

**MINUTES
HEALTH AND HUMAN SERVICES BOARD
JANUARY 28, 1998**

Present

Excused

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

Harvey Olson

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Runnells, Business Manager; Allen Berrett, Health Officer; Daryl Kurtenbach, Shared Services Coordinator; William McCulley, Restorative Care Coordinator; Jim Canales, Long Term Care Coordinator; Susan Rutta, Administrative Services Manager.

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

I. INFORMATIONAL UPDATES

Informational updates were provided to the Board by the Restorative Care and Shared Services Divisions.

II. MINUTES, GENERAL REPORTS, COMMENTS

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

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

B. Correspondence

There was no correspondence.

C. Director's Report

Ms. Bablitch stated Ken Patterson was reached. He is now in Utah and will be here in the spring to do a follow-up consultation.

The Stepaniak study recommendations adopted by the Board are being implemented.

Ms. Bablitch stated there are many management changes occurring at the courthouse. Gerry Lang, Jerry Glad are both retiring as well as the Corporation Counsel and Assistant Corporation Counsel will be leaving.

Mr. Jakusz read a letter received from Joanne Stevens pertaining to the funding from Point Brewery. Ms. Stevens wanted the Board to know she was speaking as a citizen and not as a representative of CADAC.

D. Advisory Committee Report

Rev. Mallek stated the Advisory Committee met on January 19, 1998 at 4:00 p.m. There are six active members but only three members were present at the meeting. Judy Bablitch, Daryl Kurtenbach, and Lauri Rockman were also present at the meeting. Lauri presented the Response Team's monitoring tool to the members. Of interest was the number of caseloads for AFDC. In January 1996 there were 600 cases and as of December 1997 there are now only 24 cases. The presentation was excellent. Mr. Berrett met with Ms. Rockman to see how the Advisory Committee could assist in the monitoring tool. Discussion was held concerning the future of the Advisory Committee. Recruitment of new members will be looked at after projects are developed for the Advisory Committee to work on. It is felt that response may be greater if activities are mapped out for the Committee to work on. Another possibility is to change the format of the Committee to a community forum. Further discussion will be held concerning the Advisory Committee at future meetings.

E. Reports from Board Appointed Committees/Activities

Mr. Kurtenbach stated the Take This Heart documentary was done on public television. If any Board member would wish to view this a videotape is available. There is also a 19-minute videotape which is a condensed version of Take This Heart.

III. PROGRAM ISSUES

A. Quarterly Program Statistics

Mr. Canales stated there were no major changes. The Resource Center pilot is moving along. The screening for clients will be up and running as of April 1. The starting date of the information and assistance portion of the pilot is still not settled yet. It is possible this portion will be running by March or April 1. Medical Assistance Personal Care services were offered through the various home health agencies. Health Care at Home has decertified this program. The Visiting Nurses Association is scaling back 50% of their clients for this program. The state is finally looking at the reimbursement rate for this program. Governor Thompson is now calling the Long Term Care program by a different name. The new name is Family Care. Ms. Bablitch stated that a hospital meeting was held pertaining to having a seamless LTC delivery system. More information will follow as this is developed.

Mr. Berrett reported the immunization amounts are up due to the flu and Hepatitis B immunizations given to the sixth graders in the fourth quarter. Screenings are also up since these are generally done in the fourth quarter. The WIC program is continuing to work closely with the prenatal care coordination team. Many of the clients are clients of both programs. The first HACCP inspection will be done on Thursday. Mr. Berrett reported he is on the second round of advertising for the vacant Community Health supervisor.

Mr. McCulley reported that Restorative Care data is on track. The 32-hour psychiatrist position is still open. Applications are still being encouraged.

The Family and Employment Section held a variety of community events. VISIONS sponsored an appreciation dinner to recognize AFDC clients who achieved self sufficiency. A Funder's Group was developed to make best use of limited grant funds in the community. A W2 community event was also held which was attended by over 100 people. This event was designed to engage the community in assisting low income workers.

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Our agency and CADAC have meet with the judges to discuss an alternative OWI offender program. This program will require the offender to participate in a weekend education program. The judge could use this program as an alternative to some jail time as required by law.

Mr. Kurtenbach reported the number of contacts for the agency and the number of referrals to other agencies are up. He is not sure of the reason for either. The referrals to Youth and Family Services are also up. There are five former Home Health clients who are being monitored by Community Health nurses. Due to the large caseloads of home and financial services, a policy has been made that the client must already be involved in a service plan through this Department prior to requesting representative payee services. The Parent Aid program ended in December. Child Protective Services staff made several presentations to community groups this quarter.

Ms. Runnells stated due to the elimination of home health in the third quarter the amount bill has decreased. An admissions clerk has been contracted with to provide services for managed care. Currently the Department is working with four managed care providers. More private agencies are also going with a managed care system which means more variations with managed care billing.

B. Action to Approve Board Member for the 20th Anniversary Celebration Committee

Ms. Bablitch stated the building will be celebrating its 20th anniversary. The first meeting of the committee will be on Friday, January 30 at 10:00 a.m. Mr. Jakusz volunteered to serve on this committee.

IV. FISCAL ISSUES

A. Review of Financing for Additional Personal Computers

Ms. Bablitch reported back in 1988 a better filing system was requested. Optical imaging was recommended. As a result we will need more computers in order to make optical imaging feasible. The total cost for the additional computers as well as training is about \$153,000. Craig Flagel originally thought we could accomplish this with networking. Once a trial was done, it was found the cheaper

equipment would not work properly. Mr. Jakusz stated it is possible we won't have enough surplus funds from 1997 to purchase the necessary equipment. Mr. Jakusz suggested waiting one more month to get a better idea of the surplus funds we have and then discuss the request. Discussion occurred regarding how long it would take to convert all the files necessary. Ms. Rutta stated once the optical imaging system is on board, staff can begin to use it immediately as long as they have a computer on their desk. A staff member will move to a full time position to convert all the inactive files we currently have into the system. Currently this staff person is holding two part time jobs. She will temporarily move into one position full time to complete this project.

B. High Cost Report

Mr. McCulley stated revenues are up in December. There is a bill currently waiting to be paid for \$1,500 for St. Michael's. The inpatient costs are close to what they will be for year end. There is also a bill for \$990 from St. Michael's waiting to be paid. Mr. Canales stated the Community Based Care Accounts are down. He is anticipating the account to close \$40,000 under budget. Mr. McCulley stated costs are up in General Assistance. This is due to a number of individuals having high medical costs. Recoupments are also lagging in this area. Mr. Medin questioned if the budget is the same for 1998. Mr. McCulley stated it is. Mr. McCulley informed the Board the Group Care facilities maintained the same level as the third quarter. The Child Caring Institutions had one individual leave. Corrections had two people leave and two people enter. Overall the residential and group care facilities are about \$125,000 over budget and corrections is about \$81,000 over budget.

C. Action to Approve Vouchers

Ms. Runnells stated the vouchers are for seven weeks. They are also split into 1997 and 1998 vouchers. The regular accounts totaled \$519,244.14, high cost totaled \$76,016.67, and Portage House \$1,489.64 for 1997. There were no unusual expenses. The regular accounts totaled \$214,835.92, high cost was \$6,057.08, and Portage House \$216 for 1998. There were no unusual expenses. Motion made by Ms. Hoppen and seconded by Rev. Mallek to approve the vouchers. Motion carried.

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V. PERSONNEL ISSUES

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

Ms. Bablitch stated an employee is very sick in this section and another worker has resigned. The LTE employee would be hired for up to 520 hours. The entire cost would be covered by W2 funding. A motion was made by Mr. Peterson and seconded by Ms. Hoppen to approve the request. Motion carried.

B. Action to Authorize Temporary Reduction in Hours

Ms. Bablitch stated the reduction in hours of the Dietetic Technician in WIC would be temporary. The staffing pattern would also be reviewed during this time. This reduction also helps the budget. A motion was made by Mr. Zimdars and seconded by Rev. Mallek to approve the request. Motion carried.

VI. ADJOURNMENT

The next meeting will be February 11, 1998. The meeting adjourned at 6:00 p.m. on a motion from Mr. Peterson and second from Rev. Mallek.

Respectfully submitted:

Dawn Grasamkee, Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD
FEBRUARY 11, 1998**

Present

Walter Jakusz
Paul Borham
Ann Buck
Jackie Hoppen
Don Herrmann
Rev. Matt Mallek
David Medin
William Peterson

Excused

Harvey Olson
Jim Clark
William Zimdars

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Allen Berrett, Health Officer; Daryl Kurtenbach, Shared Services Coordinator; William McCulley, Restorative Care Coordinator; Susan Henry, Accounting Supervisor; Linda Smith, Family Preservation and Support.

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

I. **INFORMATIONAL UPDATES**

Informational updates were provided to the Board by the Restorative Care and Shared Services Divisions.

II. **MINUTES, GENERAL REPORTS, COMMENTS**

A. Approval of the Board Minutes of January 28, 1998

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

B. Correspondence

There was no correspondence.

C. Director's Report

Ms. Bablitch stated Jim Canales attended a Long Term Care meeting and learned many things regarding the redesign. Mr. Chuck Wilhelm will be meeting with the Health and Human Services Board, Commission on Aging, and Health Care Center Board regarding Long Term Care Redesign on April 22 from 4:00 to 5:00. The Board will hold its regular meeting beginning at 5:00 p.m. Mr. Wilhelm will be discussing the redesign project.

The Department's reorganization was plan passed by the Personnel Committee last night.

Ms. Bablitch stated an experiment with extending the agency hours will start in May. Arrangements were made with OPEIU concerning the extended hours. The hours will be extended to 7:00 p.m. for several services on Tuesday evening. The experiment will last one year and an evaluation will be completed by clients and staff. Management will be rotated to provide coverage. Hours will be adjusted the rest of the week so overtime will not be a problem.

Ms. Bablitch stated the agency is soliciting bids to provide on-site child care in the Department. The W2 program will pay for this service. This child care will only be for the children of clients who are utilizing services at the Department.

D. Reports from Board Appointed Committees/Activities

Mr. Jakusz reported the 20th Anniversary Committee has met once. There have been many interesting ideas presented. A theme contest will be done by staff to name the 20th Anniversary Celebration. Ms. Bablitch stated the anniversary celebration will be tied into the county's 150 year celebration.

Ms. Buck stated she attended the Advisory Committee for Aging and Long Term Resources. Donna McDowell talked about the Long Term Care Redesign which is now called Family Care. The redesign is a very large program, even larger than W2. Ms. Buck reported they were told the assessment and providers cannot be the same agency. This leaves the opportunity open to private companies to provide the program. The state mandated significant portions have not been determined as of yet. The pilot is looking to be started in the spring of this year. Currently Portage County is taking part in the Information and Assessment pilot. Ms. Bablitch stated the Department will also ask the Board if the agency can apply for the CMO pilot.

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III. PROGRAM ISSUES

A. Review of 1996-1997 Family Preservation and Support Services Initiative Highlighting the Family Based Services Intervention Program

Ms. Smith stated the annual meeting was held on Sunday at Sentry Insurance. The meeting was very well attended. Ms. Smith distributed copies of the new brochure, the calendar, and the Scorecard report. Ms. Smith stated she serves on the Evaluation Committee for Advocacy Counseling which developed the scorecard and will be updating the scorecard information each year. All data was compiled by leaders in the committee. A short version will be developed next year which will be available to the public. The long version is also available to the public at any time. This is the first draft of the scorecard and as such there are some errors that are coming to light and will be corrected prior to large numbers being printed. Ms. Smith reviewed the information in the scorecard. A correction needs to be made on page 1 under item I. Critical Issues, section A. The number should be 1,200 nights. The original number of 44 indicated the number of families that utilized the Family Crisis Center for shelter nights. Ms. Smith stated the short version will be distributed due to the cost of copies. Agencies will be given copies for distribution as well as the newspaper will be contacted concerning developing a special insert for the long version of the scorecard.

Mr. Kurtenbach did an overview of the annual report. Mr. Kurtenbach went through the process a family does when entering the program. First a family is referred and staff meets with the family to compile information, an initial staffing is then done and referrals made to various services, a two week follow up is then done followed by a 10 week follow up and a three month staffing. The goal of the program is to help families stay together. A goals sheet is completed by the families. The staffing is not held unless the goal sheet is completed. Mr. Kurtenbach stated 28 families participated in the two week staffing and of these 28 families, 8 families scored 6 or greater on the goal rating scale. At the 10 week staffing there were 25 families involved and of these families, 21 families indicated a one or more point increase from the 10 week staffing. The program is now funded through regular channels. The age of the children which can be referred has been lowered to allow for greater use of the program. Board members complimented both programs.

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IV. FISCAL ISSUES

A. Action to Approve Vouchers

Ms. Henry stated the vouchers are for two weeks. The regular accounts totaled \$266,716.29, high cost totaled \$17,145.83, and Portage House \$1,607.25. There were no unusual expenses. Motion made by Mr. Medin and seconded by Ms. Hoppen to approve the vouchers. Motion carried.

V. PERSONNEL ISSUES

A. Action to Increase LTE Time in Business Division

Ms. Bablitch stated an additional 520 hours is being requested to assist in cleaning up the files that got wet during the water damage in September. The 520 hours previously approved was not enough time to clean up the files. The position will be funded by the W2 Program. Mr. Peterson moved to approve the request with a second by Rev. Mallek. Motion carried.

VI. ADJOURNMENT

The next meeting will be February 25, 1998. The meeting adjourned at 6:00 p.m. on a motion from Mr. Borham.

Respectfully submitted:

Dawn Grasamkee, Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD
FEBRUARY 25, 1998**

Present

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

Excused

Harvey Olson
Jackie Hoppen
Don Herrmann

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Allen Berrett, Health Officer; Jim Canales, Long Term Care Coordinator; William McCulley, Restorative Care Coordinator; Lucy Runnells, Business Manager; Mike Carder, Environmental Health Supervisor; Patti Jauch, Accounts Receivable Supervisor.

I. INFORMATIONAL UPDATE

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

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 February 11, 1998

A motion was made by Mr. Peterson and seconded by Mr. Borham to approve the minutes. Ms. Buck made a correction to the minutes under the Reports from Board Appointed Committees/Activities. Ms. Buck stated the assessment and providers cannot be the same personnel although they can be in the same agency. Motion carried with amendment to the minutes.

B. Correspondence

There was no correspondence.

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C. Director's Report

Ms. Bablitch stated there were no candidates for the position of the Nursing Supervisor. Mr. Berrett stated he has just learned of three individuals who have an interest in the position.

Ms. Bablitch reported a medical leave of absence for one year was granted for Sue Poutinen. She has been very ill. An LTE has been granted for the Family and Employment Support Section to help with coverage during her absence.

Ms. Bablitch informed the Board of the possibility of asking Jean Karner to come back as an LTE in the Intake Section. The reason would be to help with intake during the recruiting process as one of the intake workers will possibly be taking a position with the Community Support Program. The LTE would be for up to 520 hours. Approval will be sought at the next meeting for this LTE.

On March 11 a presentation will be done by the Department and the University to evaluate programs more effectively. On March 12 community leaders will be invited to attend the presentation at Sentry from 4:30 to 6:00 p.m.

D. Reports from Board Appointed Committees/Activities

Mr. Jakusz reported the 20th Anniversary Committee has been meeting. The Festival of Beers by the Point Brewery will be in May. Our Department will be receiving proceeds from the activity. The advertising will indicate family and children's programs as recipients of the funds. A booth for literature will be available for the Department's use. Also the employees are welcome to run a food stand if they so choose. The winner of the Anniversary Theme will be announced tomorrow at the dedication of the kitchen. Other activities for the year include: speakers, an open house, space at the library for information and older pictures of the Social Services agency.

III. PROGRAM ISSUES

A. Action to Establish a Food Safety Advisory Committee

Mr. Carder would like to pursue the establishment of a Food Safety Advisory Committee to look at food safety issues. The committee would consist of nine members. This Committee would follow a model of a committee established in Madison. Mr. Carder would like the initial meeting to take place in April or May. Ms. Bablitch stated the County Board will be assigning and acting on committee appointments on April 22. Mr. Jakusz suggested to table the appointment of a Board member to the Committee until after that date since it will be unknown as to who would be on the Health and Human Services Board until then. Mr. Clark moved to approve the suggestion with Mr. Zimdars seconding the motion. Motion carried.

B. Update on Long Term Care Redesign

Mr. Canales stated the information in the packet was sent to the State. Final approval has not been received yet. A meeting will be held in Madison on March 2 to tie up any loose ends with the pilot. There are seven counties and one tribe involved in this pilot. This pilot is the first in a series of pilots. Mr. Canales stated the Long Term Care Redesign will be more complex than W2. The budget for the Long Term Care Redesign is estimated to be \$2 billion compared to \$164 million for W2. This first pilot is envisioned to be about 18 months long. Existing staff will do part of the work. The agency will be doing the screenings for all clients. The LTE position will be doing the screenings for CBRF and nursing home clients. Extended hours will be available both at the agency and the Department on Aging on Tuesday evenings. CAP Services will be handling the after hours referrals. Mr. Canales went through the implementation plan with the Board. Mr. Canales stated the agency will be working closely with Ministry Health Care due to the extension of services (to include therapy, hospice, and nursing services). The next pilot will be accepting applications soon. Six counties are to be selected to conduct this pilot. It is expected to start early to mid summer. Mr. Canales stated the agency would like to apply to be part of this pilot program as well. Mr. Canales felt being involved in the pilot programs is an excellent opportunity to be involved on the cutting edge of the Redesign process. Mr. Medin questioned if the LTE position will be contracted. Mr. Canales stated

Gemini will be contracted with to provide the LTE position for the Screening Specialist. Mr. Medin also questioned if Portage County was chosen due to having two agencies which can provide the services needed. Mr. Canales stated it is possible that was part of the reason. Portage County has developed a reputation providing Long Term Care services that has included innovation and a willingness to initiate new service models. Mr. Clark questioned if Mr. Canales would be the contact person regarding Long Term Care. Mr. Canales stated the agency would be the receiver of the funds and would do all of the screening, so that is why the agency is listed as the contact. Mr. Medin questioned if being part of the pilot will make transition easier. Mr. Canales stated the process is very difficult and tedious. Being involved in the pilot will make transition easier but it will still be very complicated. Ms. Buck commented the way she understands the redesign, counties could continue to handle the program but if they don't wish to handle it the state would come and possibly shift the program to a private business. Mr. Canales stated it is possible that may happen. Mr. Canales stated additional information will be still be coming and the Board will be kept apprised of the changes in the pilot.

C. 1997 Elder Abuse Statistics

Mr. Canales stated the statistics are just informational. For every one case of abuse reported it is felt there are five to eight situations not reported. Most of the cases end up with additional services and support given to the client. The majority of the time the abuse occurs is due to the high level of stress on the care giver.

IV. FISCAL ISSUES

A. High Cost Report

Mr. McCulley stated the inpatient account down compared to last year. The medical detox account is average and the same as last year. Mr. Canales stated the community based care account is within budget for the first month. In about four to five months a switch will hopefully occur from the out of home placements to the community based care account. An individual currently at Chileda will hopefully be moved to a supported living apartment. If this does occur a CIP Waiver slot will be used which allows for matching of

funds. This will save about \$20,000 a year for the county. The individual will share an apartment with another individual and will be provided 24 hour care and supervision. Mr. McCulley reported that General Assistance case load is up due to W2 issues. Mr. McCulley reported the out of home placements are showing some improvement. In group care there are only two individuals placed compared to seven last year. There are four individuals in child caring institutions compared to nine last year. The Lincoln Hills account shows five individuals, an increase of one individual from last year. Overall the budget looks good for this first month.

B. 1997 Year End Report

Ms. Runnells stated the agenda should have stated 1997 Projected Year End Report since we are still about a month away from closing the books. Ms. Runnells stated the SMI Residential account shows a \$61,000 surplus. The main savings is in the CBRF's. General Assistance is projected to show a slight deficit or possibly be even. The Inpatient account has a surplus of about \$187,000. Children's Group/Residential Care has a deficit of about \$165,000. Overall the high cost accounts show a surplus of about \$80,000. The reserve will not be needed and as such the \$45,000 projected to be used will be added to the reserve. The regular accounts show a bottom line of about \$8,000 in surplus. This will make a possible change due to the audit conducted last week by MA Case Management. A return of about \$12,000 is expected. A more detailed report will be coming. The reason for the return is due to when an individual bills for MA case management on the log, a case note must appear in the client's file for the same day. Due to our current system, a few notations were missed. Ms. Runnells stated the auditor told her that overall the agency did a very good job considering the high caseload of MA clients. Ms. Runnells stated she will be looking at a mechanism that will tie the log in with the case noting. The regular account breakdown shows a surplus of about \$66,000 in Administration/Business. It is projected a \$66,000 deficit will occur in Health Services. This is primarily due to the termination of the Home Health Program. Long Term Care will show a surplus of about \$87,000. This is due to the savings receiving by placing clients in matched slots. Restorative Care is showing a deficit of about \$124,000. This is primarily due to children's foster care. Shared Services is showing a surplus of about \$27,000. Ms. Bablitch stated the agency was hoping to use the surplus to purchase additional

computers but with the repayment needed for MA this will not be possible. Ms. Bablitch stated this will be brought back to the Board and a request will be made for additional funding to purchase this equipment. Ms. Bablitch stated that perhaps this will need to go through capital improvements. Mr. Medin questioned if there is a cap or dollar amount for the balance in the High Cost account and whether using some of those dollars could be used for purchasing the equipment. Ms. Runnells stated there is a cap but she was not sure what the amount was and will find out. Ms. Runnells cautioned the use of the reserve balance since it is very easy to wipe the amount out due to the high cost of care some individuals need.

C. Review of Concerns with HMO Billing

Ms. Bablitch stated the billing to HMO's is creating a disastrous effect on our revenues. Ms. Jauch stated the 15 points included in the packet are dealt with every day. There are regional meetings held with the state and the counties to help work out the problems. Other counties are also experiencing the same problems. The State doesn't seem to be getting any information on the problems being experienced. When the HMO rejects a claim the county is forced to go to a sliding fee scale or charging no fee at all. Mr. Jakusz stated legislators should be contacted concerning the problems being experienced and pressure should be put on the committees dealing with the HMO's. Mr. Peterson moved to have a letter sent to the legislators along with the points included in the packet. Rev. Mallek seconded the motion. Motion carried.

D. Action to Approve Vouchers

Ms. Runnells stated the vouchers are for two weeks and for both 1997 and 1998. For 1997, the regular accounts totaled \$24,146.38, high cost totaled \$18,554.85, and Portage House \$24.78. There were no unusual expenses. For 1998, the regular accounts totaled \$212,825.19, high cost totaled \$6,804.92, and Portage House totaled \$189.15. There were no unusual expenses. Motion made by Mr. Zimdars and seconded by Ms. Buck to approve the vouchers. Motion carried.

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V. ADJOURNMENT

The next meeting will be March 11, 1998. The meeting adjourned at 6:00 p.m. on a motion from Rev. Mallek.

Respectfully submitted:

Dawn Grasamkee, Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD
MARCH 11, 1998**

Present

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

Excused

Ann Buck
Jackie Hoppen
Don Herrmann

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Allen Berrett, Health Officer; Lucy Runnells, Business Manager; Daryl Kurtenbach, Shared Services Coordinator; Julie Hladky, Community Health Supervisor; Sarah Hall, United Way Outcome Volunteer; Sarah Houte, United Way Intern; Mary Taylor, United Way Outcome Committee Chair.

I. INFORMATIONAL UPDATE

Informational updates were provided to the Board by the Restorative Care and Shared Services Divisions.

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

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of February 25, 1998

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

B. Correspondence

There was no correspondence.

C. Director's Report

Ms. Bablitch stated there was one applicant for the nursing supervisor job. The candidate will interview on April 1 at 9:30 a.m. Ms. Bablitch asked the Board if anyone would like to be present for the interview. Members will check and let Ms. Bablitch know.

Ms. Bablitch distributed a copy of the expanded hours staffer which was developed to inform the public about the new extended hours on Tuesday evenings.

Ms. Bablitch informed the Board Ken Patterson will be re-evaluating the agency's progress on the Patterson Report during the last few weeks of April.

The Board meeting of April 22 will be canceled as new committee assignments will be made on April 23. The meeting will be rescheduled for April 29.

D. Reports from Board Appointed Committees/Activities

There were no reports on appointed committees or activities.

III. PROGRAM ISSUES

A. Presentation About Mutual Health and Human Services and United Way Outcome Based Evaluation Program

Ms. Hall stated outcomes help agencies develop better measurements to evaluate whether or not a program is working effectively. Ms. Hall showed an example of a process approach using seven strategies to serve 2,000 unemployed people. Ms. Hall then showed an example of an outcomes approach. The results showed 50 people becoming employed and holding a job for six months. Ms. Hall described the program outcome model. The four steps are inputs, activities, outputs, and outcomes. The outcomes will look at the impact of the process on an individual. Ms. Hall distributed a example of a model outcomes approach for teen mother parenting education. The example showed the flow from inputs to outcomes. Ms. Hall stated it should be the role of the staff to choose what factors should be assessed. The Board's role is to guide, support, monitor, and use the results developed by the staff.

Ms. Taylor explained the reasons of why agencies should improve their processes. Outcomes can be explained to donors and funders, resources are fewer but problems are getting worse, how the agency made a difference, services can be improved, and there is better information available about a service with this process.

Ms. Hladky summarized a timeline which was developed for the outcomes program. Various agency directors and supervisors from the Department met as a group to work together on services. May through December 1998 will be used to implement the outcomes program in the Department. Gary Itzkowitz will be providing the training for all supervisors and United Way agencies. January through December of 1999 will be used for each section to take one program and gather data for the year. January through December 2000 will be used to fine tune and expand the outcomes program. Discussion followed concerning how results can be gathered and how long after completion of a program should results be gathered.

B. Action to Contract with Department of Agriculture

Mr. Berrett stated the contract is a self sustaining contract and involves no tax levy. There are 76 facilities which will need to be inspected. This will entail about 9 to 11 hours per week which will be added to the existing part-time contracted sanitarian. Mr. Berrett stated since the sanitarian is usually in a store to inspect deli areas it seemed logical for the sanitarian to also include the retail food area of the store as well. Discussion occurred concerning the amount of the contract and whether the Department would be incurring any revenue or whether it would only be "breaking even" when doing these inspections. Mr. Berrett stated reimbursement and costs are being developed. Mr. Jakusz suggested this information be brought to the next Board meeting. A motion was made by Mr. Zimdars and a second by Mr. Clark to approve the contract. Motion carried.

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IV. PERSONNEL ISSUES

A. Action to Approve LTE for Shared Services Division

Mr. Kurtenbach stated one of the intake workers has transferred to another position and therefore a vacancy needs to be filled in the intake section. Mr. Jakusz stated the hours should be 520 hours not 540 hours. A motion was made by Mr. Clark and second by Mr. Olson to approve the LTE position. Motion carried.

V. FISCAL ISSUES

A. Action to Approve Vouchers

Ms. Runnells stated the vouchers are for two weeks for 1998 only. The 1997 books are in the process of being closed. The regular accounts totaled \$262,487.44, high cost totaled \$14,749.87, and Portage House \$2,134.13. There were no unusual expenses. A motion was made by Mr. Clark and seconded by Mr. Borham to approve the vouchers. Motion carried.

VI. ADJOURNMENT

The next meeting will be March 25, 1998. The meeting adjourned at 5:53 p.m. on a motion from Mr. Olson and second by Rev. Mallek.

Respectfully submitted:

Dawn Grasamkee, Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD
MARCH 25, 1998**

<u>Present</u>	<u>Excused</u>	<u>Absent</u>
Walter Jakusz	Jim Clark	Jackie Hoppen
Paul Borham	Rev. Matt Mallek	Don Herrmann
Ann Buck		
David Medin		
Harvey Olson		
William Peterson		
William Zimdars		

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Allen Berrett, Health Officer; Lucy Runnells, Business Manager; Julie Hladky, Community Health Supervisor; Lauri Rockman, Family and Employment Support Supervisor; Jim Canales, Long Term Care Coordinator; Bill McCulley, Restorative Care Coordinator; Mike Carder, Environmental Health Supervisor; Rodger Ricketts, Mental Health Supervisor; Kristi Gehl, SED Program Clinician/Coordinator; and David Peterson, Area Administrator.

I. INFORMATIONAL UPDATE

An informational update was provided to the Board by Gary Itzkowitz of Itzkowitz and Associates concerning the Family Survey Report concerning the W2 Program.

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 March 11, 1998

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

B. Correspondence

Ms. Bablitch distributed a copy of a letter sent to STEP Industries from Mike Houlihan of Portage House thanking them for the \$2,500 donation received by Portage House.

C. Director's Report

Ms. Bablitch stated Al Berrett has resigned and accepted a position as Area Director at Lakeland College. Mr. Jakusz thanked Mr. Berrett for his years of service to the Department. Mr. Berrett thanked the Board for their support with many programs over the years.

Ms. Bablitch stated the retirement dinner for Daryl Kurtenbach will be held on May 4 at the Elks Club. An invitation will be mailed to Board members.

D. Reports from Board Appointed Committees/Activities

Ms. Bablitch commented an open house will be held in the summer. Ms. Bablitch has spoken with Dennis Kolodziej, Maintenance Supervisor, to request painting of the building. Mr. Kolodziej stated painting of the inside and outside will be completed and suggested the open house be held in mid August to allow time for all the painting to be completed.

III. PROGRAM ISSUES

A. Implementation of Children Come First Process

Dr. Ricketts stated the SED (Severely Emotionally Disturbed) Program had it's name changed to the Children Come First Project. This program combines an administrator and therapist in the program. Dr. Ricketts introduced Kristi Gehl who will be the Coordinator/Clinician for the project. Ms. Gehl gave an overview of the project. The project's goal is to provide comprehensive coordination with the child and family to limit out of home placements for severely emotionally disturbed children. The parents will be included in every level of the project. A wrap around approach will be implemented consisting of community services, an individualized plan, access to funding, outcome measurements, etc. A coordinating committee will be established which will meet regularly to write the policies and procedures of the project, write the interagency agreements, and identify the target group of the project. Representatives from the Human Services resources, CESA, Family Preservation, Hmong, Mental Health, parents, law enforcement, Health and Human Services Board, school system, etc. Priority will be given to children at risk of out of home placement. A referral process will be developed to

include screenings and case plan development. The project is expected to begin to be implemented the end of April. The Coordinating Committee will be developed and will begin meeting hopefully by the end of April. The grant is a one year grant with a good possibility of renewal. Mr. David Peterson stated the project has been very successful in Marathon County. Mr. Medin questioned if any "turf" battles are expected to develop. Mr. McCulley stated cooperation is very good between the various sections and the project will focus on working as a team to assist clients. There is a grievance process for clients and agencies to follow if any issues should arise. The selection of a Board member to participate on the Coordinating Committee will be brought back to the Board on April 29.

IV. FISCAL ISSUES

A. Approval of Fee Schedule for Department of Agriculture Contract

The fee schedule is for retail food establishments (i.e., bakeries, grocery stores, butcher shops). The fee is slightly higher than the state fee. Mr. Medin questioned if the revenue matches the expenses. Mr. Carder stated the county would realize \$9,623 for this service. About \$9,235 would be utilized for the staff with a savings of \$648. Mr. Borham moved to approve the schedule with a second by Ms. Buck. Motion carried.

B. High Cost Report

Mr. McCulley reported the inpatient mental health costs are very good. The placement at Mendota is for an adolescent who was court ordered and the placement is not covered by Medical Assistance. However the program is still within budget guidelines. The Medical Detox costs are going okay. Mr. Canales reported the Community Based Care program is on target. There are two young people currently in foster care who will be turning 18 soon. They will then become a part of this program. One is covered by CIP dollars and the other is not. Also a young woman has returned to Portage County who will need residential care. The costs will be high for this individual. Mr. McCulley reported the General Assistance costs are less than a year ago. The program is within budget guidelines. Mr. McCulley stated the out of home placements are less than last year for group care and child caring institutions. One individual left

Lincoln Hills in March but two may be entering Lincoln Hills in the near future. The foster care program is being used much more than group care or child caring institutions as foster care is the least restrictive setting.

C. Year to Date Fiscal Report

Ms. Runnells stated the figures for the high cost accounts are conservative. The Children's Group and Residential Care account is looking at about \$40,000 savings currently. Both Inpatient and General Assistance are being projected to be below budget. The regular accounts show a shortfall in Long Term Care services. This is due to a revenue calculation of Medical Assistance benefits. Restorative Care is showing a deficit due to foster care and treatment foster care usage. This account fluctuates a great deal and is hard to project only two months into the new year. Overall a \$155,000 deficit is being anticipated.

D. Action to Approve Vouchers

Ms. Runnells stated the vouchers are for two weeks. The regular accounts totaled \$217,564.01, high cost totaled \$15,611.14, and Portage House \$1,061.50. There were no unusual expenses. A motion was made by Mr. Olson and seconded by Mr. Peterson to approve the vouchers. Motion carried.

V. PERSONNEL ISSUES

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

Ms. Hladky stated the Department has received this grant for years. The grant was reduced considerably this year. The grant will fund about 4 hours per week for the employee. The position will focus on improving the computerization of immunization records and linking our computer records with those of physicians throughout the county to better manage immunizations for Portage County youth. A motion was made by Mr. Peterson 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 Discuss Director's Performance

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

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

On a motion by Mr. Borham, second by Ms. Buck, the Board returned to open session and moved to delay the performance evaluation until the next meeting.

VI. ADJOURNMENT

The meeting adjourned at 6:00 p.m. on a motion from Mr. Zimdars and second by Mr. Peterson.

Respectfully submitted:

Dawn Grasamkee, Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD
APRIL 8, 1998**

Present

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

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Allen Berrett, Health Officer; Lucy Runnells, Business Manager; Jim Canales, Long Term Care Coordinator; Bill McCulley, Restorative Care Coordinator; Daryl Kurtenbach, Shared Services Coordinator; David Pagel, Family and Employment Services Supervisor; Lori Lynn Hoppa, Intern; Heather Clark, 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 5:10 p.m.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of March 25, 1998

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

B. Correspondence

Ms. Bablitch indicated the WCHSA Spring Conference announcement was included in the packet. Ms. Bablitch distributed a copy of the agenda.

Ms. Bablitch stated the comparison of staff and caseload for the Family and Employment Support Section was included in the packet. The figures show there were 25 staff handling 1,959 cases in

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November 1996 compared to 18 staff handling 1,956 cases presently. Mr. Medin suggested additional information be included in this comparison as well. He will contact Ms. Bablitch concerning those items.

Ms. Bablitch distributed a copy of the Achievement Center Annual Report.

C. Director's Report

Ms. Bablitch informed the Board there were refreshments from management staff as it is the last Board meeting for some of the County Board Supervisors, Ms. Bablitch indicated this meeting was Ms. Hoppen's last meeting with the Board. Ms. Bablitch thanked her for her years of service to the Department. Ms. Hoppen thanked the staff for answering all her questions over the years. Ms. Bablitch indicated this meeting was also the last meeting for Mr. Kurtenbach as he will be retiring effective May 1.

Ms. Bablitch reported Ken Patterson will be at the agency on April 20 and April 21. He requested to meet with Board members on April 21 from 2:30 to 3:30 in Conference Room 101.

Ms. Bablitch distributed blue ribbons and pins depicting April as Child Abuse and Neglect Month.

Ms. Bablitch reported Julie Hladky attended the open house for the AIDS Resource Center. Ms. Hladky informed Ms. Bablitch that Representative Bill Murat was in attendance and praised the agency for all their work concerning AIDS in the past years and stressed the necessity to use the excellent resources in the county public health departments.

D. Reports from Board Appointed Committees/Activities

Mr. Jakusz read a letter he received from John Chapin, Administrator, State Division of Health and Kenneth Baldwin, Director, Bureau of Public Health. The letter was to congratulate the Board on the successful public health accomplishments over the past year in recognition of Public Health Week in Wisconsin.

III. PROGRAM ISSUES

A. Advisory Committee Evaluation

Ms. Bablitch stated after assessment staff and Rev. Mallek believe there is an important role for the Advisory Committee. There are many tasks the Advisory Committee could do, the first an assessment of the mental health needs of county residents. It was suggested the Advisory Committee hold six meetings a year rather than monthly and one of the six meetings be a joint meeting with the Board. Rev. Mallek stated a major task for the Advisory Committee is recruitment. There are only six active members currently. The Advisory Committee can have up to 20 members according to the bylaws. Discussion occurred regarding how many members the Advisory Committee should be. Ms. Buck and Ms. Hoppen both felt 8 to 10 members was adequate. Lauri Rockman and Julie Hladky will be the new staff liaisons.

IV. FISCAL ISSUES

A. Action to Approve Subcontract for Child Care Center at Ruth Gilfry Building

Mr. Pagel stated four proposals were reviewed. The major areas evaluated were cost, safety, and benefit of having a child care center for people attending appointments in the building. The recommendation is to contract with the YMCA to operate this on-site drop off child care center. The hours of the child care center will be 8:00 to 4:30 Monday through Friday with hours extended on Tuesday evenings to 7:00. The center will be for children ages 6 weeks to 8 years old. Two staff members will be in attendance at all times. It is anticipated the center will serve up to six children at one time. Funding is provided by the state for this center. The four proposals received were from the YMCA, Canaland, Community Child Care, and the Little Red School House. The YMCA was selected due to their history of providing on-site child care as well as the anticipated capability of being able to fill staff vacancies easily when someone is sick or on vacation. The contract will be from May 1 through December 31, although a three year commitment is anticipated. A motion was made by Mr. Clark and seconded by Ms. Buck to accept the recommendation of the YMCA to provide this service. Motion carried.

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B. Action to Approve RFP Process for New Housing Options for Individuals with Developmental Disabilities

Mr. Canales stated a similar housing arrangement was done in the past with Aurora Residential Alternatives. The housing would be for four individuals. Currently, two of the individuals already reside in Stevens Point. The other two people are currently residing in State Centers for the Developmentally Disabled. There were over 20 individuals residing in State Centers in 1980, and currently we have five individuals remaining. One more individual may be moved out of the State Center in the next year. Funding for this project will be accessed through the Community Integration Program 1A and 1B, as well as Supplemental Security Income. The current housing arrangement consists of Aurora building and owning the home, providing staff/supervision as needed, providing day programming for the individuals, and providing transportation. Candidates for this RFP will be expected to do the same. Mr. Canales also requested two Board members to serve on the RFP committee. Mr. Clark and Ms. Buck volunteered to serve on this committee. A motion was made by Mr. Clark and seconded by Mr. Medin to approve the RFP process. Motion carried.

C. Action to Approve Vouchers

Ms. Runnells stated the vouchers are for two weeks. The regular accounts totaled \$164,928.40, high cost totaled \$16,892.85, and Portage House \$1,394.39. There were no unusual expenses. A motion was made by Mr. Medin and seconded by Ms. Hoppen to approve the vouchers. Motion carried.

V. PERSONNEL ISSUES

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

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

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

On a motion by Mr. Olson and second by Mr. Zimdars the meeting was returned to open session. The Board authorized an acceptable evaluation for Ms. Bablitch.

VI. ADJOURNMENT

The meeting adjourned at 6:00 on a motion from Mr. Peterson and second by Rev. Mallek.

Respectfully submitted:

Dawn Grasamkee, Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD
APRIL 29, 1998**

Present

Excused

Walter Jakusz
Paul Borham
Ann Buck
Don Herrmann
Carole Holmes
Jeff Jagodinski
David Medin
William Peterson
William Zimdars

Jim Clark
Rev. Matt Mallek

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Runnells, Business Manager; Jim Canales, Long Term Care Coordinator; Bill McCulley, Restorative Care Coordinator; Daryl Kurtenbach, Shared Services Coordinator; Mike Carder, Environmental Health Supervisor; Julie Hladky, Acting Health Officer; Clem Hintz, County Board Chairperson.

The meeting was brought to Order by Director Judy Bablitch at 4:30 p.m.

I. ELECTION OF OFFICERS

A. Election of Chairperson and Vice Chairperson

Mr. Peterson nominated Walter Jakusz as Chairperson. Ms. Holmes seconded this nomination. Mr. Medin moved to cast a unanimous ballot and Mr. Borham seconded this motion. Motion carried.

Mr. Borham nominated Jim Clark as Vice-Chairperson. Mr. Zimdars seconded this motion. A motion was made by Mr. Peterson and second by Ms. Buck to cast a unanimous ballot. Motion carried.

B. Action to Establish Meeting Times and Dates

After much discussion it was determined the Board meetings will be held every second and fourth Tuesday at 4:30 p.m. Mr. Peterson suggested when there is a long agenda to eliminate the Informational Update so it is possible to get through the agenda in a timely fashion.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of April 8, 1998

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

B. Director's Report

Ms. Bablitch stated the May 26 meeting will be a discussion of the Long Term Care Redesign. Staff from the Department of Health and Family Services will be present to discuss this topic. Staff and Board members from the Department on Aging and the Health Care Center will also be present. The meeting will start at 4:00 p.m. and last about 1 ½ to 2 hours.

Ms. Bablitch stated Ken Patterson will be submitting a written report concerning his review of the Department's out of home placements. He felt the Department was going along very well. He will also include some additional suggestions.

Ms. Bablitch requested a photograph of the Board. This picture will be displayed in the Public Library coinciding with the Department's 20th anniversary.

C. Correspondence

Ms. Bablitch distributed the list of Board members and addresses. Ms. Bablitch asked Board members to indicate any changes to the listing and return it for correction.

Ms. Bablitch distributed the 1997 Report on Services for Community Industries.

Ms. Bablitch introduced staff to the two new Board members, Carole Holmes and Jeff Jagodinski.

D. Reports from Board Appointed Committees/Activities

Ms. Bablitch gave an update on the events scheduled for the 20th anniversary of the Department. Activities include: the library window, the Open House on August 22, the redesign of the agency brochure, a banner with the slogan "Hands, Hearts, and Minds - Working Together Since 1978", a four foot replica of the new agency expanded hours on Tuesday nights to be displayed in the agency lobby, as well as speakers coming to talk with staff on various topics.

Ms. Bablitch thanked Board members for attending the exit interview with Ken Patterson. Mr. Peterson commented the meeting was very good. Mr. Borham stated he was pleased with Mr. Patterson and the recommendations made and the Department's execution of the recommendations. Ms. Buck stated Mr. Patterson was very specific with his suggestions.

Mr. Peterson questioned the date the Department was developed for use on the parade float for June 6. Ms. Bablitch stated this Department was created in 1978 although there were three separate agencies in existence prior to the consolidation of these agencies.

III. PROGRAM ISSUES

A. Action to Appoint Board Representatives to Food Safety Committee, Children Come First Committee, and Community Response Team

Mr. Peterson volunteered for the Food Safety Committee. Mr. Jakusz stated he would be the back-up representative. Ms. Buck volunteered for the Children Come First Committee. Mr. Herrmann volunteered for the Community Response Team. Ms. Bablitch stated Roger Wryzca called requesting a representative for the Risk Management Committee. Mr. Jakusz stated he would attend those meetings. A motion was made by Mr. Medin to approve the representatives with a second by Mr. Zimdars. Motion carried.

B. First Quarter Statistics

Mr. Canales reported on the Long Term Care Division. Mr. Canales state these statistics are in terms of population served, program participation, and contracted services. The Department contracts

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with over 30 organizations but the report only indicates the primary contracted services. The Long Term Care Redesign is the primary focus for the Division. On May 11 a bidder's conference will be held. On May 26 will be a joint meeting to discuss Long Term Care Redesign. The development of a duplex to serve four developmentally disabled individuals is still in the process of seeking bids.

Ms. Bablitch stated we are recruiting for a Health Officer currently. As soon as a Health Officer is hired, the Department will recruit for the vacant Community Health Nurse position. Ms. Hladky stated the Health Check Interperiodic exams are reducing due to the HMO's not reimbursing our Department for these exams. The HMO's would prefer these individuals see their primary physician for these exams. Ms. Hladky reported there are more high risk prenatal referrals being done. Mr. Carder reported that lab is conducting their weekly samples of pools and beaches. The statistics indicate a normal routine for the Environmental Health section.

Mr. McCulley stated Restorative Care is primarily outpatient mental health services, family and youth services, and foster care. As of May 1 the statistics pertaining to W2 will be in a different report. Emergency services referrals are rising. The Psychological Services section is meeting with schools to educate them on the effects and abuse of medication prescribed for children and adolescents with ADHD. The Family and Youth Services section is projecting to be under budget in group and residential care for the first quarter. Family and Employment Support Section is developing a program to assist with car repairs to ensure workers can get to jobs. The Mental Health Section is working with CADAC to develop an AODA outreach program. As of June 1 there will be a full time social work position in the jail. Of concern is the juggling of staff to cover for a seriously ill individual in Family and Employment Services. It is not feasible to hire an individual to help since the training takes about one to one and a half years to complete. It has not yet been determined when this individual could return to work. As of June 15 there will be a full time psychiatrist in Portage County.

Mr. Kurtenbach stated the Shared Services Division contains intake, child protective services, foster care coordinator, transportation, and home and financial managers. The transportation services are down due to Interfaith Caregivers providing transportation locally. This frees our drivers to handle the long distance travel (i.e., Marshfield, Milwaukee, Wausau, etc.). There have been two new applications for volunteer drivers. The volunteer drivers have provided about \$14,760 savings to the agency with their services. We now have 5 interns working with the Department. The interns have provided about \$8,000 worth of services. The foster home initiative has gained us one more foster home so far. Mr. Kurtenbach stated Jim Riggerbach will be taking over this section as of May 1. He stated Mr. Riggerbach has been fully trained in all areas and he is confident that Mr. Riggerbach will do a good job.

Ms. Runnells stated the Business Services statistics focus on accounts receivable. The ambulance billing information is also included although this section is not included in our Budget. This agency provides the services but Law Enforcement is responsible for the budget. The open balances are down due to the discontinuation of billing for recoupments by the Department. The state is now handling the billing for individuals. This has resulted in about a \$400,000 difference in billing amounts. The aging of accounts keeps a running account of all open accounts. Individuals are regularly making payments on these accounts and as such they cannot be closed. The collection agency contracted with the state has been doing a good job of collecting on bills, especially the foster care accounts. The collection agency gets about 40% of all collected bills. When an account is written off the number and reason for the write off is included in the report. The collection agency will return an account to us for write off once the statute of limitations has expired.

C. Waiting List Report

Ms. Bablitch stated the waiting list is primarily for the Long Term Care Section.

Ms. Bablitch stated if any information is needed or there are any ideas about changing the quarterly reports to contact her with your questions or suggestions.

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IV. FISCAL ISSUES

A. High Cost Report to Date

Ms. Bablitch stated the high cost accounts are fluctuating accounts which can have very high costs involved. These include inpatient mental health, medical detox/chemical dependency, community based care, general assistance, and out of home placements in group or residential care or Lincoln Hills.

Mr. McCulley stated there is one adolescent under a court order placed at Mendota. The agency is responsible for the costs of this placement since Medical Assistance does not pay for adolescents placed in this facility. Mr. McCulley stated changes need to be made to the report under the Year to Date 1998 for St. Michael's the number should be 9 with 34 days and for Norwood the number should be 19. The first quarter statistics are still within budget guidelines.

Mr. McCulley stated the Medical Detox accounts are within budget guidelines.

Mr. Canales stated community based care services individuals with severe mental illness. There are two additional people that will be in this program shortly. One individual is turn 18 and will come out of residential placement. The other is an individual with a severe eating disorder. As of June 1 one individual will be placed with an individual from Pepin County at a home in Chippewa County. This will save the Department about \$40,000 to \$50,000 a year.

Mr. McCulley stated the expenses for General Assistance are high due to one individual being treated for cancer, one for heart problems, and another for ankle injuries. It is projected the General Assistance account will come in close to budget.

Mr. McCulley reported the out of home placements in group and residential care are under budget and placements are down. Lincoln Hills placements are up considerably. Generally the Department averages about two individuals but thus far there are five individuals with the possibility of more individuals needing to be placed in the future.

B. 1998 Year to Date Budget Reports

Ms. Runnells stated the accounts represent the best estimate to date. The SMI Budget is now estimated to be about \$6,000 over budget. The regular accounts show a deficit in Long Term Care of about \$80,000 in revenues due to a reduction in the Medical Assistance calculation for reimbursement. The Restorative Care Division is showing a deficit of about \$80,000 due to foster care placements and Lincoln Hills placements. This deficit could be even higher if individuals continue to remain at Lincoln Hills. Mr. Medin stated in 1997 the Children/Family Purchased Services account was budgeted for \$664,000 and for 1998 only \$622,231 was budget. Mr. Medin questioned where an additional \$40,000 could have been cut from other areas of the budget to allow this account to remain at \$664,000. Ms. Bablitch stated this was a programming decision and will look more closely at this account. Ms. Runnells reported the Shared Services budget is looking at about a \$5,000 surplus. This was due to a vacant LTE position in the Foster Care Coordination budget which is not being refilled. Mr. Hintz suggested the Finance Committee be informed of the deficit that is expected. This information should be forwarded no later than July 1. Mr. Herrmann questioned why the YTD Actual is so much smaller than the projected. Ms. Runnells stated this is because state revenues need a report filed at the end of each month. It then takes about two months before the revenues are returned from the state and are included in the budget.

C. 1997 Final Year End Report

Ms. Runnells stated this report is very similar to the last but there is no projected column. The SMI Residential Services budget has a surplus of \$63,240. Historically there is a surplus in this account. The General Assistance budget showed a surplus of \$3,000. The Inpatient budget also had a surplus of \$147,565. The Children's Group/Residential Care came in with a deficit of \$151,277. Overall the high cost accounts closed with a surplus of \$28,551 which will be applied to the reserve. The reserve will have a balance of \$234,579. This reserve is carried over and needs to be applied when the accounts have a deficit year. The regular accounts showed a surplus of \$100,137 in Administration/Business. This was primarily due to \$50,000 from the Learnfare grant as well as \$32,000 from the close out of the 1996 Federal/County Addendum. There was a

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deficit of \$64,135 in Health Services. This was primarily due to the discontinuation of the Home Health Program. Long Term Care Services had a surplus of \$6,863. Restorative Care came in with a deficit of \$70,074. This was due to revenue shortfalls from Lincoln Hills of about \$79,492. Shared Services came in with a surplus of \$24,659. Overall the regular accounts closed with a surplus of \$1,247.

D. Action to Approve Vouchers

Ms. Runnells stated the vouchers are for two weeks. The regular accounts totaled \$253,152.19, high cost totaled \$23,713.93, and Portage House \$201.63. There were no unusual expenses. A motion was made by Mr. Medin and seconded by Ms. Buck to approve the vouchers. Motion carried.

V. ADJOURNMENT

The meeting adjourned at 5:45.

Respectfully submitted:

Dawn Grasamkee, Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD
MAY 12, 1998**

Present

Walter Jakusz
Paul Borham
Jim Clark
Don Herrmann
Carole Holmes
Jeff Jagodinski
David Medin
William Zimdars

Excused

Ann Buck
William Peterson
Rev. Matt Mallek

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Runnells, Business Manager; Bill McCulley, Restorative Care Coordinator; Patti Jauch, Accounts Receivable Supervisor; Evan Hansen, Portage County Sheriff's Department; Joanne Stevens, CADAC; Heather Clark, Stevens Point Journal.

The meeting was brought to Chairman Jakusz at 4:32 p.m.

I. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Board Minutes of April 29, 1998

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

B. Director's Report

Ms. Bablitch reported there were five applicants for the Health Officer position. Two applications met the standards for the position. Ms. Bablitch will be setting up interviews and will inform the Board when they will be conducted so they can be present during the interviews.

The next meeting of May 26 meeting will be a discussion of the Long Term Care Redesign. Alice Merk from the Department of Health and Family Services will be present as well as Board members from the Department on Aging, the Health Care Center, as well as the Long Term Care Committee will also be present. A resolution will be included in the packet requesting County Board's permission to apply to be a Care Management Organization pilot. The meeting will start at 4:00 p.m. and last about 1 ½ to 2 hours.

Ms. Bablitch stated the child day care opened this week. The day care will be open until 7:00 p.m. on Tuesday evenings and has already begun serving clients.

Ms. Bablitch stated updated organizational charts and the updated service directory are almost completed. These will be distributed shortly.

Ms. Bablitch stated there is a new room for the small group discussions as the child day care center is using Room 107. Group B will meet in Conference Room 105.

C. Correspondence

Ms. Bablitch distributed a copy of a memo from Therese Freiberg, the new Personnel Director. Ms. Bablitch and Mr. Jakusz met with Ms. Freiberg to discuss whether the correct procedure was followed during the reorganization process for the Department. The reorganization was done properly. Mr. Medin stated there were some issues on reorganizing related to the W2 program. He stated this was a clean process and no problems were found.

D. Reports from Board Appointed Committees/Activities

There were no reports from Board members.

III. PROGRAM ISSUES

A. Increasing the Counseling Services at Portage County Jail

Mr. McCulley stated after evaluating the program provided by Dan Barth it was felt this position needed to be expanded to full time. The position originally started as a volunteer. It was then increased to 12 hours per week and is now currently at 25 hours per week. The position is a contracted position and is funded by the Mental Health Block Grant, Criminal Juvenile Justice AODA Grant, OWI Emergency funds, and the Jail Inmate funds. Captain Hansen stated the position was a paid position beginning in 1994. A goal of the PRISM program was to fund a part time counselor for the jail population. The position provides group programs as well as one to one counseling inside the jail. It also provides crisis management services to help reduce the amount of suicides in the jail. The

position is very successful and Captain Hansen is confident the position will add the services of AODA and behavior modification in criminal thinking. Mr. McCulley stated the position would be contracted through Gemini Employee Leasing. Captain Hansen stated for now the position will be contracted in order to show the success rate and to gather statistics. Mr. McCulley stated once the statistics are gathered then they will be asking for the position to become a county position. Mr. Medin moved to approve the position of a criminal justice specialist full time if funding is available. Ms. Holmes seconded the motion. Motion carried.

B. Improving Services to Recidivist AODA Client

Mr. McCulley stated a half time position at CADAC is being sought to provide support to potential detention/committed patients. The position would provide crisis services as well as three party petitions. Inpatient and Detox funds would be used to fund this contracted position. Ms. Stevens reported CADAC currently has trouble assisting these families since the case will tend to be passed from one individual to the next with little time for consistent assistance by one individual. Mr. McCulley stated the position would handle the case management of these clients. Mr. Jakusz questioned if this would be for one year. Mr. McCulley stated they would like to try this position for at least six months. Mr. Jagodinski questioned the amount of calls received per week for this service. Mr. McCulley stated currently there are 28 individuals at St. Michael's and 6 or 7 emergency detentions currently. The case management of the client is what is the most difficult to control. Mr. Clark moved to approve the request for a contracted position and to report back on the Board in six months. Ms. Holmes seconded the motion. Motion carried.

III. FISCAL ISSUES

A. Update on Concerns with Managed Care

Ms. Bablitch reported Mr. Jakusz wrote to the legislators concerning managed care. Ms. Jauch stated Excel came in and trained the mental health clinicians on how to properly fill out treatment plans to help alleviate some of the problems. Other managed care organizations will also be meeting with our Department. Ms. Jauch distributed a copy of a letter received from Excel regarding our concerns. Ms. Jauch felt some of the responses to our concerns

were very vague. For example with concern #7 our data we send to Excel is very complete. With concern #10 it was reported by Katherine McCabe from the Bureau of Health Care Financing that managed care is here to stay and unfortunately the Department will have to deal with the problem of write offs. Private organizations are dropping out of managed care and as such the Department will be expected to provide services to these individuals. A problem with the denied claims is the state sends a report to one managed care organization and by the time the copy is sent to the next organization a client has already been in to see a clinician. Unfortunately we end up having to write off the client's first visits since the managed care has not yet received the report stating the individual is covered. Ms. McCabe stated it is possible they managed care organizations will have to start looking at backdating in order to avoid this situation. Mr. Jakusz suggested the Department continue to contact their legislators and the WCA regarding their concerns.

B. Action to Approve Vouchers

Ms. Runnells stated the vouchers are for three weeks. The report reflects the reorganization. The regular accounts totaled \$354,896.84, high cost totaled \$39,711.84, and Portage House \$1,698.99. The only unusual expense is in the regular accounts. The professional liability for the psychiatrist is included of \$6,556. A motion was made by Mr. Zimdars and seconded by Mr. Borham to approve the vouchers. Motion carried.

IV. PERSONNEL ISSUES

A. Action to Review Reclassification Request and Forward to Personnel Department

Ms. Bablitch stated there were other suggestions for reclasses submitted by managers. Ms. Bablitch felt it was better to prioritize the reclasses and only submit one which was the most deserving rather than four or five requests. Ms. Bablitch stated the Administrative Services Manager was originally an executive secretary to the Director and Associate Director. Over the years the position has changed with the addition of staff supervision, personnel responsibilities, as well as the responsibility for the Department's computer system and optical imaging. Mr. Clark questioned if the three grade increase is wise. Ms. Bablitch stated she was unsure

where to place the individual. Mr. Jakusz commented the Personnel Committee can change the grade level. Mr. Jakusz stated he has asked the Personnel Manager to look at the job descriptions of all managers when time permits. Mr. Medin moved to approve the request for the reclass with a minimum of a grade 11 increase. Motion seconded by Mr. Clark. Motion carried.

V. ADJOURNMENT

The meeting adjourned at 5:30 on a motion from Mr. Herrmann and second from Ms. Holmes.

Respectfully submitted:

Dawn Grasamkee, Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD
MAY 26, 1998

Present

Walter Jakusz
 Ann Buck
 Paul Borham
 William Peterson
 Jim Clark
 Rev. Matt Mallek
 Don Herrmann
 Jeff Jagodinski
 David Medin
 William Zimdars
 Mary Croft
 Fran Eskritt
 Myrna Horgan
 John Regnier
 John Rendall
 Melvin Steinke
 Adeline Tork
 Janet Zander

Excused

Carole Holmes
 Lois Feldman
 James Zdroik
 Faye Tetzloff
 Mary Jane Zdroik
 Mary White
 Deb Pierce

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Alice Mirk, State Department of Health and Family Services; Lucy Runnells, Business Manager; Bill McCulley, Restorative Care Coordinator; Jim Canales, Long Term Care Coordinator; Susan Rutta, Administrative Assistant; Stephen Tuszka, Elderly Services/CSP Supervisor; Jessica Wollock, Social Worker; Cate Gitter, Social Worker; Bob Carl, DHFS/OSF Rhinelander Regional Office; Evelyn Heikenen, Department on Aging; Paul Rice, Community Industries Corporation; Dale Hagen, Department on Aging; Tony Gollon, Veterans Bureau; Heather Clark, Stevens Point Journal.

I. CALL TO ORDER

Ms. Bablitch called the meeting to order at 4:00 p.m. Ms. Bablitch introduced Alice Mirk of the State Department of Health and Family Services.

II. PRESENTATION ON STATE OF WISCONSIN LONG TERM CARE REDESIGN CARE MANAGEMENT ORGANIZATION (CMO) DEMONSTRATION PROJECT

Ms. Mirk stated Long Term Care currently has a lot of fragmentation of services. The county currently controls about 56% of the COP-W and CIP funding with Medicaid controlling about 44%. Ms. Mirk presented a variety of graphs showing state-wide

averages of COP-W/CIP as well as nursing homes. There is an increase in the number frail elders living in Wisconsin. A plan needs to be developed for the future to help deal with these increases. The Federal government is talking about capping Medicaid at some point to the states. Currently the state pays about 40% and the federal government about 60%. This percentage rate is expected to increase due to the strong economy.

A more coordinated system with less fragmentation is proposed to be developed. This would involve "one-stop shopping"; simpler eligibility, access, and handling of grievances; timely response to requests; guaranteed access; and removal of employment barriers. There will be six reimbursement levels covering major to minor needs. A functional screen will be completed to determine the proper reimbursement level for a client. All CMO's will be required to develop a network of providers so access to services is easier and more varied. The concept of a CMO is to practice prevention, look at outcomes, explore cost effective means, and draw upon family and friends to provide services. Informal supports are used as much as possible.

Requests for being a pilot are due by August 21. Ms. Mirk stated the state is looking for the best counties to participate in this pilot as well as those counties willing to be on the cutting edge. Ms. Mirk stated there will be three phases to implementing the CMO. The first phase will consist of planning. Training and workshops will be available to help the selected counties do their major planning. The second phase will begin the enrollment of people. Funding will stay the way it is currently being done. Counties will gear themselves up to transform to a prepaid health plan. There are start up funds available for these counties. The third phase will be to give the county a set amount of funding and have them provide services for all their clients within this funding amount. By July of 2000 the CMO Project is expected to be implemented statewide. The best counties will be selected to act as a "university" and will provide consultation to other counties to assist them in start up.

III. DISCUSSION

Mr. Jakusz questioned if the CMO will be the head nucleus for funding decisions. Ms. Mirk stated it will be for services other than hospitalizations. Mr. Canales questioned whether the span of people who are living longer is built into the system. Ms. Mirk stated it is but it also depends on the capacity of clients you develop. The functional screen will determine the level of service and cost for each client. The screen will need to be redone each year to determine if changes need to be made. Mr. Canales questioned the talk about counties becoming "nimble." Ms. Mirk stated the biggest thing is the ability for counties to increase staff capacity quickly and efficiently. Mr. Jakusz questioned if the funding given to CMO's is for both

administration and people and what happens if there is a shortfall of revenues. Ms. Mirk stated the funding covers both administration and services. The county is responsible to keep their costs within the funding provided. If there is a shortfall it will become the county's responsibility to fund the shortfall with some being picked up by the state. A risk reserve should be built up for shortfalls. Currently counties are at full risk for CIP 1A and CIP 1B shortfalls. The CMO program will put counties at less risk. Mr. Gollon questioned if there are substantial funds available from the federal government. Ms. Mirk stated yes. Although Wisconsin accesses federal fundings, we don't receive as much as other states do. The federal government and other states are looking at this program in Wisconsin to see whether or not changes should be made in other states as well. Ms. Bablitch questioned if the county nursing home is in danger of losing clients. Ms. Mirk stated it is hard to say. Nursing home stays may be shorter if a client can be placed in the community with support services. Other nursing homes are looking at other programs available to them such as day care. Mr. Steinke questioned if the county would be managing the program only or providing some services as well. Ms. Mirk stated the county has the right to subcontract out services. Clients are entitled to a choice of where they would like to receive their services. This choice should be honored by the county.

IV. POSSIBLE ACTION TO AUTHORIZE HEALTH AND HUMAN SERVICES DEPARTMENT TO APPLY FOR A CARE MANAGEMENT ORGANIZATION DEMONSTRATION PROGRAM

Mr. Jakusz stated a resolution allowing the Department to operate a CMO pending approval of the contract is included in the packet. Mr. Hagen stated he supported the resolution but no county homes are excited about the redesign. Mr. Hagen stated some concerns are the reduction or elimination of nursing home stays and care being provide elsewhere. Mr. Hagen stated if a home loses six people over a year this results in about \$200,000 lost. Ms. Zander stated if a client prefers not to be there, the client has a choice to be there and an appropriate rate for services is available. Mr. Hagen stated the final paragraph of the resolution states the negotiation of a contract needs agreement from the governing committees of the Health and Human Services Department, Department on Aging, and Health Care Center. Mr. Hagen stated the funding issue needs to be clarified before the contract is signed. A motion was made by Mr. Clark and seconded by Mr. Rendall to approve the resolution. A role call vote was taken with all voting aye. Motion carried.

V. ADJOURNMENT FOR COMMISSION ON AGING, HEALTH CARE CENTER COMMITTEE, AND LONG TERM PLANNING COMMITTEE

Members present signed the resolution.

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VI. APPROVAL OF MINUTES OF MAY 12, 1998

A motion was made by Mr. Clark and second by Mr. Zimdars to approve the minutes. Motion carried.

VII. APPROVAL OF VOUCHERS

Ms. Runnells stated the vouchers were for a two week period. The regular accounts totaled \$330,040.60, high cost accounts totaled \$16,197.71, and Portage House totaled \$268.14. There were no unusual requests. Motion made by Mr. Peterson and second by Mr. Jagodinski to approve the vouchers. Motion carried.

VIII. ADJOURNMENT

Ms. Bablitch reminded Board members of the meeting scheduled for 4:00 p.m. on Wednesday, May 27, to interview the candidate for the Health Officer position. Ms. Bablitch stated five applications were received. Three did not meet the criteria for the position. Of the two remaining candidates, one withdrew his application. The Personnel Director stated the Department could go ahead with the interview. The meeting ended on a motion from Mr. Borham and second by Ms. Buck to adjourn. Meeting adjourned at 5:35 p.m.

Respectfully submitted,

Dawn Grasamkee, Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD
JUNE 9, 1998**

Present

Walter Jakusz
Carole Holmes
Ann Buck
Paul Borham
William Peterson
Jim Clark
Rev. Matt Mallek
Don Herrmann
Jeff Jagodinski
David Medin
William Zimdars

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Runnells, Business Manager; Bill McCulley, Restorative Care Coordinator; Jim Canales, Long Term Care Coordinator; David Pagel, Family and Employment Supervisor; Lauri Rockman, Family and Employment Coordinator; Clem Hintz, Portage County Board; Heather Clark, Stevens Point Journal.

I. INFORMATIONAL UPDATE

An informational update from the Administration and Business Services sections of the Department was presented to Board members.

Mr. Jakusz called the meeting to order at 5:06 p.m.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of May 26, 1996

Mr. Peterson moved to approve the minutes. Seconded by Mr. Herrmann. Motion carried.

B. Director's Report

Ms. Bablitch distributed copies of the new organizational charts to Board members. Mr. Medin questioned if the Planner/Evaluation position will stay on the chart and be refilled. Ms. Bablitch stated options are being looked at presently and a recommendation will be made to the Board.

Ms. Bablitch distributed 20th anniversary pens and the new brochure to Board members. The brochure will be sent to all elected officials and is available for anyone. More copies of the brochure as well as additional pens are available.

Ms. Bablitch informed the Board she will be on vacation starting Wednesday, June 10 through Wednesday, June 17.

C. Correspondence

Ms. Bablitch stated a letter was sent to Chairman Hintz regarding the appointment of Julie Hladky as the health officer. The County Board will take action on this request at its next meeting.

D. Reports from Board Appointed Committees/Activities

Ms. Buck reported the Children's Initiative (Children Come First) has met twice. The first meeting consisted of the state explaining the program. The second meeting involved the committee developing a mission statement and deciding on age of the targeted population of mental health children.

III. PROGRAM ISSUES

A. Health Plus Expansion

Ms. Rockman distributed a copy of the new Health Plus brochure. Health Plus is a discounted health care program which provides at 50% discount to low income uninsured families for medical and dental services. Prescription discounts are a problem. A grant was written to St. Michael's Hospital to reimburse part of the prescriptions. The grant will be renewed for another year. The Health Plus population is not utilizing the prescription reimbursement funds although the elderly population needs assistance with prescriptions since Medicare does not provide this service. Ms. Rockman stated the Department is looking at allowing the elderly access to these funds as well. Currently \$100 in reimbursement for a period of six months is being considered. The grant was for \$18,000 last year and for \$10,000 this year.

B. Action to Request County Board Approve August 22 as Health and Human Services Department Appreciation Day

Mr. Clark moved to approve the request with Ms. Holmes seconding the motion. Motion carried.

IV. FISCAL ISSUES

A. Update on Accounts Receivable Program

Ms. Runnells distributed a letter from Cohen and Associates regarding the audit of the Department. Concerns were raised regarding the Accounts Receivables. Mr. Cohen stated there is an insufficient set-aside for write offs and balances and revenues are over stated. Ms. Runnells stated issues were addressed in 1995 and were discussed with Jerry Glad on a resolution process. Minutes of the Finance Committee were also distributed which addressed the resolution. At that time anticipated agency surplus was used to offset the write offs. There was \$34,000 in write offs. In 1996 and 1997 there was no surplus available to do an offset. As of 1997 there is about \$43,000 in write offs. Ms. Runnells walked through the process of Accounts Receivables. Once services are provided a charge and bill is generated. Adjustments are made regarding insurance and ability to pay. Cash is received and a balance due is developed. The charge generated increases revenues. The charge reflects the work done and matches the cost of the service rendered. Adjustments decrease revenues depending on the client's ability to pay, MA payments, insurance payments, etc. The computer automatically adjusts MA client reimbursement. Corrections are made if there is a change in the client's income status or an error in calculations. The balance due reflects what the client is responsible for after all adjustments are made.

Ms. Runnells informed the Board she has met with County Business Administrator Bo DeDecker to discuss this issue. Write offs are a problem and a solution is being worked on. Ms. Runnells stated she will be meeting with Mr. DeDecker again on July 1 to get an estimate of the deficit and to look at options. She will return to the Board on July 14 to discuss the options. Mr. Herrmann questioned what Mr. DeDecker's feelings were on this issue. Ms. Runnells stated Mr. DeDecker believes something should be done immediately and accounts should be reviewed annually. Ms. Runnells further stated there are many old accounts still active since the client is paying regularly on the account even if it is only a small amount. In these cases the account must stay open since legally nothing can be done since the client is paying.

B. High Cost Report

Mr. McCulley reported the Inpatient Mental Health costs are 2% over normal. An adolescent was placed at Mendota for evaluation to stand trial. This is not reimbursable by MA. There was a longer stay at St. Michael's of 17 days. Generally an individual is only there 6 to 7 days.

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Mr. McCulley reported the Chemical Dependency costs are on track or below. Ms. Buck questioned the cut off age for MA. Mr. McCulley reported it is 22 when in institutions. Adults are at least to age 65.

Mr. Canales reported the Community Based Care account is over budget. Three people have entered the program as of January 1. The cost for these individuals will be at \$370,000 if not more.

Mr. Pagel reported the General Assistance account had higher expenditures. These were due to a number of surgical procedures such as leg, knee, and ankle surgery. Also ER treatments, prescription services, and a heart surgery have added to the expenses.

Mr. McCulley reported the Group Care and Child Caring Institutions are down. Corrections placements are up and it is anticipated the court will be placing a few more individuals. One recent placement is 17 and was waived into adult court and sent to Lincoln Hills. The state will be covering this cost.

C. Year to Date Budget Projection

Ms. Runnells stated a new format was done to reflect the revisions done to the budget. The revised budget figures reflect attrition and funding changes. The major funding changes are with the Children Come First Program and Title IV-E funding earned by the state which is being turned over to counties.

Ms. Runnells stated the SMI Residential Services account was understated and is looking at about a \$40,000 deficit. The Inpatient account is good and the Children's Group/Residential Care is showing a surplus. The reserve balance will show about \$228,000 rather than \$263,000 due to utilizing about \$57,000 of the reserve to balance the accounts.

Ms. Runnells stated in the regular accounts the Administration/Business account will come in at budget level. Health services will be close to budget. Long Term Care is looking at an \$80,000 deficit due to a change in the calculation of revenues from MA. Restorative Care is anticipated to have a \$130,000 deficit. This is due to additional foster care placements and Lincoln Hills placements. The deficit could be as much as \$180,000 if placements continue to be ordered. The Family and Employment Support section is showing a deficit of about \$56,000. This is due to calculation of less time in Income Maintenance services. There is more time being spent in W2 and less in Income Maintenance. Overall the deficit is about \$266,000 for the regular accounts. Ms. Bablitch stated corrections in the calculations were due to the state

changing the formula after the budget had been developed. Ms. Bablitch stated Ken Patterson will have a preliminary report on June 17. Ms. Bablitch further stated she had Mr. Koeppl analyze our corrections placements with statewide placements. A handout was distributed. There are eight counties similar to Portage County. Some had more placements and some less. Additional information will be coming. Mr. Jakusz questioned if this budget information will be going to the Finance Committee. The Finance Committee will meet on July 27 and the same presentation regarding the anticipated budget shortfall and accounts receivable will be made. Mr. Medin questioned if short statements describing the shortfalls or excess revenues will be made in the future. Ms. Runnells stated this will be done but due to time constraints it was not done this time.

D. Action to Approve Vouchers

Ms. Runnells stated the vouchers were for a two week period. The regular accounts totaled \$193,492.36, high cost accounts totaled \$46,560.21, and Portage House totaled \$1,104.88. There were no unusual requests. Motion made by Mr. Borham and second by Mr. Zimdars to approve the vouchers. Motion carried.

V. ADJOURNMENT

A motion was made by Mr. Borham and seconded by Ms. Buck to adjourn the meeting. Meeting adjourned at 6:00 p.m.

Respectfully submitted,

Dawn Grasamkee, Recording Secretary

0599P

July 14 1998

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**MINUTES
HEALTH AND HUMAN SERVICES BOARD
JUNE 23, 1998**

Present

Excused

Walter Jakusz
Carole Holmes
Ann Buck
Paul Borham
Jim Clark
Jeff Jagodinski
David Medin
William Zimdars

William Peterson
Don Herrmann
Rev. Matt Mallek

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Bill McCulley, Restorative Care Coordinator; Jerry Koeppel, Youth and Family Services Supervisor; David Pagel, Family and Employment Supervisor; Julie Hladky, Health Officer, Dr. Corliss Rupp, Psychiatrist; Heather Clark, Stevens Point Journal.

I. INFORMATIONAL UPDATE

An informational update from the Right From the Start Initiative on the Home Visit Component was presented to Board members.

Mr. Jakusz called the meeting to order at 5:16 p.m.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of June 9, 1996

Mr. Zimdars moved to approve the minutes. Seconded by Mr. Borham. Motion carried.

B. Director's Report

Ms. Bablitch reported Julie Hladky has been appointed the Health Officer by the County Board.

Ms. Bablitch informed the Board the County Board authorized the Department to apply to be a Care Management Organization pilot county.

Ms. Bablitch informed the Board new position requests will be brought to the next meeting. Ms. Bablitch will only bring those positions she feels should be filled.

C. Correspondence

Mr. Jagodinski distributed copies of the VOICE newsletter to Board members.

Ms. Bablitch stated a meeting will be held by the Business Council on Thursday, July 2, 1998 at 10:00 a.m. at Sentry Insurance.

D. Introduction of Agency Psychiatrist

Mr. McCulley introduced Dr. Corliss Rupp as the new full time psychiatrist effective June 15. Dr. Rupp gave the Board a brief job history. Dr. Rupp stated is looking forward to working full time with the agency.

D. Reports from Board Appointed Committees/Activities

There were no board appointed committees/activities to report on. Mr. Jagodinski complimented the agency on the coverage of the swimmer's itch outbreak. Ms. Hladky stated the Parks Department called to inform the Department of the problem. Ms. Hladky further stated there are more reports of outbreaks but the majority have not been in Portage County.

III. PROGRAM ISSUES

A. Update on APEX Internal Organization Capacity Survey Accomplishments

Ms. Bablitch stated in 1997 there were two major assessments of the Department completed - the APEX study and the Stepaniak Report. The major problem areas were summarized from the APEX study. Ms. Buck, Mr. Jakusz, Mr. Peterson, and Mr. Borham were involved in the APEX internal organizational assessment. Ms. Bablitch stated overall the Department is very pleased with the progress being made since recommendations were made. Ms. Bablitch stated the next process will be working with the community. Ms. Hladky stated the hospital, UW Extension, and the United Way will be working with us on this phase. The Department will also receive technical support from the Rhinelander Regional Office. Ms. Holmes requested this be brought back in six months to monitor the progress made.

B. Additional Information on Juveniles Incarcerated at Lincoln Hills

Mr. Koepfel highlighted details of his memo on incarcerated juveniles. Mr. Clark questioned the date of initial contact for some of the juveniles. Mr. Koepfel responded this was the first contact with the Department. It was not necessarily through the juvenile system, it may have been with the mental health department. The initial contact date excludes minor services such as day care and immunizations. Ms. Bablitch reported five of the eight juveniles came from divorced or separated families. A mistake on the chart on page 15 for Portage County. The number should be 7 in 1997 and 7 in 1998. Mr. Medin questioned the course of placements. Mr. Koepfel stated a juvenile is first placed in foster care. If that is unsuccessful then treatment foster care or a Level II foster home is tried. The last resort is Lincoln Hills. Placement is always attempted in the county but if no home is available then placement needs to be made out of the county. Mr. Koepfel stated there is still a discussion with the state for the payment of "D's" placement at Lincoln Hills. The judge stated the juvenile was charged as an adult and thus the state should pay for his cost of care. Ms. Bablitch questioned if someone from Lincoln Hills should come to speak to the Board about their program. The Board unanimously agreed with this suggestion.

IV. FISCAL ISSUES

A. High Cost Report

Mr. McCulley stated currently two individuals are out of Winnebago. Norwood had two individuals who stayed for 60 days. One was moved to supported living and the other was our first commitment under the Fifth Standard. Currently the budget is about 6% over budget guidelines for this time of the year. Mr. McCulley reported the medical detox accounts are on track. Mr. McCulley reported Mr. Canales stated the Community Based Care accounts are projected to be about 11% over budget. Originally the budget was for 21 individuals. There have been three additional individuals added to this account. Mr. Clark questioned the residency statutes. Mr. McCulley reported it used to be six months but now if you have a permanent address you are eligible for services. This will also apply to anyone coming to live with a relative. If an individual comes to the county and goes to the Salvation Army they are not eligible for services. The County will provide basic outpatient services but the costs will be referred back to the county of residence. Mr. Pagel reported the General Assistance accounts need some additional numbers filled in. For the Budget for Year to Date 1998 the figure is \$27,885, the percentage is 34.1% and the Year to Date 1997 should be \$17,643. Mr. Pagel reported the high rate

of growth was due to surgical bills. Spent was up 7.5% for the first four months but down to 4.2% this last month. A logging change will occur so that all staff time for General Assistance is billed to General Assistance. Mr. McCulley reported two juveniles will be out of group care this summer. We are still over budget at Lincoln Hills.

B. Action to Approve Vouchers

Ms. Bablitch reported the vouchers are for two weeks. Regular accounts totaled \$287,944.62, High Cost totaled \$26,359.15, Specialized Children's Funds totaled \$2,057.78, and Portage House totaled \$2,066.26. There were no unusual expenses. Motion by Ms. Holmes and second by Mr. Borham to approve the vouchers. Motion carried.

V. PERSONNEL ISSUES

A. Approval of LTE for Health Division

Ms. Hladky stated the PNCC program is primarily a case management program. The program is available for pregnant women who are on Medical Assistance or who are eligible for Medical Assistance. A risk assessment is completed and the nurse provides assistance to the client in accessing needed services. The current staff are at caseload capacity. The position would be fully funded through Medical Assistance reimbursement and Title IV-E funds. Ms. Bablitch stated with approval of this position the Department would have six LTE positions. None of the LTE positions are county funded, all are funded through grants or other revenues. Ms. Hladky stated currently the PNCC program requires 30 hours a week. There are already 20 hours being absorbed with current staff. This request is for 10 additional hours as LTE with a new position being requested for 10 hours in the future. Mr. Clark moved to approve the request with Ms. Holmes seconding the motion. Motion carried.

VI. ADJOURNMENT

A motion was made by Ms. Buck and seconded by Mr. Jagodinski to adjourn the meeting. Meeting adjourned at 6:00 p.m.

Respectfully submitted,

**MINUTES
HEALTH AND HUMAN SERVICES BOARD
JULY 14, 1998**

Present

Excused

Absent

Walter Jakusz
William Peterson
Don Herrmann
Ann Buck
Paul Borham
Jim Clark
David Medin
William Zimdars

Rev. Matt Mallek
Jeff Jagodinski

Carole Holmes

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jim Canales, Long Term Care Coordinator; Mike Carder, Environmental Health Supervisor; Susan Henry, Fiscal Services Supervisor; Julie Hladky, Health Officer; Patti Jauch, Accounts Receivable Supervisor; Stephen Tuszka, CSP/Elderly Services Supervisor; and Bo DeDeker, Portage County Finance Director.

I. INFORMATIONAL UPDATE

An informational update from the Administrative and Business Services were presented to Board members.

Mr. Jakusz called the meeting to order at 5:05 p.m.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of June 23, 1998

Mr. Zimdars moved to approve the minutes. Seconded by Ms. Buck. Motion carried.

B. Director's Report

Ms. Bablitch reported the Drop in Child Care Center has been open for two months now. They have served 359 children (140 infants and 219 children) (duplicated count). They are generally at 1/3 capacity but have had to turn children away occasionally. Mr. Jakusz reported last week alone the Center cared for 92 children.

Ms. Bablitch reported extended hours on Tuesday evenings has been in effect since May 1. There have been about 30 people who have come in between 4:30 and 7:00 p.m. Only two people reported the hours made no difference to them. The rest said this was the only time they could come.

Ms. Bablitch reported there are three candidates for the nursing supervisor position. One person was already interviewed due to time constraints. The next two interviews will be on Friday at 1:00 p.m. and Monday at 1:00 p.m.. The candidates include one current employee, one from the community, and the other from a neighboring county.

Ms. Bablitch stated the RFP to build a duplex to serve disabled clients submitted by Jim Canales may not be needed. Mr. Canales reported CAP Services may be the landlord of the new duplex and as such arrangements may be made to work them for placement of individuals. As of now the RFP is on hold.

Ms. Bablitch reported a check of \$4,000 along with a letter was received from the Point Brewery. These funds were raised at the Festival of Beers and will be used to improve children and family services.

Ms. Bablitch distributed updated copies of the Service Directory to every Board member.

Ms. Bablitch informed the Board the staff would like to meet with the Board to discuss various issues. The Board stated this could be done in lieu of their informational update. This will be arranged.

C. Correspondence

There was no correspondence.

D. Reports from Board Appointed Committees/Activities

Ms. Buck reported the Children Come First Committee met two weeks ago. A mission statement was decided upon. The target population to be served will be ages 0 to 17. A committee will be established to select individuals to participate in the program. About 3 to 5 people will be served.

Mr. Jakusz stated the 20th Anniversary is scheduled for August 22 from 1:00 to 4:00 p.m. Mr. Jakusz asked Board members to try to volunteer for times to assist. Entertainment will be provided as well as prizes, games, and refreshments. Ms. Bablitch stated WYTE radio will be conducting a live broadcast from the building that day. As such there will be advance promotion of the live broadcast which hopefully will encourage people to attend the open house as well as further inform the public about agency services.

Mr. Herrmann reported the Foster Care group has met and posters and pamphlets have been developed and are being distributed.

III. PROGRAM ISSUES

A. Action to Appoint Board Representative to VISIONS Committee

Ms. Bablitch stated in VISIONS is a support group which promotes and recognizes the accomplishments made by low income people. Mr. Jakusz stated he was very impressed with the outgoing and positive attitude of the people who were recognized at last year's VISIONS banquet. Mr. Zimdars commented he was also very impressed. The meeting for the VISIONS Committee is scheduled for July 21 at 3:00 p.m. Mr. Herrmann and Ms. Buck volunteered to attend this meeting.

IV. FISCAL ISSUES

A. Update on Accounts Receivable Status

Ms. Runnells stated the Accounts Receivable balance has about \$300,000 in questionable collections. Mr. DeDeker reviewed three options the Department could utilize to help alleviate this debt and protect themselves in the future. The first is to utilize County reserves to raise the allowance for questionable debts. The second would be to reduce expenses and budget an increase in the allowance. The third would be to raise the tax levy an extra 1% in 1999 specifically for these doubtful accounts. Any additional net income could be added to this allowance as well. A great deal of discussion occurred regarding how the \$300,000 figure was determined and what could happen in the future. Mr. DeDeker stated he would like to take the Board's recommendation to the July 27 Finance Committee meeting. A motion was made by Mr. Clark to go with the third option of an additional 1% in tax levy for 1999 with any net income added to the allowance. Motion seconded by Mr. Herrmann. Motion carried. Mr. DeDeker stated he would take this information to the Finance Committee meeting on July 27.

B. Action to Approve Grant Application

Ms. Hladky stated the grant is for \$30,000 for the Community-Based Hunger Prevention Program through the University of Wisconsin - Cooperative Extension. The grant will be used to provide vouchers to low income families and individuals to be used at the Farmer's Market. The program is currently being utilized in Marathon County. About \$12,000 of the \$30,000 will be used

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for the vouchers and about \$3,000 for administration. The rest of the funds will be used for outreach and education. It is anticipated about 600 families will be served. The UW-Extension will do the education portion of the grant. The screening for eligibility will be much the same as commodities. The person/family must be 185% of poverty levels. Merchants at the Farmer's Market will need to sign up with the Department to accept vouchers. A motion was made by Mr. Medin and second by Ms. Buck to approve the application. Motion carried.

C Action to Approve Vouchers

Ms. Runnells reported the vouchers are for three weeks. Regular accounts totaled \$443,043.00, High Cost totaled \$22,724.08, and Portage House totaled \$2,085.48. There were no unusual expenses. Motion by Mr. Clark and second by Mr. Zimdars to approve the vouchers. Motion carried.

V. PERSONNEL ISSUES

A. Action to Approve Limited Term Employee

Mr. Carder stated the LTE position would be for 30 hours per week for 14 weeks encompassing 420 hours for lab work due to the maternity leave of the current employee in this position. Mr. Clark questioned where the funding for this position would come from. Ms. Runnells stated there is funds available due to the vacancy in the nursing supervisor position. A motion was made by Mr. Clark and seconded by Mr. Zimdars to approve the request. Motion carried.

B. Action to Review/Authorize New Position Requests

Ms. Bablitch stated there are six new position requests. Four of the positions being requested are fully funded. These include the Nurse Practitioner Prenatal Care Coordination Nurse, HSS1 Case Manager in Elderly Services, and HSS1 Sanitarian, and the HSS1 Case Manager in Developmental Disabilities. The HSS1 Community Support worker will be funded by MA Case Management, a reduction in Purchased Services, and the county tax levy. The Account Clerk position will need funding from the county tax levy. Discussion occurred regarding the county tax funded positions. Both positions were thoroughly discussed as to their importance to the agency. A motion was made by Mr. Clark and seconded by Mr. Herrmann to approve all six positions as requested. Motion carried.

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VI. ADJOURNMENT

A motion was made by Ms. Clark and seconded by Mr. Herrmann to adjourn the meeting. Meeting adjourned at 6:02 p.m.

Respectfully submitted,

Dawn Grasamkee, Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD
JULY 28, 1998**

Present

Walter Jakusz
Carole Holmes
Jeff Jagodinski
Don Herrmann
Ann Buck
Paul Borham
Jim Clark
David Medin
William Zimdars

Excused

Rev. Matt Mallek
William Peterson

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Mike Carder, Environmental Health Supervisor; Julie Hladky, Health Officer; Stephen Tuszka, CSP/Elderly Services Supervisor; William McCulley, Restorative Care Coordinator; David Pagel, Family and Employment Support Supervisor; Lauri Rockman, Family and Employment Support Coordinator; Lucy Runnells, Business Manager; and Lisa Nelleson, Stevens Point Journal.

I. INFORMATIONAL UPDATE

The informational update was a meeting of the Board and all staff. This gave staff a chance to get to meet and know the Board members.

Mr. Jakusz called the meeting to order at 5:00p.m.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of July 14, 1998

Mr. Zimdars moved to approve the minutes. Seconded by Ms. Buck. Minutes will be amended to show Ms. Holmes as excused. Motion carried.

B. Director's Report

Ms. Bablitch reported the Annual Report for 1997 is almost complete.

Ms. Bablitch stated a new section was added to the quarterly statistics. This section gives a brief success story for each Division.

Ms. Bablitch informed the Board that Patti Jauch, Accounts Receivable Supervisor, will be out for some time due to serious surgery.

Ms. Bablitch reported Ms. Runnells gave a presentation regarding the fiscal concerns to the Finance Committee. Ms. Runnells stated the Finance Committee would like us to come back with specific information regarding the amount of the deficit and the impact this causes to the Budget. This meeting is scheduled for August 2.

Ms. Bablitch distributed the quilt square for Board members to sign which will be on display during the Open House for the 20th Anniversary.

C. Correspondence

Ms. Bablitch stated that the initiative and concern portion of the quarterly statistics will be shared with County Board Supervisors.

Mr. Jakusz reported he received a letter from Terri Timmers regarding public health practices. Ms. Bablitch will review the letter and report further on this information.

D. Reports from Board Appointed Committees/Activities

Mr. Jakusz reminded Board members the 20th Anniversary Open House is scheduled for August 22. Radio coverage will be provided from 12:00 to 3:00 p.m. on that date. Board members are asked to volunteer to work the Open House along with staff.

III. PROGRAM ISSUES

A. Quarterly Statistics - April to June 1998

Mr. Tuszka reported the Long Term Care statistics remain the same as the last quarter. Two new positions were requested to help with caseload sizes.

Ms. Hladky reported Lyme Disease cases spiked this summer. The increase in nuisance disease could be attributed to head lice. These are reported under this section since they are not considered to be a public health disease but more a nuisance. Ms. Hladky reported the Chicken Pox immunization is not mandatory. Most physicians still feel exposing a child to chicken pox is better than receiving an immunization against this disease.

Mr. McCulley reported child abuse/neglect investigations are up as well as psychological services requests. We are still looking for a psychologist. Another concern is the on call services at the hospital. This issue is being worked on and will hopefully be resolved.

Ms. Rockman reported an error in the figure on page 25 for Health Plus. The number should be 103 and not 10. Wages for W2 individuals has increased. A major concern is the potential of the Congress eliminating Energy Services. The impact on the community of this change will need to be monitored closely.

Ms. Runnells informed the Board there were not many changes this quarter for accounts receivable. Billable services are down. The example of the agency recouping \$21,000 on an account of \$26,6672 that was written off is a good example of how the agency tries to recoup whatever payments they can.

B. Action to Authorize Resolution Proclaiming September as Children's Foster Family Care Month

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

IV. FISCAL ISSUES

A. High Cost Report

Mr. McCulley reported the inpatient costs are about 69% of budget. One person will be leaving Winnebago shortly. Mr. McCulley stated the medical detox costs are on track. There were three individuals at Sacred Heart in June and all will go back to Oakside. Mr. Tuszka reported community based care is going to be about \$17,000 over budget. Mr. Pagel informed the Board the General Assistance program rose a little in June. Currently the program is about 40% of budgeted guidelines. Mr. Medin questioned why someone gets emergency services but not General Assistance. Mr. Pagel explained emergency services is primarily food, housing, etc. and these individuals are not eligible for General Assistance under the new eligibility standards. Mr. McCulley reported the group care and child caring institutions are within budget guidelines. The situation at Lincoln Hills with the one juvenile we felt the state should pay has determined the county is responsible. Currently Lincoln Hills is double from last year.

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B. Year to Date Budget Status Report

Ms. Runnells stated there were no real changes for the high cost accounts. Currently there is no need to use the reserve funds. There is a deficit for the regular accounts of about \$225,000. A typing error on page 54. The revised budget for the coordinator should be \$63,337 not \$6,337. The increase or decrease for each account is indicated in the report with a comment.

C. Action to Approve Vouchers

Ms. Runnells reported this is for two weeks. Regular accounts totaled \$201,679.41, high cost totaled 421,477.76, and Portage House totaled \$370.26. There were no unusual expenses. Motion by Mr. Borham and second by Mr. Herrmann to approve vouchers. Motion carried.

V. PERSONNEL ISSUES

A. Action to Authorize Out of State Travel for Professional Conference

Mr. Medin suggested looking to see if a flight is available through CWA. If the cost is different by a little bit it may be more feasible to pay a little extra to utilize a local business. A motion was made by Ms. Holmes and second by Mr. Herrmann to approve this request. Motion carried.

B. Action to Recommend Increasing Ambulance Billing Clerk Position

Ms. Runnells stated this position is not in our budget but works out of our Department. A motion was made by Mr. Clark and second by Mr. Jagodinski to support the increase in hours for this position. Motion carried.

VI. ADJOURNMENT

A motion was made by Ms. Holmes and seconded by Mr. Zimdars to adjourn the meeting. Meeting adjourned at 6:10 p.m.

Respectfully submitted,

Dawn Grasamkee, Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD
AUGUST 25, 1998**

Present

Absent

Walter Jakusz
Carole Holmes
Rev. Matt Mallek
William Peterson
Jeff Jagodinski
Ann Buck
Paul Borham
Jim Clark
David Medin
William Zimdars

Don Herrmann

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; William McCulley, Restorative Care Coordinator; Lauri Rockman, Family and Employment Support Coordinator; Lucy Runnells, Business Manager; Jim Canales, Long Term Care Coordinator; and Jerry Koeppel, Youth and Family Services Supervisor.

I. INFORMATIONAL UPDATE

The informational update was a presentation by regarding family services in the W2 Program.

Mr. Jakusz called the meeting to order at 5:20 p.m.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of July 28, 1998

Mr. Borham moved to approve the minutes. Seconded by Mr. Zimdars. Motion carried.

B. Director's Report

Ms. Bablitch reported the Open House was held on August 22. It was a great success. Ms. Bablitch stated they will try to count up how many attended the Open House. Ms. Bablitch further stated she heard many comments from some people stating they heard about the Open House on the radio and were very interested about the Department. Mr. Borham commented he was disappointed in the number of County Board Supervisors who did not attend the Open House.

Ms. Bablitch distributed the packet which was given at the Open House. She especially requested Boards members look over the Annual Report for 1997 and provide feedback on the information it contained.

Ms. Bablitch stated a new 10 minute video was completed. This will be shown at the next meeting.

Ms. Bablitch passed around the plaque the Department received from Bill Murat. Also, the quilt that was done for the Open House will be displayed in the stairway. About 35 agencies contributed a square for this quilt.

C. Correspondence

Ms. Bablitch distributed a progress report from Dick Lorang, Deputy Secretary of the Department of Health and Family Services. This report is on the progress made on the DHFS Strategic Business Plan for 1997.

D. Reports from Board Appointed Committees/Activities

Ms. Buck stated she attended the Bureau on Aging meeting. The big issue was the AAA division that was done. There was no input received from agencies. The understanding was this was to be divided over the state. This was not done.

Ms. Buck also stated she attended the Children Come First meeting. Six applications for this program were received and four were accepted.

Mr. Peterson questioned if the ambulance billing is to be done by a private agency. Mr. Clark stated this is being investigated and no decision has been made yet.

Mr. Jakusz attended the Community Response Team meeting on Thursday. The information presented was very good. A training (entitled Moving Up) for employees who wish to get further ahead will be held. Employers must refer employees interested in attending this training.

III. PROGRAM ISSUES

A. Long Term Care Redesign Update

Mr. Canales stated the Request for Consideration for the Care Management Organization was delivered to Madison on Friday. Seventeen counties are

applying for this phase of the redesign. The decision should be made between October 1 and October 8. The understanding is between four and six counties will be chosen for this phase. If selected, the county will have about six weeks to put this phase into action. Copies of the Request for Consideration are available if anyone wishes to read it.

B. COP Consumer Satisfaction Survey

Mr. Canales stated these are the most current survey results. The survey is completed by COP Committee members and is done every other year. Overall the response is very positive and the presentation of the program is easy for consumers to understand.

C. Correctional Placements Update

Mr. Koeppel stated aftercare for juveniles at the correctional placements are not automatically followed up with. Mr. Koeppel was told that unless they are prompted to follow up on juveniles the facility generally doesn't do so. A corrective sanctions program is also available which requires daily contact with juveniles returned to the community. Electronic monitoring or revocation of their release to the community is done when a juvenile violations conditions of their return. There are funds from the state for this program as well. Currently the cost is \$80.40 per day for a sanctions placement and \$17.18 per day for aftercare. Depending on the amount of juveniles in this program the reimbursement to the Department could be about \$63 per day per child. The Intensive Supervision Program is also willing to work with us on monitoring these juveniles when they return to the community. To be eligible for the corrective sanctions program the judge needs to recommend a juvenile for early release under the corrective sanctions program.

IV. FISCAL ISSUES

A. High Cost Report

Mr. McCulley reported the inpatient costs are projected to be over budget due to placements at Mendota and Winnebago. The expenses are projected to be \$70,000 but there is an increase in revenues as well so this figure may be lower. Mr. McCulley stated the medical detox costs are below budget. Mr. Canales stated community based care is over budget. Currently about a \$40,000 deficit is projected. Ms. Rockman stated the General Assistance program is on track. There were two surgeries in July. Also an adjustment will be made in August or September due to a staff person incorrectly logging the

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time. Mr. McCulley reported the group care and child caring institutions are below budget. There is a strong commitment to move juveniles out of Lincoln Hills as quickly as possible.

B. Financial Report

Ms. Runnells stated there were no real changes to the budget. A formal report will be prepared for the next meeting. Managers are beginning work on the 1999 budget.

C. Accounts Receivable Report

Ms. Runnells stated the Finance Committee was not able to address this issue yet.

C. Action to Approve Vouchers

Ms. Runnells reported this is for three weeks. Regular accounts totaled \$413,580.13, high cost totaled \$33,170.06, and Portage House totaled \$1,993.45. There were no unusual expenses. Motion by Mr. Peterson and second by Rev. Mallek to approve vouchers. Motion carried.

V. ADJOURNMENT

A motion was made by Ms. Holmes and seconded by Rev. Mallek to adjourn the meeting. Meeting adjourned at 6:10 p.m.

Respectfully submitted,

Dawn Grasamkee, Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD
SEPTEMBER 8, 1998

Present

Excused

Walter Jakusz
Don Herrmann
Carole Holmes
Rev. Matt Mallek
William Peterson
Jeff Jagodinski
Ann Buck
Jim Clark
David Medin
William Zimdars

Paul Borham

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lauri Rockman, Family and Employment Support Coordinator; Lucy Runnells, Business Manager; Jim Canales, Long Term Care Coordinator; Julie Hladky, Health Officer; and Heather Clark, Stevens Point Journal.

I. INFORMATIONAL UPDATE

The informational update was a presentation by Lucy Runnells regarding agency funding and budget preparation.

Mr. Jakusz called the meeting to order at 5:10 p.m.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of August 25, 1998

Mr. Medin moved to approve the minutes. Seconded by Ms. Buck. Motion carried.

B. Correspondence

Ms. Bablitch stated the job description for Health and Human Services Board members was included in the packet. This information will be given to all new board members in the future.

Ms. Bablitch passed around a postcard received after the 20th Anniversary Open House. It was estimated about 150 people attended the Open House.

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Ms. Bablitch informed Board members the W2 program was monitored and a very complimentary report came back. Ms. Bablitch distributed a copy of the letter sent to the agency.

C. Director's Report

Ms. Bablitch informed Board members the budget meeting needs to be held on Monday, October 5. The meeting will begin at 4:00 p.m.

Ms. Bablitch stated management has met regarding the budget. Some contract agencies have requested more than a 3% increase. A letter will be sent to all contract agencies asking them to present their reasons if they so desire. This is informational only at the September 22 Board meeting.

The new video regarding services at the Department was played. Board members liked the video. Suggestions were made about how to ensure the public views it. Mr. Medin questioned the term Access. Ms. Bablitch stated this could be better clarified in the video.

D. Advisory Committee Report

Rev. Mallek stated they are revitalizing the Committee. Julie Hladky and Lauri Rockman are the staff liaisons. There have been three applications received so far. The first meeting is scheduled for October 19 at 4:00. Meetings times will be discussed as well.

D. Reports from Board Appointed Committees/Activities

Mr. Jakusz stated the day care center has served 257 children this month. This is slightly down from the 288 last month.

III. PROGRAM ISSUES

A. Update ... Community Options Program

Mr. Canales distributed an article in the Milwaukee Journal Sentinel written in response to a critical statement by Secretary Leean. Mr. Canales stated the program is very flexible and workers are creative in finding ways to keep individuals out of institutions and nursing homes. Our staff is generally conservative. Any non-traditional ideas are brought to Mr. Canales and Mr. Canales takes them to the COP Committee for the final decision.

B. Update ... APEX/Community Health Assessment Project and Action to Appoint Board Members to the Planning Committee

Ms. Hladky stated the APEX study was an internal assessment. The external or community portion of the study will now be worked on. The new name is the Community Health Assessment Project. Ms. Hladky stated the Rhinelander Regional Office has been very helpful in this process. The project will be a community project. A timeline has been established to work on the project. Town meetings will hopefully be organized to present the information to the community. It is anticipated a group of 30 people will be needed to work on this project. Meetings will be held twice a month. Mr. Herrmann and Ms. Holmes volunteered to serve on the committee.

C. Discussion and Formation of a Group to Discuss Additional Ways to Assist Low Income Families. Action to Appoint Board Members if Appropriate

Ms. Bablitch stated after the last Board meeting regarding the needs of low income families it was felt a group should be called together to look at other ways low income families can be assisted. Mr. Medin and Mr. Jagodinski volunteered to serve on this study group.

IV. FISCAL ISSUES

A. Financial Report

Ms. Runnells distributed copies of the financial report to the Board. Currently we are looking at a \$22,000 surplus. The reason for this is twofold: first, Corrections has been moved into the high cost accounts since it meets all the requirements for a high cost account. The deficit of \$165,000 in the regular accounts now reflects a \$40,000 deficit in the Children's Group/Residential Care high cost account. \$102,374 of our reserve will be used to balance the account. Secondly, Mr. Canales and Ms. Runnells have reviewed the Long Term Care funding. A shift of clients, who were previously county funded, to the federally funded waiver program has reduced county costs. The state has changed the funding to allow individuals to qualify for the waiver programs.

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B. Action to Approve Vouchers

Ms. Runnells reported this is for three weeks. Regular accounts totaled \$269,472.05, high cost totaled \$18,927.35, and Portage House totaled \$1,784.92. There were no unusual expenses. Motion by Ms. Holmes and second by Ms. Buck to approve vouchers. Motion carried.

V. ADJOURNMENT

A motion was made by Mr. Jagodinski and seconded by Mr. Herrmann to adjourn the meeting. Meeting adjourned at 6:10 p.m.

Respectfully submitted,

Dawn Grasamkee, Recording Secretary

0599P

Agenda Item I
Oct. 5, 1998
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MINUTES
HEALTH AND HUMAN SERVICES BOARD
SEPTEMBER 22, 1998

Present

Walter Jakusz
Paul Borham
Carole Holmes
Rev. Matt Mallek
William Peterson
Jeff Jagodinski
Ann Buck
Jim Clark
David Medin
William Zimdars

Excused

Don Herrmann

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lauri Rockman, Family and Employment Support Coordinator; Lucy Runnells, Business Manager; Jim Canales, Long Term Care Coordinator; Julie Hladky, Health Officer; Bill McCulley, Restorative Care Coordinator; Faye Tetzloff, Community Health Supervisor; and Connie DeCorte, UW Extension.

I. INFORMATIONAL UPDATE

The informational update was a presentation by agencies with which the Department contracts to discuss their financial needs. Presentations were made by Community Industries, Job Center, Aurora Residential, and Friendship Manor.

Mr. Jakusz called the meeting to order at 5:00 p.m.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of September 8, 1998

Mr. Borham moved to approve the minutes. Seconded by Mr. Peterson.
Motion carried.

B. Correspondence

Ms. Bablitch stated the WCHSA fall conference information was included in the packet. More information will follow concerning this conference.

C. Director's Report

Ms. Bablitch informed Board members the Personnel and Finance Committees met last night to hear the new position requests for the County. At their next meeting they will act on which positions to recommend to the full County Board.

Ms. Bablitch stated a tentative meeting date to brainstorm ideas to help low income individuals is scheduled for October 19 at 7:00 p.m. Mr. Jagodinski stated he would not be available for this meeting. Ms. Bablitch stated they would look at another date.

Ms. Bablitch stated Ms. Rockman is looking for a way to continue to fund the receptionist position at the Job Center. She stated the state expects W2 agencies to participate fully with Job Centers.

D. Reports from Board Appointed Committees/Activities

Mr. Peterson stated he and Ms. Holmes attended a County Board convention and attended a W2 workshop. Mr. Peterson stated the information was very interesting. Mr. Jakusz commented the information provided informed them of the amount of people no longer on the "welfare" system but did not state what has happened to these people. Ms. Holmes questioned if our county has job access loans available to low income individuals. Ms. Rockman stated we do. Ms. Bablitch stated the Department has received confusing information from the state regarding how to use the funds available.

E. Introduction of Community Health Nursing Supervisor

Ms. Hladky introduced the Board to Faye Tetzloff, the new Community Health Nursing Supervisor. Ms. Tetzloff stated her prior work experience was with St. Michael's Hospital for 17 years primarily as an OB nurse with the last three years as a discharge planner. She is a graduate of Eau Claire University receiving her Masters Degree from Marquette University about a year ago.

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III. PROGRAM ISSUES

A. Teen Assessment Project (TAP) Survey Results

Ms. DeCorte stated the TAP survey is done every three years. The 1997 survey was distributed to Board members. Ms. DeCorte stated most of the information remained the same from the last survey. Ms. DeCorte showed overheads concerning some of the topics in the survey. There were decreases in the areas of smoking cigarettes and chewing tobacco, as well as weapons being brought to school. There was an increase in students who would talk with grandparents or other relatives regarding problems they don't feel comfortable going to their parents with. Unfortunately there was also an increase in marijuana usage. The survey is local data which helps families and the community find ways to help our youth.

IV. FISCAL ISSUES

A. High Cost Report

Mr. McCulley stated the Inpatient Mental Health Costs are still high. The main reason is due to placements at Winnebago. The Medical Detox costs are on track. Placements at St. Michael's Hospital are a little over budget. Mr. Canales stated Community Based Care is the same as last month. It is projected to have a \$40,000 to \$50,000 deficit. Mr. Medin questioned if these are the group homes requesting more than a 3% increase in the budget. Mr. Canales stated these are mental health CBRF's, not the elderly CBRF's who are requesting additional funding. Mr. Canales stated participants surveyed should be 24; this was omitted from the report. Ms. Rockman stated the General Assistance account is on track. Mr. McCulley reported the group care and residential care accounts are in line. Corrections continues to be over budget. Two individuals have now left Lincoln Center and are in either a group home or foster home.

B. Action to Approve Vouchers

Ms. Runnells reported this is for two weeks. Regular accounts totaled \$319,567.49, high cost totaled \$108,876.34, and Portage House totaled \$215.16. There were no unusual expenses. Motion by Mr. Borham and second by Mr. Zimdars to approve the vouchers. Motion carried.

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V. ADJOURNMENT

A motion was made by Ms. Holmes and seconded by Mr. Zimdars to adjourn the meeting. Meeting adjourned at 6:00 p.m.

Respectfully submitted,

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD
OCTOBER 5, 1998**

Present

Walter Jakusz
Don Herrmann
Paul Borham
Rev. Matt Mallek
William Peterson
Jeff Jagodinski
Ann Buck
David Medin
William Zimdars

Excused

Jim Clark
Carole Holmes

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lauri Rockman, Family and Employment Support Coordinator; Lucy Runnells, Business Manager; Jim Canales, Long Term Care Coordinator; Julie Hladky, Health Officer; Bill McCulley, Restorative Care Coordinator; Faye Tetzloff, Community Health Supervisor; Sue Rutta, Administrative Assistant; Susan Henry, Fiscal Supervisor; Stephen Tuszka, CSP/Elderly Services Supervisor; David Pagel, Family and Employment Support Supervisor; Rodger Ricketts, Mental Health Clinic Supervisor; Jim Riggerbach, Shared Services Supervisor; Suzanne Oehlke, WIC Director; Jerry Koeppel, Youth and Family Services Supervisor; Joann Stevens, CADAC; Paul Rice, CIC; Sue Chapman, Achievement Center; and Heather Clark, Stevens Point Journal.

Mr. Jakusz called the meeting to order at 4:00 p.m.

I. ACTION TO APPROVE MINUTES OF SEPTEMBER 22, 1998

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

II. REVIEW OF PROPOSED 1999 DEPARTMENT BUDGET

A. Budget Overview

Ms. Bablitch stated the budget met the 3% increase guidelines of the Finance Committee. Generally a 3% fee increase was also proposed. The Finance and Personnel Committees approved 3.25 FTE of new position requests. A 20 hour LTE position is included in the budget for clerical help during the optical imaging process. Ms. Bablitch stated the managers did a wonderful job developing the budget. There are few dramatic changes. The budget will be presented to the Finance Committee on October 6. Ms. Bablitch distributed a copy of the format that will be given to the Finance Committee.

Ms. Runnells reviewed the supplementary reports in the budget. Overall a 3% increase was done. There was \$73,000 of attrition budgeted for 1999. Ms. Runnells stated the contracted services expenses have increased dramatically over the last 10 years while the personnel and operating costs have remained steady. The same is true for the revenues. The program revenues have increased while the user fees, community aids, and tax levy have remained steady. A correction on page SUP-24 under the Family & Employment Support net exp/rev percent change should be +11.70% rather than -11.70%.

B. Review of Administration/Business Budget

Ms. Bablitch stated the position of the program planner and evaluator was reviewed. Julie Hladky originally was to be in this position until she accepted the Health Officer position. This position has been deleted from the table of organization. These duties will be contracted privately. Ms. Runnells stated the Business Management budget shows a 36.5% increase in expenses primarily for the computer equipment. In the Accounts Receivable budget a new line item of \$25,000 has been added to help alleviate the doubtful accounts write offs.

C. Review of Family and Employment Support Services

Ms. Rockman stated the Fraud budget has an increase in the revenues generated. The 1998 W2 budget was completed with very sketchy information from the state. Ms. Rockman stated they are still looking for a way to fund the reception position at Job Center. The current budget does not contain the position. The unused monies for W2 need to be returned. This is federal funding and as of now the state could keep the excess funds. This is not yet fully confirmed. The Commodities Program will be now be contracted by North Central CAP Services with St. Vincent De Paul.

D. Review of Long Term Care Budget

Mr. Canales stated there were many changes in his budgets. Mr. Canales announced the Department was selected to operate a CMO pilot. The Department will operate both the current programs and the CMO concurrently through December 1999. As of January 1, 2000 the CMO will be operated on its own. There are one and a half Gemini leased positions in the Coordinator budget for the operation of the CMO. The Adult Protective Services budget shows a decrease in revenues due to the Department no longer being able to charge for guardianship and protective placement services. The large increase

in the LTC Specialized Funds is due to increases in COP Waiver and CIP 1B. The decrease in the MA deficit reduction revenue for the In-Home Support Services budget is due to the state being about a year and a half behind in figuring the allocations. Mr. Canales distributed a memo to Board members outlining the cost of increasing the monthly rate of clients living in elderly CBRF's. Supposedly there are two CBRF's which will be opening in about six months.

E. Review of Restorative Care Budget

Mr. McCulley stated overall the Restorative Care budget increased 2.7%. There was the movement of Family and Employment Services to its own division and the additional of the Shared Services Division to this division. The majority of the budgets had no major changes to them. The Psychological Services budget shows a small increase in salaries due to not hiring the psychiatrist until June. The Jail Diversion line item will help fund a full time social worker. A nurse practitioner/psychiatrist is anticipated being contracted with for 1999 for 20 hours per week. The youth aids costs related to placements in the corrections system within the Children/Family Purchased Services budget has been moved to the high cost budget. Due to the infrequent use of receiving home beds at the Family Crisis Center we will only contract for one slot in 1999.

F. Review of Health Budget

Ms. Hladky stated there were no major changes for 1999. The Environmental Health budget reflects a reorganization in the lab which happened when the medical technician left. Also a Gemini leased employee in Environmental Health will become a permanent position. The Department has also become an agent for the Department of Agriculture. The increase in the fees for tattoo establishments was due to the state increasing the fees. The Farmers Market Nutrition Program is a new budget for 1999. Only received \$20,000 and will be looking for local grants to help provide additional education and outreach to clients. The School Health budget shows an increase due to two schools increasing their contracted hours with the Department. The revenues for Childhood Assessments have decreased due to the impact of managed care. Some services are not reimbursed by HMO's unless performed by their physician. The staff time from this area has been moved to the Prenatal Care Coordination budget to help with the heavy caseloads. The Community Health budget professional services line item will pay for the link with the regional computerized immunization records with Marshfield Clinic. We will no longer

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need to input immunizations into our county computer system. The MA Outreach Grant is a new budget. This will help to identify families eligible for Medical Assistance and assist them in the application process.

G. Review of High Cost Accounts

Mr. Canales reported the SMI Residential Services budget is anticipated to be about the same for 1999.

Mr. McCulley stated there was a slight increase in the Chemical Dependency Inpatient budget for detox. The Mental Health Inpatient budget needs to have corrections made on page HC-13. The rate for Mendota is \$568 per day and \$505 for Winnebago per day. The Children's Group/Residential Care budget now shows the youth aids funds for Lincoln Hills placements. The corrective sanctions line item will reflect funds reimbursed from the State for juveniles participating in this program. Also the corrections collections will now enable us to bill parents for juveniles placed at Lincoln Hills.

Ms. Rockman stated the General Assistance budget is a conservative estimate. The budget came in under budget for 1998.

H. Action to Adopt 1999 Fee Schedule

Ms. Buck moved to adopt the fee schedule with a second by Mr. Borham. Motion carried.

I. Action to Adopt 1999 Health and Human Services Department Budget and Forward to Finance Committee

Mr. Herrmann moved to adopt the budget as presented and forward to the Finance Committee. Rev. Mallek seconded the motion. Motion carried.

III. ACTION TO ADJOURN

A motion was made by Mr. Jagodinski and seconded by Mr. Herrmann to adjourn the meeting. Meeting adjourned at 6:00 p.m.

Respectfully submitted,

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD
OCTOBER 27, 1998**

Present

Walter Jakusz
Jim Clark
Don Herrmann
Carole Holmes
Paul Borham
Rev. Matt Mallek
William Peterson
Jeff Jagodinski
Ann Buck
David Medin
William Zimdars

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lauri Rockman, Family and Employment Support Coordinator; Julie Hladky, Health Officer; Bill McCulley, Restorative Care Coordinator; Susan Henry, Fiscal Supervisor; Stephen Tuszka, CSP/Elderly Services Supervisor; Patti Jauch, Accounts Receivable Supervisor; Mike Houlihan, Portage House Director; Jessica Wollock, CMO Project Manager; and Amy Bakken, Right From the Start.

Mr. Jakusz called the meeting to order at 4:31 p.m.

I. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of October 5, 1998

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

B. Correspondence

Ms. Bablitch stated page 5 and 6 of the packet is a sample of the marketing tool that will be mailed to all Portage County homes in early November. This will be paid for through grants from the state.

Ms. Bablitch distributed a copy of the TAP Project Evaluation to be completed by Board members. This evaluation is for the presentation of September 22, 1998.

C. Director's Report

Ms. Bablitch stated the consultant to look over the Business/Administrative Services will not be hired. Managers will be doing the analysis on their own. The Board will be kept informed of their progress. A suggestion was made to change the financial report to a quarterly report since this will give the Board better information on the Department's budget. The high cost report will also be given quarterly as well.

Ms. Bablitch reported the Patterson evaluation has been received. A presentation will be made of the results at forthcoming meeting.

Ms. Bablitch informed Board members a Child Abuse and Neglect Prevention Grant is available from the Division of Children and Family Services. Nine counties and two tribes are eligible for this grant. The grant is due on November 9. The grant is to offer services to families in danger of abuse and neglect situations as well as expanding the home visit program through the UW-Extension. More information will be presented at the next Board meeting.

D. Advisory Committee Report

Rev. Mallek reported the Advisory Committee met last Monday evening. There are 12 new members. Ms. Bablitch welcomed the members. The agency video was reviewed and informational packets were distributed. Helen Johnson was elected Vice President. An overview of projects were presented. The next meeting will be November 16 and two subcommittees will be formed to work on projects. A concern is the membership consists primarily of metropolitan members. Only one member is outside this area. Recruitment will be tried to find others outside the city who are interested. Rev. Mallek thanked Lauri Rockman and Julie Hladky for being the staff liaisons. A copy of the membership list was distributed.

E. Reports from Board Appointed Committees/Activities

Mr. Medin reported he and Mr. Jagodinski met with Ms. Bablitch, Ms. Rockman, and Mr. Pagel to look at ways to help families who are falling through the cracks. Bonnie Stroik of VOICE was also present. The first step is for families to give a profile to help determine how they can assist.

Mr. Jakusz reported the VISIONS award night was well attended. It was a very nice program. Ms. Bablitch stated Mr. Jakusz was presented with a leadership award at the program as well.

II. PROGRAM ISSUES

A. Action to Endorse Resolution Making Available Child Abuse and Neglect Prevention Funding

Ms. Bakken, Co-Chairperson, State Right From the Start Coalition, stated agencies have come together to get the message to Governor Thompson, Secretary Leean, and legislators to help prevent child abuse and neglect. The Truth in Sentencing Act allows 1% of the Department of Corrections funding the biennium to be used for child abuse and neglect prevention. A change to the resolution in the final paragraph to add the words "with new funding" should be made. The paragraph should read "FINALLY, BE IT RESOLVED that the Portage County Board of Supervisors notifies our Governor, Secretary of the Health and Family Services Department, and our legislators that the equivalent of at least 1% of the Department of Corrections budget be allowed with new funding to counties and tribes to be used for the primary prevention of child abuse and neglect programs." A motion was made by Mr. Clark and seconded by Mr. Zimdars to approve the resolution with the wording change. Motion carried with Mr. Medin voting nay.

B. Program Statistics Quarterly Report (July - September) and Waiting List Report

Mr. Tuszka reported the Division of Long Term Care statistics are similar to the last report. The lack of Medical Assistance Personal Care services is still a major concern. If the Department provides MAPC services and bills under Medical Assistance the result would be \$11 returned even though the cost of this service is higher. The waiting list is still about the same. There are now 10 additional people on the COP waiting list.

Ms. Hladky stated the Division of Health statistics are normal for the third quarter. The reason for the large amount of immunizations in the last quarter was due to the second dose of Hepatitis B immunizations given in the school system. The large amount of screenings is due to the vision and hearing screenings done during the first part of the school year. The fluoride program increased due to the person having more time to contact families and get the refills the families forgot to do. The increase in Lyme's Disease is believed to be directly related with the warm weather experienced this year in the spring

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and fall. The reorganization in the Environmental Health/Lab section has served to increase the number of contacts made by the Department with various water systems.

Mr. McCulley reported the Division of Restorative Care statistics generally go down in the summer months. The interview process for a psychologist is winding down and the position should be filled shortly. The Breaking Barriers program was conducted with five juveniles completing the program. The Badger Challenge program was also conducted with very positive response. The Children Come First Program is now taking referrals. Currently there are 8 juveniles placed at Lincoln Hills. There are two individuals at Winnebago and one may leave in November. The low number of foster homes is a concern. Recruitment efforts are being worked on.

Ms. Rockman stated the Family and Employment Support Division statistics show an increase in W2 referrals. These referrals are primarily for job access loans. The Food Stamp participation goes down every month. The reason seems to be clients' ineligibility for the program rather than no one applying. Referrals to Bootstrap in comparison continue to increase. A major concern is the lack of child day care available. There has been a 50% decline in day care providers for a variety of reasons.

Ms. Jauch reported revenue charges have increased as well as cash receipts. The managed care position has helped immensely in getting approval for visits and having the HMO's pay more as well.

III. FISCAL ISSUES

A. Review of High Cost/Fluctuating Accounts

Mr. McCulley stated there are 7 people in long term inpatient. The medical detox account is still under budget.

Mr. Tuszka reported there were no major changes to the Community Based Care account. A couple of individuals may need placement in the future.

Ms. Rockman stated no major changes occurred in General Assistance. The account is still under budget.

Mr. McCulley reported Out of Home Placements are still low in the group and residential care. Lincoln Hills placements are still high. Ms. Bablitch reported

an informational update will be done in November or December regarding Lincoln Hills. This will be done by staff from Lincoln Hills.

B. Action to Approve Vouchers

Ms. Henry reported the vouchers are for five weeks. Regular accounts totaled \$669,765.44, high cost totaled \$29,013.67, and Portage House totaled \$3,230.73. There were no unusual expenses. Motion by Mr. Borham and second by Ms. Buck to approve the vouchers. Motion carried.

IV PERSONNEL ISSUES

A. Action to Authorize Salary Increase for Portage House Employee

Mr. Houlihan reported this was approved by the Personnel Committee and the Union has no objections. The cost for the increase will be absorbed by the budget. Mr. Zimdars moved to approve the request with Rev. Mallek seconding the motion. Motion carried.

B. Review of Reorganization Necessitated by CMO Family Care Demonstration Project

Ms. Bablitch stated the CMO project will affect the job description of Lucy Runnells, Jim Canales, and Susan Henry giving these positions increased responsibility and authority. It will also necessitate the hiring of new staff. The nurse case manager and social worker case manager positions will be hired through the union since the job duties are similar to existing positions with the Department. The project director, claims processor, and contract specialist will be contracted positions with Gemini. Ms. Bablitch stated reorganization will be necessary to complete this project. Funding for the new positions and reclasses will be paid through the grant for 15 months. The job descriptions could be reviewed after 15 months to see if any changes warrant another review.

C. Action to Authorize New Positions and Reorganization and Refer to Personnel Committee

A motion was made by Mr. Zimdars and second by Mr. Jagodinski to approve the two new county positions, three leased positions, and three job descriptions for the reorganization and forward to Personnel Committee. Motion carried.

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V. ADJOURNMENT

The meeting adjourned at 6:10 p.m. on a motion from Mr. Peterson and second from Mr. Jagodinski. The next meeting is scheduled for November 10.

Respectfully submitted,

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD
NOVEMBER 10, 1998**

Present

Walter Jakusz
Jim Clark
Don Herrmann
Carole Holmes
Rev. Matt Mallek
William Peterson
Jeff Jagodinski
David Medin
William Zimdars

Excused

Paul Borham
Ann Buck

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

Mr. Jakusz called the meeting to order at 5:04 p.m.

I. INFORMATIONAL UPDATE

An informational update was given to Board members by the Long Term Care and Health Divisions.

II MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of October 27, 1998

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

B. Correspondence

Ms. Bablitch distributed copies of the Ken Patterson consultation report. Mr. Medin commended Ms. Bablitch on the amount of internal auditing being done. He stated this helps the Department to improve.

C. Director's Report

Ms. Bablitch stated the meeting for November 24 has been canceled.

Ms. Bablitch informed Board members the county is considering contracting out the ambulance billing service the Department does. Discussion occurred regarding the feasibility of having another agency doing this billing.

D. Reports from Board Appointed Committees/Activities

Mr. Jagodinski distributed copies of the VOICE newsletter to all Board members. He also informed the Board that Bonnie Stroik, Program Coordinator, will be leaving her position.

Mr. Clark stated Space and Properties will be meeting in the Gilfry Building on November 16. They will go through the building and look at what is needed and what has been completed. Ms. Bablitch stated she is very pleased with the amount of work Dennis Kolodziej has completed thus far.

Ms. Holmes questioned the work being done outside the building. Ms. Bablitch stated this is storm sewer and sidewalk being put in. The work was supposed to have been completed prior to winter but now looks like it will be next year before it is done.

Mr. Peterson brought a copy of the article regarding the bovine TB infecting the deer population he talked about at the last meeting. The copy was given to Ms. Hladky.

Mr. Jakusz reported the day care served 216 children which is down from 264 last month. The use of the day care increases on Tuesday evenings.

III. PROGRAM ISSUES

A. Update on Long Term Care Redesign Project - Family Care

Mr. Canales informed Board members that on a monthly basis a question and answer document will be submitted to keep members abreast of the Long Term Care Redesign process. The information will be sent to all departments having any connection to the redesign project, i.e., Department on Aging, Health Care Center, etc. Mr. Jagodinski also stated the information should be sent to all County Board members as well. Mr. Canales stated a meeting was held in Madison for a week and another is scheduled for next week. A work plan will be provided at the next meeting outlining the process steps. Ms. Bablitch stated the Finance Committee accepted the proposal last night regarding the changes to the budget since the project was awarded to us after our budget

was accepted. The third phase is scheduled for January 1, 2000. This will be the start of open enrollment into the plan. Discussion occurred regarding what the long term care redesign process will include. Discussion also included how to determine rates for people participating in the process. The meetings being held with the state will result in a procedural book being developed which will help assist all the counties with redesign. It will also assist those counties participating in the pilot project.

IV. FISCAL ISSUES

A. Action to Authorize Grant Application for Child Abuse and Neglect Prevention Programming

Ms. Bablitch stated the grant, which she mentioned in the Director's Report at the last meeting, was submitted on Monday. The grant will enable the Right From the Start effort to fund for an additional 3/4 time outreach worker to assist families where the potential for child abuse exists. It will also fund another position to work with the home visitor program through the UW Extension. The third portion of the grant will provide funds to assist families with minor emergency matters such as minor car repairs, installation of a telephone, etc. The grant is to be awarded to the nine selected counties and two tribes by December 18. A motion was made by Mr. Clark and seconded by Mr. Jagodinski to approve the grant application.

B. 1998 Year to Date Budget Projection

Ms. Runnells reported the high cost accounts show no difference from last month. A close eye will be kept on the inpatient costs since these are slightly over budget. The regular accounts also show very little change. The surplus is a little higher due to a refund received in the 1997 Federal/County Addendum audit. Additionally, the Department of Workforce Development is in the process of revising funding for W2. The Community Reinvestment report is in the process of being written. This will allow us to capture additional revenue (45% of unspent W2 funds) for individuals falling into the 200% below poverty level category. It is unclear at this time how these changes will affect our revenue but there will not be a deficit in this program.

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C. Action to Approve Vouchers

Ms. Runnells reported the vouchers are for two weeks. Regular accounts totaled \$228,444.27, high cost totaled \$6,998.30, and Portage House totaled \$862.21. There were no unusual expenses. Motion by Mr. Herrmann and second by Rev. Mallek to approve the vouchers. Motion carried.

V. ADJOURNMENT

The meeting adjourned at 5.47 p.m. on a motion from Mr. Peterson and second from Mr. Zimdars. The next meeting is scheduled for December 8.

Respectfully submitted,

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD
DECEMBER 8, 1998**

Present

Walter Jakusz
Jim Clark
Paul Borham
Ann Buck
Carole Holmes
Jeff Jagodinski
David Medin
William Zimdars

Excused

Don Herrmann
Rev. Matt Mallek
William Peterson

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jim Canales, Long Term Care Coordinator; Lucy Runnells, Business Manager; Lauri Rockman, Family and Employment Services Coordinator; Terri Timmers, Northern Regional Office.

Mr. Jakusz called the meeting to order at 5:07 p.m.

I. INFORMATIONAL UPDATE

An informational update was given to Board members by the Long Term Care and Health Divisions.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of November 10, 1998

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

B. Correspondence

Ms. Bablitch stated the Editorial article included in the Board packet was very nice and was pleased with the article. Copies were also distributed to all staff.

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C. Director's Report

Ms. Bablitch stated there have been two break-ins to the building. One was last weekend and the other was in the previous week. The police suspect it is young adolescents. Dennis Kolodziej has found some of the dead bolts are faulty and will be replaced. Discussion occurred regarding installing a security alarm but it was felt with the amount of staff here after hours this could cause a problem. A security camera by the doors was also discussed.

Ms. Bablitch informed Board members a strategic planning meeting is set for Friday, December 11 from 11:00 a.m. to 1:00 p.m. This meeting will be used to talk about developing a plan to do the strategic plan. Dan Naylor, White Pines Consulting Firm, as well as central management staff, line staff, and Wally Jakusz will be in attendance. Any other Board members interested may also attend. Discussion occurred regarding what this meeting will entail. Ms. Buck commented she felt a copy of the Patterson Report should be sent to Cindy Zanow.

D. Advisory Committee Report

Ms. Rockman stated the Committee held its second meeting. Two groups were developed - the Mental Health Community Assessment and Program Evaluation. These subcommittees will begin to work on these two activities. So far attendance has been good.

E. Reports from Board Appointed Committees/Activities

Mr. Buck stated on November 10 she attended the Advisory Committee for the Bureau on Aging. She has been elected the chair of this committee for one year. An update on the redesign project was given. It was reported some counties are not happy with the redesign project.

Ms. Buck also stated the Wisconsin Coalition on Aging will be building a new office in Madison in the spring. About half of the space will house non-profit organizations just starting out.

Ms. Holmes stated she belongs to the Portage County Business Council. Recently John Jury of the UWSP spoke and talked about the needs of young people in Portage County. Ms. Holmes feels John Jury would be a great asset to talk to the Board and perhaps serve on the Advisory Committee.

Mr. Jakusz reported the day care center had 229 kids last month. Last week alone, 79 kids utilized the service. Mr. Jakusz felt this was a very good investment by the Department.

III. PROGRAM ISSUES

A. Update - State Review of Local Public Health Activities

Terri Timmers from the Northern Regional Office distributed copies of Review of Required Local Public Health Authorities. These are the new revised public health statutes and administrative rules which were changed in August. This gives more power to the Health Officer and the Board. Every health department must deliver services to people. The statutes are very specific regarding these services. A review of all the health departments in the region will be done in the next six months. The handout will be used to determine what level the health department is at. There are three levels: 1 - Basic, 2 - Intermediate, and 3 - Full Service. Funds are not yet tied into the levels. Ms. Timmers stated she will be in touch in the next month or so to ask for participation in the review. Ms. Timmers also stated there is a proposal by John Chapin to change to block funding for all the health grants. The process would still be a competitive process but the funding would not need to be tracked as closely as it is now. Mr. Chapin will be here on Thursday to meet with staff.

B. Update - Family Care - Long Term Care Redesign

Mr. Canales stated the first Question and Answer Document was included in the packet. A copy will be sent every month with different questions and answers. This will be sent to all County Board Supervisors, Advisory Committee members, Board members, COP Committee members, provider agencies, and other interested people. Mr. Jakusz and Mr. Jagodinski both stated they found the document informative. The work plan gives an idea of the goals to be achieved. Currently the planning and training taking place is learning how to set the work plan guidelines and procedures as well as outlining the requirements and setting up data systems. A meeting will be held on Monday to review the information system data. Mr. Canales stated he is working with Ms. Runnells on enrollment projections and analyzing the fiscal capacity to provide services. Community forums will be put together to discuss how to deliver services, provide quality assurance, and explain the self directed care component. Enrollment into the program will take place by the summer of 1999 or later.

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C. Update - W2 Reinvestment Funds

Ms. Rockman stated the W2 contract profit dollars included Community Reinvestment funds. A short time was given to develop and submit the plan. A revised "draft" of the plan was distributed. Karl Pnazek, Jim Hamilton, and Brian Doudna helped to develop the plan. Ms. Rockman stated they were told verbally by the state that most of our plan would probably be approved. Apparently, part of the funds will be received soon and the rest of the funds hopefully by the end of the contract period. It is unlikely this amount of money will be available in the future. The funds need to be used to provide more opportunities for families to stabilize employment. Services to be provided include car repair, education, counseling, case management, and Family Resource Center expansion. We should be told by the end of December the amount of funds we will receive.

IV. FISCAL ISSUES

A. Action to Authorize Letter to WCA on Community Aids Funding Reduction

Ms. Bablitch stated a memo was received from the Wisconsin Counties Association requesting Boards to write to the Governor and Senate and Assembly Representatives requesting them to fund the loss in Community Aids. A letter has been written for Wally and Chairman Hintz to sign. Ms. Buck approved the letter with Ms. Holmes seconding the motion. Motion carried.

B. Action to Approve Vouchers

Ms. Runnells reported the vouchers are for four weeks. Regular accounts totaled \$400,707.04, high cost totaled \$27,786.67, and Portage House totaled \$2,920.46. There were no unusual expenses. Motion by Mr. Borham and second by Ms. Buck to approve the vouchers. Motion carried.

V. PERSONNEL ISSUES

A. Action to Authorize Limited Term Employee

Ms. Bablitch stated the LTE request is for the MA Outreach Grant. This grant was received in the summer of 1998 and covers July 1, 1998 to September 30, 1999. The LTE hours will be added to an existing staff person. Applications are down for people who may be eligible for MA funding. This grant will be used to assist people to apply for MA funding. Currently, these

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funds are not being utilized and the LTE position will utilize these funds. A motion was made by Mr. Clark and seconded by Mr. Borham to approve the request. Motion carried.

VI. ADJOURNMENT

The meeting adjourned at 5:50 p.m. on a motion from Mr. Jagodinski and second from Ms. Holmes. The next meeting is scheduled for January 12, 1999.

Respectfully submitted,

Dawn Grasamkee
Recording Secretary

0599P