouchers. Motion carried.

D. Action to Authorize Consultant to Review Children and Family Services Out of Home Placement Program

Ms. Bablitch stated we have not been able to stabilize our out of home placements as of yet. She felt it may be helpful to have consultant Ken Patterson come back and assess our progress. Ms. Bablitch is requested to use no more than \$5,000. Mr. Herrmann questioned Mr. Patterson's credentials. Mr. Medin stated he is familiar with the Patterson report and commends following up with him. Ms. Hoppen questioned if it would be more feasible to wait until the other programs developed from this report are in place a

little longer. Ms. Bablitch stated these new programs are more prevention oriented and as such do not deal with the situation currently but look more to the future. Mr. Koeppel commented both the monitor and the Level II foster homes as well as the intensive supervision programs have worked very well so far. So far the number of placements has not gone down although the length of placement has. Mr. Clark moved to approve the request with the cost not to exceed \$5,000. Mr. Medin seconded the motion. Motion carried with Ms. Hoppen voting nay.

E. Action to Authorize Accepting Private Donation

Ms. Bablitch stated she and Daryl Kurtenbach met with Jim Ryan of Point Brewery. It was suggested that only PCHHSD be used as the recipient of the funds and not the foster care program. Mr. Ryan stated if questioned he could give examples such as using the funding for recruiting foster families or the funding will be used in family service programming. Joanne Stevens stated she felt there has been many prevention efforts regarding alcohol in the community. They are trying to promote healthy families and a public statement regarding funding from this type of event may not portray the same picture. Ms. Stevens questioned whether it is possible to receive the donation privately as a good cause rather than promoting where the funds will be spent. A motion was made by Mr. Peterson to accept the donation with Mr. Olson seconding the motion. Motion carried with six ayes; Mr. Medin, Ms. Hoppen, and Mr. Clark voting nay; and Ms. Buck abstaining. Motion carried.

IV. PERSONNEL ISSUES

A. Action to Review Reorganization Proposal

Ms. Bablitch stated with the reorganization a lead worker in the Family and Employment Support Section will be needed. The person is in the existing work force but will require a pay status change. Negotiations will be done with the union on this change. Ms. Buck moved to approve the request with Mr. Zimdars seconding the motion. Motion carried.

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V. ADJOURNMENT

The next meeting will be January 14, 1998. The meeting adjourned at 5:35 p.m. on a motion from Mr. Peterson and second from Ms. Hoppen.

Respectfully submitted:

Dawn Grasamkee, Recording Secretary

0599P