

**MINUTES
HEALTH AND HUMAN SERVICES BOARD
JANUARY 12, 1999**

Present

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

Excused

Jim Clark

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; Julie Hladky, Health Officer; Bill McCulley, Restorative Care Coordinator; Jim Riggerbach, Shared Services Supervisor; Steve Tuszka, CSP/Elderly Services Supervisor; Heather Clark, Stevens Point Journal.

Mr. Jakusz called the meeting to order at 5:06 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 December 8, 1998

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

B. Correspondence

There was no correspondence.

C. Director's Report

Ms. Bablitch reported the staff is busy working on the strategic planning for the Department. They are also moving forward with the outcome based evaluations and a progress report will be given in a few months.

The Patterson Report recommendations are being reviewed. Regular meetings will be scheduled to work on ways to improve services. Report will be brought to the Board in the new few months.

The next meeting on January 26 is a joint meeting of the Board and the Advisory Committee.

D. Reports from Board Appointed Committees/Activities

Mr. Jakusz stated a meeting was held regarding the strategic planning. The next dates will be February 18 and 19. The whole day will be utilized on the 18th and just the morning on the 19th. Board members are invited to attend the meeting.

Mr. Herrmann reported the Task Force on Foster Parents will continue with efforts soon. Public Service Announcements will be on the air soon. A speaker's bureau is continuing to be set up. Current foster parents will set up an Association. This will be an informal get together for foster parents to get to know each other, and share ideas and experiences.

III. PROGRAM ISSUES

A. Update - Strategic Planning Process

The strategic planning retreat is scheduled for February 18 and 19 at the Lion's Camp in Rosholt. Managers, line staff, and Board and Advisory Committee members are invited to attend.

B. Update - Long Term Care Redesign

Mr. Canales distributed copies of a letter to Governor Thompson from Secretary Leean as well as copies of a newspaper article in the Milwaukee Journal Sentinel regarding long term care. Family Care has been pulled from the state's next biennial budget. There is much dissension in Family Care from various advocates. Full state implementation will not be done at this time. It will be piloted in four additional counties as well. One of the four counties will also be

including acute health care as well. A meeting is scheduled for January 13 in Madison for the pilot counties. A proposal was put together by the Advocates for Developmental Disabilities as well as the Wisconsin Counties Association which they wanted to present to the Governor. Various discussion occurred regarding the possible future of Family Care. Mr. Canales stated the next Question and Answer document will be distributed at the next meeting. Mr. Jagodinski commented this document has received good approval ratings.

C. Action to Endorse Resolution to Expand Mental Health and Substance Abuse Outpatient Services Through Reimbursement of Medicaid Funding

Mr. McCulley stated a major program change has occurred under Wisconsin Act 27. Outpatient services can now be provided in the community rather than just through certified mental health or substance abuse outpatient clinics. No additional funds will be needed to utilize these services. The resolution will allow reimbursement from Medicaid for these services. A motion was made by Mr. Zimdars and seconded by Ms. Buck to approve the resolution. Motion carried.

D. Action to Authorize Appeal Process for Substantiated Child Maltreatment Findings

Mr. Rigenbach stated with the caregiver background check law in place, Protective Services files are also checked for substantiated abuse allegations. If a substantiated case is found this can cause an individual to be denied licensing or certification for day care, foster care, hospital employment, etc. An appeals process has been developed to have a substantiated charge of abuse reviewed. Chapter 68 outlines the process and rationale for such a process. A contract with Katherine McKinley from UWSP will be done for her to review the appeals. Training on the law as well as training with Corporation Counsel will be done on how to conduct an appeal. Discussion occurred regarding the process. A motion was made by Mr. Medin and seconded by Ms. Holmes to approve the appeal process. Motion carried.

IV. FISCAL ISSUES

A. Year End (1998) High Cost Report

Ms. Bablitch reminded Board members the High Cost report will now be done quarterly. Mr. McCulley reported there are currently 7 individuals in Winnebago. Currently a question regarding the placement of a 21 year old woman is being discussed. It is very possible this will change the budget for inpatient. MA

covers the cost of care for a person through their 21st birthday. The amount of savings generated would be about \$403,580 once this is resolved. The Medical Detox/Inpatient is well within budget guidelines. Mr. Canales reported the Community Based Care is about \$35,000 over budget. Ms. Rockman reported General Assistance is under budget. Medical costs are the largest fluctuation in this budget and changes from year to year. Mr. McCulley reported Group Care and Child Caring Institutions are well within the budget. Corrections continues to be over budget with 8 individuals currently in Lincoln Hills.

B. Year End Budget Status

Ms. Runnells reported there is still another month to pay bills. On March 25 the state report needs to be completed. It is estimated about \$133,000 of the reserve will need to be utilized for the High Cost Accounts. If the issue Mr. McCulley discussed is resolved, only about \$20,000 of the reserve will need to be used. This will be the first year the reserve will need to be utilized. The regular accounts are projected to come in with a \$62,000 surplus. This breaks down to Administration/Business having a \$14,500 surplus. The Health Division will have about \$16,651 surplus primarily due to the supervisor position being vacant. Long Term Care is looking at about \$142,000 surplus. This is due to moving people from other programs to Medical Assistance Waiver and being able to capture additional revenues. Restorative Care is projected to have a deficit of about \$98,000. Revenue shortfalls in Psychological Services, Foster Care, and Case Management make up most of this deficit. Family and Employment Services is projected to have a deficit of about \$13,000. This is due to the Income Maintenance allocation and not having accurate figures originally.

Another issue concerning the budget is due to the Right of First Selection for the W2 program. The costs paid out for benefits must be a 4:1 ratio. In order to meet this guideline, funding must be shifted. This may entail a deficit of about \$85,000 in order to meet the 4:1 ratio. The Right of First Selection gives current providers of W2 the right to contract for the next year of providing the W2 program. Discussion occurred regarding this problem. Ms. Runnells commented that it seems those counties who were aggressive in getting individuals off the welfare rolls are now being penalized for doing what the state requested. If the agency does not meet the Right of First Selection criteria it is possible the W2 contract will not be granted to the agency. It will be bid out for the area and if some other agency or company meets the bidding process it can be awarded to them. The Board directed take this information to the Finance Committee on the 18th. Both alternatives will be presented to the Finance

Committee. Ms. Bablitch stated an update will be given at the January 26 meeting regarding the Finance Committee's recommendations.

C. Action to Approve Vouchers

Ms. Runnells reported the vouchers are for four weeks and cover both 1998 and 1999. For 1998, the Regular accounts total \$616,027.42, High Cost totals \$36,116.39, and Portage House totaled \$3,124.40. There were no unusual expenses. For 1999, the Regular accounts totaled \$83,529.38, High Cost had no expenses, and Portage House totaled \$119.00. There were no unusual expenses. Motion by Mr. Borham and second by Ms. Buck to approve the vouchers. Motion carried.

D. Action to Accept Grant for Child Abuse and Neglect Prevention

Ms. Bablitch stated the agency received a grant from the State Division of Public Health for the Wisconsin Child Abuse and Neglect Prevention Program. The Finance Committee has also been informed of this grant. As the grant is over \$50,000 the full County Board will have to approve its receipt. A motion was made by Mr. Jagodinski and seconded by Mr. Borham to accept this grant. Motion carried.

V. PERSONNEL ISSUES

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

Mr. Riggerbach stated the position would be a 20 hour per week LTE position scheduled from March 1 to December 31, 1999. The grant will cover the funds for this position. Due to the number of hours it will also be forwarded to the Personnel Committee for approval. Ms. Holmes moved to approve the position and Mr. Borham seconded the motion. Motion carried.

VI. ADJOURNMENT

The meeting adjourned at 6:17 p.m. on a motion from Ms. Holmes and second from Mr. Borham. The next meeting is scheduled for January 26, 1999.

Respectfully submitted,

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
JOINT MEETING OF
HEALTH AND HUMAN SERVICES BOARD
AND
HEALTH AND HUMAN SERVICES ADVISORY COMMITTEE**

JANUARY 26, 1999

Present

Walter Jakusz
Jim Clark
Don Herrmann
Rev. Matt Mallek
Paul Borham
William Peterson
Ann Buck
Carole Holmes
Jeff Jagodinski
David Medin
William Zimdars
Mary Croft
Bruce Froehlke
Clarence Milfred
April Seitz
Tammy Waubanasum
Lee Wendt

Absent

James Bowles
Anne Giblin
Helen Johnson
Cheryl Klawikowski
Kristin Kleckner
Marna Madden
Tammy Nowack
Karen Trzebiatowski
David Varney
Becci Wiegand

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; Julie Hladky, Health Officer; Bill McCulley, Restorative Care Coordinator; Faye Tetzloff, Community Health Supervisor.

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

I. MINUTES, GENERAL REPORTS, COMMENTS

A. Introduction of Members

Members of the Health and Human Services Board and the Advisory Committee introduced themselves.

B. Approval of Health and Human Services Board Minutes of January 12, 1999

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

C. Approval of Advisory Committee Minutes of November 16, 1998

A motion was made by Ms. Wendt and seconded by Ms. Croft to approve the minutes. Motion carried.

D. Correspondence

Mr. Jakusz read a letter he received from Governor Thompson regarding the decrease in Community Aids. This letter was in response to the letter sent by Mr. Jakusz and Clem Hintz regarding the effect the decrease in Community Aids will have on the budget for 1999 which was already developed and approved.

E. Director's Report

Ms. Bablitch passed around a copy of the article in the Stevens Point Journal regarding foster family recruitment.

Ms. Bablitch informed Advisory Committee members of the strategic planning retreat scheduled for February 18 and 19. Members were invited to attend.

Ms. Bablitch reported she, Ms. Runnells, and Ms. Rockman attended the Finance Committee last evening to report on the effect to the budget to meet the Right of First Selection to manage the W2 contract. Ms. Bablitch stated the Finance Committee was very receptive and concerned as well as supportive and thoughtful. In the end, the Finance Committee felt it was best not to amend the budget to have a deficit in order to meet the Right of First Selection and felt the County should have no problem competing for the W2 contract. Ms. Runnells informed the Board and Advisory Committee the state is changing some of the rules again and information should be received shortly.

F. Reports from Board Appointed Committees/Activities

Mr. Jakusz stated the day care had 203 children in December. From May 11 through the end of the year there were 1,925 children served.

II. PROGRAM ISSUES

A. 1998 Fourth Quarter Program Statistics

Coordinators reported on their fourth quarter program statistics.

Mr. Canales stated the Long Term Care Division statistical report is very straight forward. The Family Care Initiative is the primary activity being worked on.

Ms. Hladky stated the Division of Health statistics have a tendency to fluctuate which is quite normal due to the start of the school year and immunizations are given for flu and pneumonia clinics during this quarter.

Mr. McCulley informed the Restorative Care Division statistics continue to be about the same with slight increases and decreases.

Ms. Rockman reported on the Family and Employment Support Division. She stated the figures for the fourth quarter follow the same trend as in past years. Ms. Rockman reported the re-investment plan submitted was approved yesterday and a memo was received from the state confirming this.

Ms. Runnells reported the Business Services Division statistics primarily concern the accounts receivable portion of the division. Individuals are billed according to their ability to pay and no one is refused services due to not being able to pay for the service. Ms. Bablitch stated the agency's official hours will change from 7:30 a.m. to 8:00 a.m. A re-organization was done within the Division to help provide more time for the Accounts Receivable staff.

B. Advisory Committee Projects

Rev. Mallek stated the Advisory Committee is active once again. Julie Hladky and Lauri Rockman are the staff liaisons. The vice-chairperson is Helen Johnson. The committee is working on two projects: Community Mental Health Assessment project and Agency Program Evaluation project. The chair for the Mental Health Community Assessment sub-committee is Bruce Froehlke and Lee Wendt is the chair for the Program Evaluation sub-committee. Mr. Froehlke reported the sub-committee has defined the purpose, goals, and objectives of the project. A tentative timetable has also been established. Ms. Wendt reported the sub-committee is still in the definition stage. She reported the sub-committee feels it would be best to focus on two programs and do an in depth study on just those rather than trying to study all the programs in the agency.

C. Update - Family Care (Long Term Care Redesign)

Mr. Canales reported the second Question and Answer document on Family Care was included in the packet. Since the last report there have been a lot of changes. Secretary Leean's decision to remove full Family Care implementation from the state budget will not change what we will be doing, but will only make it more important since other Family Care stakeholders will be watching us as well.

D. Update - Community Health Assessment

Ms. Hladky reported the Community Health Assessment process was started in February. Ms. Holmes and Mr. Herrmann also are working with the team on this process. The project will look at data of the health of the county, develop goals, and compare it with the rest of the state.

E. Action to Appoint Representatives to WALHDAB and Health Department Review

Ms. Hladky reported the first representative(s) will be needed to participate in the review of the department's public health functions. The review will be done on May 17, 1999 from 10:30 a.m. to 4:00 p.m. Ms. Buck volunteered to attend this review. Mr. Jagodinski also stated he would be interested in attending as well depending on his schedule.

The second request is for a representative to attend WALHDAB (Wisconsin Association of Local Health Departments and Boards) meetings in Minocqua. Since there is no term of office a Board member could commit for whatever length of time they are comfortable with. Mr. Herrmann stated this could be possible for him. Ms. Hladky informed members to contact her if they are interested.

III. FISCAL ISSUES

A. Action to Approve Vouchers

Ms. Runnells reported the vouchers are for two weeks and cover both 1998 and 1999. For 1998, the Regular accounts total \$273,502.75, High Cost totals \$6,498.23, and Portage House totaled \$318.98. There were no unusual expenses. For 1999, the Regular accounts totaled \$14,307.25, High Cost totals \$2,409.57, and Portage House totaled \$380.05. There were no unusual expenses. Motion by Mr. Zimdars and second by Rev. Mallek to approve the vouchers. Motion carried.

VI. PERSONNEL ISSUES

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

Ms. Tetzloff stated this request is for two positions. One position totals 80 hours and is for an RN over the summer months to work on assisting area day cares in assuring all children are up to date with their immunizations. The position will be funded through the MA Outreach Grant.

The second position is for a Community Health Assistance for 8 hours per week for the remaining 48 weeks of the year. This position will assess the immunization records of children and contact parents of those children who are behind in their immunizations. This position will be funded through the VIP Grant. A motion was made by Mr. Clark and seconded by Ms. Holmes to approve the position requests. Motion carried.

V. ADJOURNMENT

The meeting adjourned at 6:00 p.m. on a motion from Mr. Jagodinski and second from Ms. Croft. The next meeting is scheduled for February 9, 1999.

Respectfully submitted,

Dawn Grasamkee
Recording Secretary

0599P

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

Present

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

Excused

Ann Buck

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Julie Hladky, Health Officer; Bill McCulley, Restorative Care Coordinator; Susan Rutta, Administrative Services Supervisor; Mike Kemmeter, WIZD Radio; Heather Clark, Stevens Point Journal.

I. INFORMATIONAL UPDATE

Informational updates were provided by Long Term Care and the Health Division.

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

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of January 26, 1999

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

B. Correspondence

There was no correspondence.

C. Director's Report

Ms. Bablitch distributed a memo to Board members regarding the Strategic Planning Meeting. Ms. Bablitch requested Board members to fill out the questionnaire contained on page 2 of the memo and return to her as soon as possible.

Ms. Bablitch stated the March 23, 1999 Board meeting will meet first from 4:00 to 5:00 p.m. with the Department on Aging, Health Care Center, and Long Term

Care Planning Program Committee to discuss chronic care issues. A network will be developed for these services and support. The regular meeting will then begin at 5:00 p.m.

D. Reports from Board Appointed Committees/Activities

Mr. Jakusz informed Board members he received a letter from Rep. Julie Lassa concerning the child abuse and neglect resolution the Board passed. Ms. Lassa's letter was very supportive but felt the funding issue could not be changed.

III. PROGRAM ISSUES

A. Action to Endorse Resolution to Sanction for Violation of Order: Truancy or Habitual Truancy

Mr. McCulley stated they have met with the school districts, District Attorney's Office, and others to discuss the truancy law contained in Chapter 118. Mr. McCulley distributed an addition that will be made to the truancy ordinance. The definition of truancy was changed to reflect being absent from school without an acceptable excuse for part or all of one day during a semester. Habitual truancy was defined as missing part or all of five days of school during a semester. Drop outs are also addressed in this ordinance. The procedure is normally to meet with the parents to try alternative ways to keep the child in school. If the problem still persists then the matter is handled through the District Attorney's Office and the judges. The ordinance applies to children under 18 years of age. A lengthy discussion occurred regarding how the ordinance would be enforced, sanctioning, etc. Ms. Bablitch stated the resolution, if passed, would pass the ordinance to the Legislative Committee for review and revision. Any changes made to the ordinance would be brought back to this committee for review. A motion was made by Mr. Peterson and seconded by Rev. Mallek to approve the ordinance and forward to the Legislative Committee.

Mr. McCulley stated a resolution allowing social workers to place a juvenile found to be truant in a secure detention facility. If the truancy ordinance is approved, then the resolution is needed to allow these placements to occur. Mr. Clark moved to approve the resolution and Mr. Herrmann seconded the motion. Motion carried.

B. Action to Endorse Resolution on Short Term Detention of Juveniles in Need of Protection or Services and Short Term Detention of Juveniles Adjudicated Delinquent

Mr. McCulley stated this resolution would be utilized when a juvenile violates a court order. The resolution would allow social workers to place juveniles, for not more than 72 hours, in a secure or non-secure detention center. This would allow the worker time to gather additional information to take to the courts. Currently, the worker must go to court to amend the placement of a juvenile. This can be lengthy and the juvenile does not experience any immediate consequences as a result of his/her actions. The law mandates any juvenile placed in secure detention must be heard by the court within 24 hours of the placement. A motion was made by Mr. Zimdars and seconded by Ms. Holmes to approve the resolution. Motion carried.

C. Report on County Emergency Intervention Program Initiative

Mr. McCulley reported joint meetings have been held to discuss initiation of a crisis intervention process between four counties – Waupaca, Marquette, Waushara, and Portage. The collaborative effort would improve response time, reduce inpatient costs, and make stays more of a short term nature. Mr. Herrmann questioned why working with these more rural counties rather than Wood or Marathon Counties. Mr. McCulley reported Waupaca County has more inpatient placements than Portage County, Marathon County already has a process in place, and Wood County chose not to be a part of this collaborative effort. More information will be given as the process grows near to completion.

D. Action to Endorse Resolution Regarding Tobacco Settlement

Ms. Hladky reported the Center for Disease Control recommended part of the lawsuit settlement and invest the dollars in prevention of tobacco use. Ads against tobacco use are one way the dollars will be utilized. Mr. Herrmann stated the last whereas, in his opinion, needed to be worded stronger. The wording suggested is to remove “an important” and change to “the single most important.” Mr. Herrmann also felt a reference to prosecution is also needed. A motion was made by Rev. Mallek and seconded by Ms. Holmes to approve the resolution with the requested changes. Motion carried with Mr. Jagodinski voting nay due to feeling this is personal choice.

Page 5

HHSB Meeting Minutes
January 9, 1999
Page 4

E. Update on Administration/Business Services Reorganization

Ms. Bablitch stated that a reorganization was studied particularly due to revenue inconsistencies and lack of adequate staff to work with Managed Care. All job duties were studied and various changes were made. The receptionists and switchboard operator supervision was moved from the Accounts Receivable Section to Administrative Support Section. This will allow more time to be freed up for the Accounts Receivable Supervisor and staff to work on these duties. Also, the starting hours of the agency have been changed from 7:30 a.m. to 8:00 p.m. This necessitates less need for back-up. Ms. Bablitch stated with the additional revenues from W2 and the CMO project they have been able to retain the contracted Managed Care position for the time being.

IV. FISCAL ISSUES

A. Action to Approve Vouchers

Mr. Jakusz reported the vouchers are for 1998 and 1999. Regular accounts totaled \$39,690.14, high cost totaled \$2,200.12, and Portage House totaled \$75 for 1998. Regular accounts totaled \$72,035.21, high cost totaled \$7,677.97, and Portage House totaled \$408.70. There were no unusual expenses. Motion by Mr. Medin and second by Rev. Mallek to approve the vouchers. Motion carried.

V. ADJOURNMENT

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

Respectfully submitted,

Dawn Grasamkee
Recording Secretary

0599P

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

AGENDA ITEM #1-A
March 23, 1999
Page 1

Present

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

Excused

Don Herrmann

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Julie Hladky, Health Officer; Bill McCulley, Restorative Care Coordinator; Lucy Runnells, Business Manager; Jim Canales, Long Term Care Coordinator; Lauri Rockman, Family & Employment Support Supervisor; Jessica Wollock, CMO Project Director; Lisa Nellessen-Lara, Stevens Point Journal.

I. INFORMATIONAL UPDATE

Informational updates were provided by Mike Houlihan of Portage House.

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

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of February 9, 1999

Ms. Holmes moved to approve the minutes. Seconded by Mr. Jagodinski.
Motion carried.

B. Correspondence

Ms. Bablitch stated a letter was received by Ms. Hladky concerning the Tobacco Settlement Summary.

Mr. Jakusz read a letter from Governor Thompson concerning the 1999 state budget.

C. Director's Report

Ms. Bablitch distributed copies of the 1999 Service Directory.

Ms. Bablitch reported the Strategic Planning Retreat was attended by Carole Holmes and Jim Clark of the Board as well as Jim Bowles and Tammy Nowack of the Advisory Committee. Various staff and managers attended as well. The information developed at this meeting will be refined and shared with the Board in April and May. Ms. Holmes stated this was time well spent. Ms. Bablitch stated comments made by Ms. Holmes and Mr. Clark were very supportive of the fine work done by the staff.

Ms. Bablitch updated the Board on the preliminary and vague information received by the Department of Workforce Development concerning our Right of First Selection for the W2 program. Unofficially it sounds as if the county has met the Right of First Selection criteria. Official notification will be made in a few weeks.

Ms. Bablitch stated the March 9 Board meeting may be canceled. As of this date there is very little for the agenda. The March 23 Board meeting will start with a combined meeting of the Board as well as Department on Aging, Health Care Center, and Long Term Care Planning Program Committee to discuss chronic care issues and an update on Family Care. The regular meeting will then begin at 5:00 p.m.

D. Reports from Board Appointed Committees/Activities

Ms. Buck reported on the Bureau of Aging Advisory Committee she attended. The coordinator for Family Care was in attendance at this meeting. Ms. Buck stated she was told by this person that Portage County should take a lot of credit for the Family Care program as the county has been the front runner in developing this project.

Mr. Jakusz reported there were 199 children utilizing the child day care center in January.

III. PROGRAM ISSUES

A. Family Care Update

Mr. Canales stated volume 3 of the QUESTION AND ANSWER document is in the packet. This document has a funding theme this time. As of this time the capitated rate is unknown as is the amount of funding the agency will be receiving. The rate and amount of funding should hopefully be revealed in May by the State. Currently Milwaukee and Fond du Lac Counties are ahead of the schedule for implementation, Richland County is behind schedule, and the rest of the pilot counties are on target. Both Milwaukee and Fond du Lac anticipate

starting in April without the capitated rate being known. Mr. Canales stated a number of community forums are forthcoming. The next QUESTION AND ANSWER document will be geared toward the community.

B. Public Health Contract Consolidation

Ms. Hladky stated the state would like to consolidate the public health contracts. Basically this will simplify the administration of the contracts and be less "nit picky" on the details of the spending. Ms. Hladky reviewed the four main changes indicated in her memo. The state would ask the counties to set outcomes to be achieved. They will then have to work to achieve those outcomes. If they do not, the state will place punitive damages on the county by removing some of the funding. As of this date there is no information as to how much counties will be receiving. The funding will be based on the geographical size and level of the Health Department for each county. The funds will come to Portage County and then the Health Department will be responsible for distributing the funds as needed.

C. Community Reinvestment Program

Ms. Rockman stated the Community Reinvestment funds are funds available as part of the profit dollars for W2 counties. Our proposal was accepted in its entirety by the State. The funds total about \$800,000. These funds will be available through the end of the year 2000. Another request can be made at the end of 1999 for additional funding. Meetings will be scheduled with various community agencies to look at how best the funding can be utilized.

D. Medical Assistance Outreach Program

Ms. Hladky stated many families are not accessing services such as Medical Assistance since they are not on W2. Ms. Rockman stated many of these families don't realize they are eligible for other services even if they are not eligible for W2. This program will allow individuals to be outreached and informed of their eligibility through having staff at Health Clinics, clergy, school personnel, and others assisting them. The evaluation can be started at these sites instead of the individual needing to see a second person. Ms. Rockman stated the goal is to get people to access services they are eligible for. The program would entail the hiring of a contracted employee to do these services.

IV. PERSONNEL ISSUES

A. Action to Authorize Limited Term Employee

The position request is for a contracted employee rather than an LTE position. This allows for greater flexibility in programming. Funding is through the Family Preservation grant, MA Outreach funds, and Community Reinvestment funds. The hours would be up to 40 hours a week. Mr. Clark moved to approve the request with Mr. Jagodinski seconding the motion. Motion carried.

B. Review of Management Structure in Long Term Care Division

Mr. Canales distributed a memo outlining his intention to split the supervision of the Elderly Services unit from the Community Support Program following the retirement of Steve Tuszka. Mr. Canales would like to hire a full time supervisor for the Community Support Program. The supervisor would concentrate efforts on making the agency state certified for Community Support services. As for the supervision of the Elderly Services staff, Mr. Canales is proposing giving a current position a temporary assignment of part time supervision. This position would be in effect until approximately 1/1/2000. At that time the position would be evaluated. A motion was made by Mr. Clark and seconded by Ms. Holmes to approve the request. Motion carried.

V. FISCAL ISSUES

A. Action to Approve Vouchers

Ms. Runnells reported the vouchers are for 1998 and 1999. Regular accounts totaled \$6,954.04 and Portage House totaled \$43.65 for 1998. There were no high cost vouchers for 1998. There were no unusual expenses for 1998. Regular accounts totaled \$219,575.84, high cost totaled \$88,542.42, and Portage House totaled \$1,531.55. The \$91,405.31 inpatient voucher is for the fourth quarter of 1998. The bill came late and will be manually moved to 1998. Motion by Mr. Medin and second by Ms. Holmes to approve the vouchers. Motion carried.

V. ADJOURNMENT

A motion was made by Rev. Mallek and seconded by Ms. Holmes to adjourn the meeting. Meeting adjourned at 6:02 p.m.

Respectfully submitted,

MINUTES OF JOINT MEETING

AGENDA ITEM #II-A

April 13, 1999

Page 2

Health and Human Services Board
Commission on Aging Board
Health Care Center Committee
Long Term Care Planning Committee

Tuesday, March 23, 1999

Present:

Health and Human Services Board:

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

COP Committee:

Diane Zoromski
Myrna Horgan
Janet Zander

Commission on Aging Board:

Mary Croft
John Regnier
Melvin Steinke
Janet Zander

Others:

Judy Bablitch, Health and Human Services Director; Jim Canales, Long Term Care Coordinator; Dale Hagen, Health Care Center Director; Donna Warzinski, St. Michael's Hospital; Clem Hintz, Portage County Board Chair; Stephen Tuszka, CSP/Elderly Services Supervisor; Cate Gitter, Elderly Services Social Worker; Jessica Wollock, CMO Project Director; Rick Foss, Elderly Services Social Worker; Julie Hladky, Health Officer; Lucy Runnells, Business Manager; Dawn Grasamkee, Recording Secretary for Health and Human Services Board.

The joint meeting was called to order at 4:00 by Janet Zander.

Presentation: Chronic Care Network:

Ms. Warzinski stated the Chronic Care Network would provide the client a continuum of care over a long period of time, it will make sure the client receives the appropriate care when it is needed as well as the appropriate amount of care needed, a range of services will be available. The Chronic Care Network is multi-dimensional. The current health care system has gaps and is fragmented. In many cases, a client is required to complete total assessments for every agency the client receives or applies for care. With a Chronic Care Network, one complete assessment is done and the information is shared with all agencies. This also eliminates duplication of services and helps to lower the cost of providing services.

Page 3

Joint Meeting - Chronic Care
March 23, 1999
Page 2

An integrated system will also provide simple access to all services for a client. An interdisciplinary team is established and meetings are scheduled appropriate for the client. The mission of a Chronic Care Network is community based, integrated, blended social-medical model of managing care and resources for the chronically ill population across time, need, place, and profession. The Network ensures knowledge of the consumer and provider to achieve high quality care and costs.

It is estimated there are 1 in every 4 individuals in the community with a chronic condition. The largest group of people are between the ages of 18 to 64. At least 78% of the people 65 and older have at least one chronic condition in Wisconsin. The current cost of caring for individuals with a chronic condition is about \$425 billion nationally.

With a Chronic Care Network the provision of services places more emphasis on prevention, providing a better quality of life, and delay the high cost of care.

Ms. Zander reported grants will be written for technology funding.

Update on Family Care - Long Term Care Redesign Pilot:

Mr. Canales stated the fourth volume of the Question and Answer Document was included in the packet. Community forums will be held in Stevens Point regarding Family Care on the dates included in the Q&A Document. The major point is the legislation for the 1999-2001 budget. The points were identified in the Q&A Document as well. Mr. Canales stated he has a copy of the entire legislation if anyone is interested. Mr. Canales stated the pilot counties are wondering if Family Care is truly a "pilot." It seems the state should allow the counties to pilot the program prior to trying to implement it statewide before the pilot process is completed. Mr. Canales stated he will keep everyone informed on the progress of Family Care regularly. Mr. Hagen stated he feels Portage County will be able to do the pilot project. His concerns are that Family Care will cost more money than the state projects.

Submitted by:

Dawn Grasamkee
Recording Secretary

CHRNMIN.JUN

MINUTES
HEALTH AND HUMAN SERVICES BOARD
MARCH 23, 1998

Present

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

Excused

Don Herrmann

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Julie Hladky, Health Officer; Lucy Runnells, Business Manager.

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

I. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of February 23, 1999

Mr. Clark moved to approve the minutes. Seconded by Mr. Jagodinski. Motion carried.

B. Correspondence

Ms. Bablitch distributed a copy of the WALHDAB brochure.

Ms. Bablitch stated all other correspondence was included in the packet.

C. Director's Report

Ms. Bablitch reported they will be going to the Joint Finance meeting in Stevens Point on April 13 regarding the Family Care Project. The agency did receive the Right of First Selection to operate the W2 program.

Ms. Bablitch also informed Board members of Susan Henry's resignation.

D. Advisory Committee Report

Rev. Mallek stated he had no report at this time and requested it be delayed until the next meeting.

Page 5

HHSB Meeting Minutes
March 23, 1999
Page 2

E. Reports from Board Appointed Committees/Activities

Mr. Jakusz reported there were 194 children utilizing the child day care center in February and 189 children to date for this month.

II. PERSONNEL ISSUES

A. Action to Authorize Donation of Vacation/Compensatory Time and Forward to Personnel Committee

Mr. Clark moved to approve this request as long as all vacation and sick time is used and to forward to Personnel Committee. Motion second by Ms. Buck. Motion carried.

III. FISCAL ISSUES

A. Action to Approve Vouchers

Ms. Runnells reported the vouchers are for four weeks. Regular accounts totaled \$637,501.83, High Cost totaled \$183,267.97, and Portage House totaled \$1,971.97. There were no unusual expenses. Motion by Mr. Borham and second by Mr. Zimdars to approve the motion. Motion carried.

IV. ADJOURNMENT

A motion was made by Mr. Jagodinski and seconded by Mr. Clark to adjourn the meeting. Meeting adjourned at 5:25 p.m.

Respectfully submitted,

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD
APRIL 13, 1999**

AGENDA ITEM #II-A
April 27, 1999
Page 11

Present

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

Excused

Jim Clark

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Julie Hladky, Health Officer; Lucy Runnells, Business Manager; Rick Foss, Social Worker; Megan Yunker, Intern; Lisa Nellessen-Lara, Stevens Point Journal.

I. INFORMATIONAL UPDATE

Informational updates were provided to Board members from the Long Term Care and Health Divisions.

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

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of March 23, 1999

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

B. Correspondence

Ms. Bablitch stated there was no correspondence.

C. Director's Report

Ms. Bablitch reported she attended the Joint Finance meeting earlier today and did not get a chance to address issues with the Committee due to time constraints. The meeting was behind schedule so the information was given to the Joint Finance Committee to review.

Ms. Bablitch informed the Board the interviewing process is beginning for the replacement of the Community Support Program supervisor. There were originally three candidates but one has dropped out. The interview process will be on April 19 at 2:30 p.m. and 3:45 p.m. Ms. Bablitch invited Board members to attend both interviews if at all possible.

Ms. Bablitch stated the next Strategic Planning meeting will be held on April 20 from 1:00 to 4:00 p.m. at the Library.

Ms. Bablitch showed the agency quilt being worked on by Jane Kellerman to the Board. The quilt will be hung in the front stairwell in the next few months

D. Advisory Committee Report

Rev. Mallek stated there are three areas the Committee is working on. The overall agency orientation has been completed. The Mental Health Subcommittee has sent out 300 surveys. The results will be collated and shared with the Board. The Family Based Intervention program evaluation will be sending out surveys shortly as well. The results of this survey will also be shared with the Board.

E. Reports from Board Appointed Committees/Activities

Mr. Herrmann reported the Foster Care Recruitment Initiative Task Force met yesterday. Public Service Announcements will begin soon. A network of foster care providers will be started again and will meet periodically to discuss issues and share information.

Mr. Medin questioned if Susan Henry's position will be refilled. Ms. Bablitch stated the authority was given to refill the position and the ad will be in the newspaper shortly. Ms. Bablitch further stated with the reorganization in the Department due to long term care, the Personnel Department was asked to look to see if the classification for this position was correct. In addition, additional duties of the Business Manager were added to make it more of an Assistant Business Manager. Discussion ensued regarding the classification of management positions throughout the county and how the entire system needs to be reviewed thoroughly.

Ms. Holmes stated she is a member of CHAT (Community Health Assessment Team) as the Board representative. She shared she is very impressed with the way the meeting is organized. All materials are given to members as well as the session is videotaped and given to those members who were unable to attend a

meeting. Ms. Holmes wanted to thank Julie Hladky for a very impressive meeting format and widespread participation from the community.

Mr. Jakusz reported the day care center provided care for 248 children last month and currently provided for 69 children this month.

III. FISCAL ISSUES

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

Ms. Bablitch stated she has requested Bill McCulley to attend this conference since it follows the new and important Adoption and Safe Family Act. This is the first national conference of this kind. An update will be provided to the Board after the conference. Mr. Peterson moved to approve the request and forward to the Finance Committee with a second by Ms. Holmes. Motion carried.

B. 1998 Year End Report

Ms. Runnells distributed a corrected copy of the High Cost accounts. A correction was made to the inpatient budget. A misunderstanding occurred with the billing from Winnebago. As a result due to the time the state took some of the money back from the Department. For the first time, part of the reserve balance will be used to balance the high cost accounts. A balance of \$124,831 will remain in the reserve. The reserve was used once before to balance the regular accounts and the agency was told to use this account by the Finance Committee.

The regular accounts will basically come out even. There may be some fluctuation due to not knowing the exact amount to be received from Medical Assistance. This is typically almost one year behind when the figures are completely totaled and the funds are received. Ms. Runnells stated the W2 program is a 28 month contract and as such the profit has been allocated across the 28 month period.

C. Action to Approve Vouchers

Ms. Runnells stated the vouchers are for a 3 week period. Regular accounts totaled \$516,550.15; high cost totaled \$37,148.29; and Portage House totaled \$1,487.37. There were no unusual expenses. Motion by Mr. Zimdars and second by Mr. Jagodinski to approve the vouchers. Motion carried.

IV. PERSONNEL ISSUES

A. Action to Authorize Limited Term Employee

Ms. Bablitch stated Susan Henry has agreed to return to the agency to help train her successor. It is estimated 50 to 75 hours will be needed for this training. There is funding to pay for the LTE position since funds will be saved during the period Ms. Henry's position remains vacant. Motion by Ms. Holmes to approve the request with a second by Rev. Mallek. 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 Evaluation

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

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

On a motion by Mr. Jagodinski and second by Ms. Buck, the meeting returned to open session. All approved the motion. After discussion the Board told Ms. Bablitch they were very pleased with her performance. Mr. Peterson moved an acceptable performance rating and Mr. Jagodinski seconded the motion. All voted in favor.

V. ADJOURNMENT

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

Respectfully submitted,

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD
APRIL 27, 1999**

Present

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

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Julie Hladky, Health Officer; Lucy Runnells, Business Manager; William McCulley, Restorative Care Coordinator; Susan Rutta, Administrative Services Supervisor; Lauri Rockman, Family and Employment Services Coordinator; Jim Canales, Long Term Care Coordinator; Lisa Nellessen-Lara, Stevens Point Journal.

I. INFORMATIONAL UPDATE

Informational updates were provided to Board members regarding measuring program outcomes.

Mr. Jakusz called the meeting to order at 4:50 p.m.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of April 13, 1999

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

B. Correspondence

Ms. Bablitch stated there was no correspondence.

C. Director's Report

Ms. Bablitch informed the Board interviews for the Assistant Business Manager will be held on May 14. Ann Buck and Paul Borham volunteered to attend these interviews.

Ms. Bablitch stated there will be a meeting at 3:45 p.m. on May 11 for the Community Health Assessment team to review the assessment. Mr. Jakusz, Ms. Buck, and Mr. Jagodinski will be involved in this meeting.

Ms. Bablitch stated Ray Przybelski has been hired to replace Steve Tuszka. Currently Ray is a Crisis Intervention/Case Manager in the Community Support Program. His position will be refilled but only as a case manager since Ray will continue the crisis intervention duties when he becomes the supervisor of the Community Support Program.

Mr. Medin questioned what would happen with the Elderly Services supervision formerly done by Mr. Tuszka. Ms. Bablitch explained they have decided to split the supervision and currently Rick Foss has been temporarily assigned supervisory duties for the Elderly Services Section. The reason behind this decision is with Family Care starting, the future is unknown where the CMO project will be heading.

Ms. Bablitch stated Mary Boushley and Jackie Osowski will be retiring in the next month. Julie Sopa has filled Jackie Osowski's position. Julie formerly worked with the Ambulance billing. Mary Boushley's position will be redesigned. Half of her current duties will be turned over to Family and Employment Support. This involves the certification and recertification of day care providers. The position will increase its work on the volunteer program and provide support to the agency in the area of program evaluation and other support services. The position will be down graded to reflect the change in responsibilities.

D. Reports from Board Appointed Committees/Activities

Mr. Jakusz reported the day care center provided care for 180 children this month so far.

Mr. Jakusz stated he attended the JC Penney Golden Rule banquet. Jane Shaurette and Julie Russo were present to accept the nomination of the

Employees' Foundation for the award. A full house was present at The Restaurant. The overall winner was Robert Kopitske, a Pacelli student, who received the top award for rewiring the entire building for computer services at Pacelli.

III. FISCAL ISSUES

A. Quarterly Program Statistics

Program managers highlighted the quarterly statistics for their Divisions. Mr. Canales stated the Long Term Care Division has not changed much since the last quarter. There are a larger number of referrals for elderly services and it is anticipated this number will continue to grow. Two case managers will be hired for the CMO portion of Family Care in the next month or so.

Ms. Hladky stated the Health Division has switched to the RECIN system for immunizations in the first quarter. This will allow sharing of immunization history for all immunization providers. Unfortunately, the computer system is not adding up the amounts of immunizations correctly so the figures could not be ascertained. More outreach is being conducted for HIV testing. The University and Family Planning lost their ability to receive free testing with the state. A contract was signed allowing them to utilize the Department's number for free testing with the state. More focus is being done on prenatal care coordination. An error in the last quarter for mumps showed 2 cases. This should have been zero.

Mr. McCulley reported in the future the breakdown for substitute care will be included in the statistics for Restorative Care. Currently there are 37 in foster homes, 4 in treatment foster homes, 2 in group care, 6 in receiving homes, and 7 in corrections. The agency has completed its recertification for the outpatient mental health clinic. There is a vacant psychologist position which should be filled soon. The agency purchased the On Solid Ground program. This is being conducted by Jeff Jester and Pat Walters.

Ms. Rockman reported referrals for Food Stamps, Medical Assistance, and Child Care have increased in the Family and Employment Support Division. This has not caused an increase in work load. The W2 caseload is down. The majority of individuals on W2 currently are disabled and not able to work. The state will need to make a determination on four families who will be reaching the 24 month period on their W2 level. The state determines where exceptions should be made. Once again, the computer system did not add up costs correctly for the Low Income Child Care for this quarter. The referrals for emergency

services continues to rise. Fortunately, the resources available have been sufficient to meet these requests. In about six weeks the outreach worker will be on board to make connections to people who are eligible for Food Stamps even though they are not eligible for W2.

Ms. Runnells reported on the Business Services Division. The amount of the bills for January are low due to a code change in the computer system. This resulted in MA billing only be 1/100 billed for an hour rather than the entire amount. These will be manually resubmitted and will take some time. There have been personnel changes as well in the Division. An employee retirement and loss of the ambulance billing constitutes two changes. Also we have vacant positions in the Assistant Business Manager, Word Processing Specialist, and Information Specialist. Mr. Herrmann requested clarification on the So What section. Ms. Runnells stated in 1994 approximately \$250,000 in revenues was being realized when our Department took over the ambulance billing. This was increased to about \$400,000 in the first 16 months. Currently there is about \$500,000 in revenue being realized. The accounts were turned over to the new agency up to date and cleaned up.

B. Family Care Update

Mr. Canales reported the fifth volume of the Question and Answer Document has been issued. Currently we are waiting on the legislature to make decisions regarding the capitation rate, the ability of the system to serve all individuals, and the governance of the Family Care CMO and Resource Centers. The capitation rate has been pushed back once again and it may be several more months before this rate is determined. This will mean the Department will have to wait before requesting approval from the County Board to go into Phase 3 of the Family Care pilot. Mr. Canales related Ms. Runnells is currently working on a cost analysis to help negotiate a fair rate for individuals who will be participating in Family Care.

IV. FISCAL ISSUES

A. Action to Reduce Fee for Blood Lead Testing

Ms. Hladky stated more screening for blood lead testing would be completed if not for the high fee. Ms. Hladky stated she could not find a reason for the higher fee and so has decided to lower the fee to enable more testing to be done. The lower fee is anticipated to bring in more revenues to make up the difference. The fee will be lowered from \$16 to \$4. Motion by Ms. Buck and second by Mr. Clark to approve the request. Motion carried.

B. High Cost Report

Mr. McCulley stated the Inpatient costs are down locally but there is still one individual in Winnebago. The Detox costs are normal. Mr. Canales reported the Community Based Care costs are anticipated to go beyond the allocation. Ms. Rockman reported General Assistance is under budget. Mr. McCulley reported Group Care and Child Caring Institutions are at tolerable levels. The Corrections costs are unacceptable and will go over. By next quarter it is expected some of the placements will be returned to the community.

C. Quarterly Budget Update

Ms. Runnells stated the High Cost accounts are projected to be about \$50,000 over budget. The reason is in the placements at Lincoln Hills. The regular accounts overall will be slightly over budget. Attrition for staff turnover is budgeted. With the current staff openings, not all the savings have been identified to date.

D. Action to Approve Vouchers

Ms. Runnells reported the vouchers are for two weeks. Regular accounts totaled \$181,478.39, High Cost totaled \$5,941.03, and Portage House totaled \$1,134.37. There were no unusual expenses. Motion by Mr. Borham and second by Mr. Peterson to approve the motion. Motion carried.

V. PERSONNEL ISSUES

A. Action to Authorize Extension of Limited Term Employee

Ms. Bablitch stated the Personnel Committee asked us to come back and get reapproval for extending the Typist 1 LTE position. Motion by Mr. Clark and second by Rev. Mallek to approve the request. Motion carried.

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

Discussion occurred regarding the reclassification request process. Ms. Bablitch distributed a copy of the non-union salary plan. Ms. Bablitch stated the reclassifications can be brought back to the next meeting if necessary. Board members requested to see what the job description was prior to the changes made for the reclassification. The reclassification requests were tabled and will be brought back to the meeting on May 11, 1999.

Page 7

HHSB Meeting Minutes
April 27, 1999
Page 6

V. ADJOURNMENT

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

Respectfully submitted,

Dawn Grasamkee
Recording Secretary

0599P

Minutes
Health and Human Services Board
May 11, 1999

Present

Walter Jakusz
Jim Clark
Don Herrmann
Paul Borham
Carole Holmes
Rev. Matt Mallek
Bill Peterson
Jeff Jagodinski
Dave Medin
Bill Zimdars

Excused

Ann Buck

Also Present: Judy Bablitch, Director; Sue Rutta, Admin. Services Manager/Recording Secretary; Julie Hladky and Lauri Rockman, Coordinators; Lucy Runnells, Business Manager; Patricia Jauch, Supervisor; and Lisa Nellessen-Lara, Stevens Point Journal.

I. INFORMATIONAL UPDATE

Small group training was provided on Long-Term Care and Health issues.

The meeting was called to order by Chairperson Jakusz at 5:00 p.m in Conference Room 103-104 of the Gilfry Building.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of April 27, 1999.

A Motion was made by Mr. Clark and Seconded by Rev. Mallek to approve the Minutes as submitted. All were in favor of the Motion. Motion carried.

B. Correspondence.

There was no correspondence to be considered by the Board.

C. Director's Report.

Two people will be interviewed for the Assistant Business Manager position. Their applications were distributed to the Board. Three people had submitted applications but one person lacked supervisory experience and was therefore deemed unqualified by the Personnel Department. Paul Borham and Ann Buck have agreed to participate in the interview process which will be Friday, May 14th, at 2:00 and 3:45 p.m.. Judy encouraged any other Board members to participate in this process if they wanted to do so. The position may be filled by next Board meeting.

Mrs. Bablitch distributed the Family Preservation and Support Annual Report to the Board. Judy requested Board input on this document.

Mrs. Bablitch indicated she has been working with the union to keep the extended hours on Tuesday nights through December, 2000. About 500 clients have used services in this extended timeframe. About 375 participants receiving services between 5:30 p.m. and 6:30 p.m. indicated either they could not have come at any other time or that this timeframe was more convenient to them. With the possible exception of child support, all of the services currently offered during late-night Tuesday will continue to be offered. There is some concern that child support services were not used sufficiently. Mrs. Bablitch indicated the service not may appear to be needed but it had not been offered on a consistent basis since the Child Support Worker position was not filled and therefore not available to our clients since December, 1998. Mrs. Bablitch believes once we can consistently offer this service, client participation will increase.

The agency quilt has been hung in the stairway coming downstairs.

D. Reports from Board Appointed Committees/Activities.

Mr. Jakusz reported the day care center is celebrating its first anniversary at our building. During this past year, 2,855 children were served. Members agreed having the client day care located at the Gilfry Center was very worthwhile.

III. PROGRAM ISSUES

A. Update on BadgerCare.

Lauri Rockman and Patricia Jauch presented the Board with an update on BadgerCare. Mrs. Rockman indicated Financial Services staff will have three full days of training on the program in June. The state has indicated Portage County has about 600 households eligible for the program. If these eligibles are new households, the department will need to look at its staffing pattern. If the households are current clients, it will mean just adding a service component and absorbing the added work-

load. Clients who participate in BadgerCare become on-going cases and need to report income, lifestyle changes, and be reviewed every six months to maintain program eligibility. Right now, the state envisions collecting the insurance premiums but as yet nothing is formalized. Insurance coverage for participants is the same as Medical Assistance coverage and is exceptional with very minimal co-payments for services.

Mrs. Jauch indicated BadgerCare will entail a great deal of paperwork and the current Admissions Clerk will become more vital in this process. There will be additional claims to process monthly but it is uncertain just how many clients will take advantage of the program. If a current "no fee" client enrolls in BadgerCare, the agency may be able to obtain additional revenue because fees for services could be recoup at the M.A. rate. BadgerCare, Managed Care, and Medical Assistance program recipients will soon be carrying swipe cards to show eligibility. Providers needing to check client enrollment will need to purchase swipe card machines as well as special software. There is also an ongoing cost to providers each time they swipe a card. Our department will also have this cost to conduct business.

The Board will be kept apprised of this program.

IV. FISCAL ISSUES

A. Action to Approve Vouchers.

Mrs. Runnells reported the two-week vouchers include payment of regular accounts in the amount of \$96,031.40; high cost at \$14,469.57; and Portage House at \$1,952.50. There were no unusual expenditures to report. A Motion was made by Mr. Medin and Seconded by Mr. Zimdars to approve the vouchers as submitted. All were in favor of the motion. Motion carried.

V. PERSONNEL ISSUES

A. Action to Authorize Limited-Term Employee.

The agency is requesting permission to hire a 300-hour limited-term Typist 1 in the Accounts Receivable Section. The position will be paid through unexpended salaries in the Administration/Business Division. The agency will also continue to find volunteers to do this work. A Motion was made by Mr. Peterson and Seconded by Dr.

Page 6

HHS Board Meeting Minutes
May 11, 1999
Page 4

Holmes to approve the request as submitted. All were in favor of the motion. Motion carried.

B. Action to Review Reclassifications and Forward Personnel Committee if Appropriate.

The first position considered was the Environmental Health Supervisor. Mrs. Hladky reviewed the changes in job duties with the Board. Mr. Clark felt the proposed reclass did not meet the guidelines for this process. He felt the change was due to the quantity of work performed and therefore this did not meet the reclass definition. Mr. Herrmann questioned who had done the 75 retail establishments previously. Mrs. Hladky indicated there were previously the state's responsibility and now we were making the inspections. Mr. Herrmann also questioned whether the pay/grade took into account the "stress" created by the job. Mrs. Bablitch noted while the job takes into account the scope of authority, it did not deal specifically with the "stress" of the position. Mr. Medin expressed his concern that there was becoming a much smaller gap between the coordinator and supervisor salaries. He also felt when supervisors take on more duties, this in turn means the coordinator has also taken on additional duties and has ultimately assumed more responsibility also. He felt coordinators had not been consistently included in the reclass process. Mrs. Bablitch indicated the Long-Term Care Coordinator and Business Manager positions are currently under review by the Personnel Committee. When the Financial Services area was revamped through the Stepaniak Study, the Coordinator position was reviewed and upgraded. The only two Coordinator positions not recently reviewed are those of Restorative Care and Health Officer. A question was raised as to when the proposed salary would become effective. Mr. Jakusz pointed out nonunion salary adjustments are effective January 1st of the following year; union reclasses are effective in July. A Motion was then made by Mr. Herrmann and Seconded by Rev. Mallek to approve the reclass as submitted and to recommend the Personnel Department review the Coordinator grade in light of all the new programs and responsibilities assumed. All were in favor of the motion. Motion carried.

HHS Board Meeting Minutes
May 11, 1999
Page 5

The second position considered for reclassification was that of WIC Supervisor. Mrs. Bablitch indicated that while the Health Officer was recommending a Grade 15, she felt the position warranted only a Grade 14. Mrs. Hladky reviewed the expansion of this position duties and noted the WIC Supervisor now had less direct client work in WIC and was focusing on more administrative work. Mr. Clark expressed concern that he did not see any changes that would warrant a reclass for this position. Mr. Peterson felt the position should be endorsed at the Grade 15 level and if Personnel did not agree, they could lower the recommendation. The Board further considered the request. A Motion was made by Mr. Medin and Seconded by Jagodinski to recommend the reclass of the WIC Supervisor at a Grade 14. With the exception of Mr. Peterson who voted against the motion only because he felt the position should be recommended with a Grade 15 level, all were in favor of the motion. Motion carried.

The final position to be considered for reclass the Lead Optical Imaging Specialist position in the Administrative Services Section. This position is governed by the AFSCME contract and, if the reclass were endorsed and approved, a new title and pay grade would need to be established. The position once incorporated three different jobs at two different pay levels. Because of the way the department does business, the position's responsibilities and duties have been substantially revised and expanded and require considerable agency knowledge. Mr. Peterson questioned where the recommended salary fit within the AFSCME contract. Mrs. Bablitch noted the title and pay was new and would have to be negotiated into the AFSCME contract. The data encoding duties are somewhat comparable to the Information Specialist within the department while lead worker duties are performed by the Lead Worker in Financial Services and the Accounting Specialist in Accounts Receivable. Typically, a union person is paid 50 centers for lead responsibilities. A Motion was made by Mr. Zimdars and Seconded by Mr. Herrmann to approve the reclass as submitted. All were in favor of the motion. Motion carried.

VI. ADJOURNMENT

The meeting was adjourned at 5:55 p.m. The next meeting will be Tuesday, May 25th.

Submitted: Susan Rutta, Admin. Services Manager/Acting Recording Secretary

**MINUTES
HEALTH AND HUMAN SERVICES BOARD
May 25, 1999**

Present

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

Excused

Carole Holmes
William Peterson

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

I. INFORMATIONAL UPDATE

An informational update on the SPIN Program was provided to the Board.

Mr. Jakusz called the meeting to order at 5:02 p.m.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of May 11, 1999

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

B. Correspondence

Ms. Bablitch stated there was no correspondence.

C. Director's Report

Ms. Bablitch stated there were two candidates for the Assistant Business Manager position. One candidate did not have the experience necessary for the position, the other candidate was very experienced. Ms. Bablitch needed to check with the Personnel Committee for authority to raise the pay level as well as offer additional health insurance coverage. The Personnel Committee authorized the additional health insurance as well as allowing for the full range

Page 3

HHSB Meeting Minutes
May 25, 1999
Page 2

of the salary. Unfortunately, the candidate did not take the position as the salary wasn't acceptable. As such, the position will be readvertised with the full pay range listed in hopes of recruiting more candidates.

Ms. Bablitch stated there was a Strategic Planning meeting held today. The report will come to the Board in July. Mr. Clark stated most of the department heads have plans and good leadership and vision already. Mr. Clark noted the staff has been brought closer together. Ms. Bablitch stated several line staff are also included in the planning and this is helpful for involvement and commitment.

Ms. Bablitch informed the Board building security is being reviewed again. The police will again come through the building and suggest areas of additional security, if needed. Discussion occurred regarding security in other areas of the county such as the courthouse. Ms. Bablitch stated she will keep the Board informed of any recommendations being made.

Ms. Bablitch shared she will be suggesting building expansion to the Capitol Improvements Committee. Suggestions were made to have the reception area the main entrance so no one can get by without the reception area being aware of them.

Ms. Bablitch reported the management salary schedule is being organized in a format to provide a comprehensive picture. She will also be adding line staff to this history and reporting on this to the Board.

D. Advisory Committee Report

Rev. Mallek reported the Advisory Committee met last Monday. Sue Koehl of the Family Preservation Support Services was present and distributed copies of the annual report. The Mental Health Assessment Team has sent out 500 surveys and received 189 responses. The personal comments made on the survey responses were distributed. The survey results are being compiled and will be reported on. Priorities will then be sent by the team. At the June 9 meeting the first draft of the report will be ready. The Evaluation Team has not met with such success. Of the 33 surveys sent out, only four were returned. The team will now do phone surveys to gather more information. Future projects for the Advisory Committee were also looked at. Suggestions included survey recommendations, previous task force recommendations follow up, and Badgercare. The Community Health Assessment may also provide future

projects as well. Ms. Bablitch stated the Community Response Team has found that housing is still an issue and suggested low income housing availability as a possible project.

E. Reports from Board Appointed Committees/Activities

Ms. Buck reported she attended the Advisory Committee for the Bureau on Aging last week. Donna McDowell was present and ended up staying all day answering questions on Family Care. The Bureau is very supportive of Family Care as there are no increased allocation for the COP program. This will greatly affect those counties not involved in the pilot programs.

Ms. Buck reported she attended the Wisconsin Coalition on Aging Convention. There were 3,000 seniors which met at the Capitol. Unfortunately it was very difficult to get a hold of representatives to meet with them. The building plans for the Coalition on Aging building are moving ahead. A donation of \$100,000 by Ameritech and Blue Cross has been made. The building is right off of Interstate 90 on 10 acres of land. No landscaping will be done but wild flowers will provide natural landscaping.

Mr. Jakusz reported the day care center provided care for 169 children this month.

Ms. Bablitch and Mr. Jakusz reported the Community Response Team is concerned about the lack of dental care for Medical Assistance recipients. Ms. Bablitch reported the Family Preservation and Support Services team has written to area dentists informing them of their support to request more of a payment back from Medicare for their services. Adequate housing is also an issue and the Advisory Committee recommendations on Affordable Housing will be reviewed.

III. PROGRAM ISSUES

A. Update: Family Care

Mr. Canales distributed two handouts -- an article Is Family Care a Step in the Right Direction? from the Wisconsin Counties book and a memo to the Joint Committee on Finance members. The focus this month was on the community forums held. There were four forums held with attendance by 117 people. Both oral and written surveys were available in order to solicit response from

those attending the forum regarding current services. Forums will continue to be held for updates. The second phase of Family Care has been entered. This entails the development of quality assurance, enrollment numbers, etc. Phase 3 will entail needing County Board approval to begin taking participants. The state is looking at January 1 for start up of Phase 3. An advertisement will be go for an RN case manager for the CMO project. Two candidates applied for the contract specialist position. Both were wee qualified. The individual will be starting on June 14. With no increase of COP funds budgeted for counties this year, having the pilot program will help remove people from waiting lists. Other counties with long waiting lists and no pilot program will not be so lucky. Currently the state is looking at having the pilots go for two biennial budgets. This would only provide 9 months of data to the state. Mr. Canales stated they are starting to hear that the pilots may be three years in length now. As of yet the capitated rate has not been announced. Lucy Runnells is working on analyzing our current costs and participation. Mr. Canales stated he wanted to be able to tell the state whether or not the capitated rate would be feasible once it is announced. Without this extensive background the county cannot be sure what would be a fair rate. Ms. Bablitch stated she will meet with Chairman Hintz soon to discuss Family Care as she has heard the Wood County Board Chairman is opposed to Family Care and he has talked with Mr. Hintz. Discussion occurred regarding the study Lucy is working on to determine what we feel the capitated rate should be as well as what services will be available under Family Care.

B. Update: State Review of Division of Health

Mr. Jagodinski relayed a compliment by Chairman Hintz to Ms. Hladky regarding how efficient and professional she was. At the review Ms. Hladky stated there were five people involved in addition to the state: Ms. Bablitch, Mr. Jakusz, Ms. Buck, Mr. Jagodinski, and Chairman Hintz. Ms. Hladky distributed a copy of the Year 2000 goals of the Department outlining what projects this Department emphasized to meet the goals. The state went step by step through the statutes and the Department needed to provide evidence, both physical and verbal, of complying with the statutes. There must be 7 chapters with 3 objectives for each chapter. Meeting both the statutes and Year 2000 goals determines which Health Department the county is rated as: 1, 2, or 3. A level 1 provides only minimal services while a level 3 provides all activities according to statutes. A level 3 department will receive more funding than a level 1 since it is a higher functioning Health Department. A written report of the review will be completed by the state and forwarded to the Department. It will be shared

with the Board when it is received. The state staff was very pleased with the participation of Board members.

IV. FISCAL ISSUES

A. Action to Approve Vouchers

Ms. Runnells reported the vouchers are for two weeks. Regular accounts totaled \$408,227.31, High Cost totaled \$9,414.30, and Portage House totaled \$689.37. There were no unusual expenses. Motion by Mr. Jagodinski and second by Mr. Herrmann to approve the motion. Motion carried.

Mr. Clark questioned the phone services and wondered if it would affect our Department. Ms. Runnells stated the long distance usage would not be affected but our equipment could be depending on what the county decides.

V. ADJOURNMENT

A motion was made by Mr. Jagodinski and seconded by Ms. Buck to adjourn the meeting. Meeting adjourned at 6:05 p.m.

Respectfully submitted,

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD
June 22, 1999**

Present

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

Excused

Rev. Matt Mallek
William Peterson

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Bill McCulley, Restorative Care Coordinator; Jerry Koeppel, Youth and Family Services Supervisor; Randy Bestul, CMO Contract Specialist; Jessica Wollock, CMO Program Manager; Lauri Rockman, Family and Employment Services Coordinator; Lucy Runnells, Business Manager; and Jim Canales, Long Term Care Coordinator.

I. INFORMATIONAL UPDATE

An informational update on the Long Term Care and Health Divisions was provided to the Board.

Mr. Jakusz called the meeting to order at 5:03 p.m.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of May 25, 1999

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

B. Correspondence

Ms. Bablitch distributed copies of the "Aiming Higher" brochure developed by the State Department of Health and Family Services. This outlines the Department's mission and strategic plan.

Ms. Bablitch informed the Board the public comments section was added back on the Board agenda. The change is made to be in compliance with the Open Meetings Law. No action or discussion can occur. This is primarily for the public to address the Board.

C. Director's Report

Ms. Bablitch distributed a revised organizational chart. Ms. Bablitch also informed Board members of changes needing to be made to the chart since it was printed. The new Assistant Business Manager is Jenny Josse who will start on 7/12. Mai Lee has resigned her position with WIC so there is now a vacancy there. A resignation from Diana McGinley in the Developmental Disabilities Unit has been received generating a vacancy. There are vacancies in Word Processing, Reception, and Client Support which are in the processing of interviewing. Vacancies are also in the Elderly Services Section and the CSP program due to Ray Przybelski taking the CSP Supervisor position and Diane Cable resigning her Elderly Services position. Thomas Will has left our Mental Health Clinic and has been replaced with Catherine Bard. Dannielle Cahak has joined our Family and Employment Section. There will also be two new positions which are currently vacant in the CMO program.

Ms. Bablitch asked for volunteers to help review the Housing Task Force recommendations from 1991 to see if any improvements or changes need to be made. Currently the Salvation Army is not meeting the housing needs of the community as was anticipated when they opened their shelter. Mr. Jagodinski and Mr. Borham volunteered to help with this task.

D. Reports from Board Appointed Committees/Activities

Mr. Jakusz reported the day care center provided care for 195 children so far this month.

E. Period for the Board to Receive Public Comment

There were no comments made to the Board.

III. PROGRAM ISSUES

A. Update: Family Care - Long Term Care Redesign

Mr. Canales stated Jessica Wollock put together this Question and Answer Document. He stated he believes we have an excellent team working on the Family Care project. Ms. Wollock reviewed the Question and Answer document. The main focus is on the six amendments made to the proposal. The Joint Finance Committee voted 16 to 0 to allow Family Care to continue as a pilot. Ms. Wollock informed the Board the Portage County CMO is now named Community Care of Portage County. They are currently preparing to enter Phase 2 of the pilot. Mr. Canales informed the Board the capitated rate has been received. With the cost analysis completed by Lucy Runnells, Mr. Canales feels the rate is not very generous. Ms. Bablitch commented other pilot counties feel the same. Discussion occurred regarding the rate. Mr. Canales introduced the Board to Randy Bestul who has been hired as the Contract Specialist. Randy served for 10 years as the Administrator of Norwood. Mr. Canales stated another two social worker positions and one nurse position are anticipated to be needed.

B. Proposed Wisconsin Works (W2) Plan for 2000-2001

Ms. Rockman informed the Board she and David Pagel are working on the W2 Plan to submit to the State for the continuation of the W2 program. Even with the Right of First Selection, the county is required to submit a plan to the state by July 8. Ms. Rockman stated the points 1-11 referred to in her memo are proposals that have not changed since the onset of the W2 program. The second set of points 1-6 indicate changes from the original W2 plan the are anticipated. Primary this will involve less funding to support the Job Center. Also, the Child Support position located at the agency will no longer exist. The Child Support Agency was unable to provide us even with the limited time we requested and as such the position will probably be eliminated. No staffing changes overall are anticipated. There will be approximately 40% less funding with this contract year.

C. Update: Patterson Consultation - Child Welfare Services

Mr. Koeppel reported the Termination of Parental Rights cases are not a high priority with the District Attorney's Office. Our staff is not comfortable doing these since they contain a large amount of legal knowledge involved. Currently

there are approximately 10 cases waiting to have the termination of parental rights addressed. Nancy Miller is an attorney who has worked with Taylor, Burnett, and Brown County to complete TPR's. We met with her on June 2 and she has agreed to contract with us to provide these services. She will complete the petitions and file them for us. She charges \$25 an hour plus mileage for travel time and \$75 an hour while working on the case. These funds will come from costs saved from having children in alternate care placements.

D. Update: Staff in Mental Health Clinic

Mr. McCulley stated a nurse practitioner will be contracted through Gemini and anticipated to start August 2. This will be a unique position since the nurse practitioner will be able to monitor clients, assess medications, and administer medications. This will help the psychiatrist out immensely since she has a very heavy schedule demand. All costs for this position will be covered by reimbursements.

IV. FISCAL ISSUES

A. Action to Approve Vouchers

Ms. Runnells reported the vouchers are for four weeks. Regular accounts totaled \$562,784.20, High Cost totaled \$46,779.95, and Portage House totaled \$1,381.57. There were no unusual expenses. Motion by Mr. Borham and second by Mr. Clark to approve the motion. Motion carried.

V. PERSONNEL ISSUES

A. Approval of Limited Term Client Support Clerk

Ms. Bablitch reported due to the large number of files needing to be optical imaged, a request for a 520 hour limited term Client Support Clerk is being sought. A motion by Mr. Clark and second by Ms. Holmes to approve the request. Motion carried.

B. Action to Authorize Extension of Leave of Absence

Ms. Bablitch stated Debi Shannon is now back to work. The authorization for extended leave of absence is to cover the additional time she needed to be off

HHS Board Meeting Minutes
June 22, 1999
Page 5

of work. A motion by Ms. Holmes and second by Mr. Jagodinski to approve the time. Motion carried.

VI. ADJOURNMENT

A motion was made by Ms. Buck and seconded by Mr. Jagodinski to adjourn the meeting. Meeting adjourned at 6:07 p.m.

Respectfully submitted,

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD
July 13, 1999**

Present

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

Excused

Rev. Matt Mallek

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Bill McCulley, Restorative Care Coordinator; Lauri Rockman, Family and Employment Services Coordinator; Jennifer Jossie, Assistant Business Manager; and Jim Canales, Long Term Care Coordinator; Rev. Ken Knutson, PRISM Board; Captain Evan Hansen, Portage County Sheriff's Department;.

I. INFORMATIONAL UPDATE

An informational update on the Long Term Care and Health Divisions was provided to the Board.

Mr. Jakusz called the meeting to order at 5:03 p.m.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of June 22, 1999

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

B. Correspondence

Ms. Bablitch distributed a copy of a memo by Business Administrator Bo DeDeker which was sent to the Portage County Executive Committee. A meeting was scheduled for Wednesday, July 14 which has been cancelled. Ms. Bablitch explained a meeting was held with Clem Hintz, Jim Canales, Janet

Page 3

HHS Board Meeting Minutes

July 13, 1999

Page 2

Zander, and herself on May 24 regarding the long term care redesign. Mr. DeDeker was unaware of this results of this meeting which was to alert the appropriate committees once the State budget was passed and the rates were set for individual participants in the redesign project have been set. The information would then be brought to the Health and Human Services Board for their recommendation to forward the information on to the County Board.

C. Director's Report

Ms. Bablitch reminded the Board about a year ago staff were invited to the Informational Update for an opportunity to ask questions of the Board. Ms. Bablitch reported staff relayed to her it was a wonderful idea and would like to do it every year. Ms. Bablitch suggested having the staff meet with the Board on August 24 from 4:30 to 5:00 p.m. with the regular Board meeting to follow.

Ms. Bablitch informed those Board members on the Strategic Planning Committee the next meeting is August 3 from 12:30 to 2:30 p.m. in Room 1 of the Annex.

Ms. Bablitch introduced Jennifer Jossie, the new Assistant Business Manager.

Ms. Bablitch asked Mr. Jagodinski if he would be interested in presenting the welcome speech for the Visions dinner to be held on October 21 at about 6:00 p.m. Mr. Jagodinski responded he would be honored to do so.

D. Reports from Board Appointed Committees/Activities

There were no reports.

E. Period for the Board to Receive Public Comment

There were no comments made to the Board.

III. PROGRAM ISSUES

A. Update on Truancy Ordinance

Mr. McCulley distributed a copy of the proposed truancy ordinance. The Criminal Justice Committee chaired by Judge Flugaur met on June 17 and approved the ordinance. On August 31 the ordinance will be presented to the

County Board for approval. Hopefully both the City and Village of Plover will also endorse the ordinance. Currently there is no immediate action taken when children are truant from school. With the ordinance there are immediate circumstances delivered when a child is truant. It is hoped with the immediate reaction to truancy, there will be less truancy occurring as a result. Currently there are about 267 students who could be referred for truancy.

IV. FISCAL ISSUES

A. Action to Authorize Community Workforce Link Grant

Mr. Canales reported he has submitted a grant for a one time award of about \$34,000. The funding will be utilized to help recruit adult family homes and respite homes to serve our elderly and developmentally disabled clients. Motion by Ms. Holmes and seconded by Mr. Peterson to approve the grant submission. Motion carried.

B. Action to Approve Vouchers

Ms. Jossie reported the vouchers are for two weeks. Regular accounts totaled \$137,069.31, High Cost totaled \$9,044.57, and Portage House totaled \$286.40. There were no unusual expenses. Motion by Mr. Herrmann and second by Ms. Buck to approve the motion. Motion carried.

V. PERSONNEL ISSUES

A. Action to Review New Position Requests and Forward to Personnel Committee if Appropriate

Ms. Bablitch suggested taking the new position requests one at a time.

Mr. McCulley reported the social worker position in the jail has been a contracted position for about three years. It has increased from part time to full time since 1998. The PRISM organization was responsible for bringing this position to the jail. The position is now being looked at to become a County position. Funding from the Mental Health Block Grant, the Juvenile AODA Grant, OWI surcharge monies, and the Inmate fund will fund this position. No county tax levy is involved. Rev. Knutson stated the PRISM organization no longer has community funds available to fund the position. Captain Hansen reported he strongly feels the position needs to be under the "jurisdiction" of the

Health and Human Services Department. He has stated there have no attempted suicides since this position was brought into the jail. A number of programs are available to jail inmates with this position. A motion was made by Ms. Holmes and seconded by Mr. Jagodinski to approve the request. Motion carried.

Mr. Canales stated new positions will likely be necessary for the Care Management Organization (CMO) Demonstration Project. A full time Financial Manager will be needed. This would replace the 50% FTE Lucy Runnells is currently working as the Financial Manager. Two Case Management supervisor positions will also be needed. An undetermined amount of Registered Nurse Service Coordinators and Social Worker Service Coordinators will also be needed. As of yet it is unknown how many of the last two positions will be needed since it is not known how many people will participate in the CMO project. A decrease in current staff is not anticipated since participants will have the option of remaining under the old system or joining the CMO pilot. Both systems will remain in operation throughout the pilot period. The new positions will be fully funded through the capitated rate for the CMO Project. The capitated rate is anticipated to be set by September since most pilot counties will need to know the rate so they can complete their budgets for the year 2000. Motion by Mr. Herrmann and seconded by Mr. Clark to approve the requests. Motion carried.

B. Action to Authorize Limited Term Employee for Long Term Care Division

Mr. Canales reported Diana McGinley has resigned her position as an HSS1 social worker effective August 6. With two staff also on vacation during August, coverage of the caseload will be very problematic. A part-time limited term position (20 to 25 hours per week) is being requested to provide coverage for Ms. McGinley's caseload until her vacancy is filled. It is anticipated it would be about six weeks to fill this vacancy. Motion by Mr. Clark and seconded by Ms. Holmes to approve the request. Motion carried.

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

This agenda item has been postponed to a later date. Mrs. Bablitch reviewed the documentation concerning management classifications.

2) Your second question was about the governing board, and how you can meet the provisions of the Phase 2 MOU prior to establishing the governing board.

Answer: Things have continued to evolve since the RFC and the Phase 2 MOU was written, and your question is a good one.

The Family Care legislation requires the CMO to be governed by a board that reflects the ethnic and economic diversity of the county, and that at least one-fourth of the members be older persons with physical or developmental disabilities or their family members or other advocates.

Since the governance and conflict of interest issues are still being worked out, you are not expected to have a governing board in place yet. Instead, you should be reporting to your current governing board (like the Social Services Board or Community Programs Board), and using them for necessary decisions. Once Portage County has an approved plan about how it will deal with the governance and conflict of interest issues, you will need to move toward having a governing board with the membership in the legislation. Since your governing board may not have the degree of consumer involvement that will be required for the CMO's board, you should also be using your consumer advisory groups to guide your decision-making as much as possible during Phase 2 and into Phase 3.

HHS Board Meeting Minutes
July 13, 1999
Page 5

VI. ADJOURNMENT

A motion was made by Mr. Herrmann and seconded by Mr. Jagodinski to adjourn the meeting. Meeting adjourned at 6:15 p.m.

Respectfully submitted,

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD
July 27, 1999**

Present

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

Excused

Don Herrmann
William Peterson

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Runnells, Business Manager; David Pagel, Family and Employment Services Coordinator; Jim Canales, Long Term Care Coordinator; Mike Carder, Environmental Health Supervisor; Suzanne Oehlke, WIC Supervisor; Gene Kemmeter, Portage County Gazette.

I. INFORMATIONAL UPDATE

An informational update on the Elder Abuse was provided to the Board.

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

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of July 13, 1999

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

B. Correspondence

Ms. Bablitch stated a letter was received from John Chapin, Administrator, Division of Public Health, DHFS concerning the review of the health program. The Health Department has been certified as a Level III Health Department. The only recommendation was to try to appoint a physician to the Board. Mr. Jakusz stated there were compliments on the readily accessible information that was needed to complete the report.

C. Director's Report

Ms. Bablitch stated a meeting was held on Friday regarding the long term care redesign project. Mr. Hintz stated that if the county bought the Associated Bank building he would like the CMO project be housed there and be governed by a separate board. As of yet, the project is a pilot and many issues still need to be reviewed and discussed. A state summit meeting will be held on September 13 for agency directors. A written response from the state concerning establishing a governing board was distributed indicating the current board structure was suitable now. Further discussion concerning the long term care redesign will be ongoing.

Ms. Bablitch informed the Board she met with Dennis Kolodziej, Maintenance Supervisor, regarding the waiting area and security issues. A meeting is scheduled for August 16 with Space and Properties. Mr. Kolodziej indicated his budget is such that the waiting room could be remodeled so visitors to the building would be greeted immediately upon entrance to the building. There has never been any discussions, to Ms. Bablitch's knowledge, of a million dollar addition to the Gilfry Center.

D. Advisory Committee Report

Rev. Mallek stated he would like to do this at the next meeting since he was not able to be present at the Advisory Committee meeting. He reported the Mental Health Assessment has been completed and a report is forthcoming. Ms. Bablitch stated the strategic planning mission and initiatives were reviewed with the Committee and they provided good feedback and additional thoughts. Ms. Bablitch also stated the Committee was very helpful with the analysis of Family Based Services. Ms. Bablitch indicated the Committee is a wonderfully active committee and she is appreciative of their help.

E. Reports from Board Appointed Committees/Activities

Mr. Jakusz stated there were 305 children served in the day care in June. Thus far for the first week of July there were 48 children served.

F. Period for the Board to Receive Public Comment

There were no comments made to the Board.

III. PROGRAM ISSUES

A. Quarterly Statistics

Ms. Bablitch stated the Community Health statistics are usual for the last quarter. Ms. Oehlke stated the first shot for Hepatitis is no longer being given in the hospital due to the mercury found in the shot. Mr. Carder reported overall the statistics for the lab are higher than last quarter due to it being the last quarter of the contract period for many programs. Generally activity is high in April, May, and June as well for water testing after the winter months. Ms. Oehlke reported the Farmers Market is being well received by the community. There are 350 vouchers distributed out of the 450 vouchers available. The program now has seven farmers participating in the program. Ms. Buck questioned if the Department will be involved in the animal collection or if the city will be handling this on its own. Mr. Carder reported the Department will be working together with the city on this issue. Ms. Oehlke stated with the resignation of the Hmong interpreter has some Hmong families thinking of discontinuing the program. Currently they are trying to contract with someone in the interim period before hiring a permanent employee.

Ms. Bablitch stated the Division of Restorative Care is within normal with no unusual concerns.

Mr. Pagel stated the Family and Employment Support Division now has new staff people on board who are accepting cases. The decrease in Health Plus cases is believed to be a result of the BadgerCare program. Tracking of these cases is in the second week. Mr. Pagel reported the W2 RFP has been completed and we were the first to submit it to the state. The Medical Outreach person will be present at St. Michael's Hospital starting August 2 for 16 hours a week. She will be available to answer questions about billing, Medicaid, and BadgerCare. Mr. Clark questioned if the employer or the agency is responsible for paying for physicals for people in the W2 program. Mr. Pagel stated both can be responsible. If the person is physically incapable or disabled a medical statement is needed approving or denying the claim. A two day testing is held at St. Michael's and is paid for by the agency. If the person is found capable of doing the work assigned then any further physical examinations become the responsibility of the employer the client is working for. The Fraud Investigation recoupments were up mainly due to a \$17,000 recoupment in food stamps.

Ms. Runnells stated a replacement page for the Business Services section was distributed. Due to the shift of staff this has enabled the Accounts Receivable Supervisor to spend more time on cleaning up accounts and doing write offs of old accounts. This will result in a decrease of revenues. The additional time has also allowed the supervisor to meet with staff concerning logging issues which will result in an increase in revenues. The Assistant Business Manager position is now filled as well as some of the vacancies in the reception area and Word Processing. Currently there is one position left to fill in the reception area.

Mr. Canales reported the COP Waiver participation is up due to Family Care. Personnel vacancies due to retirement, resignation, and Family Care continue to be the biggest concern for the Division.

B. Update: Family Care: Long Term Care Redesign

Mr. Canales stated a summit meeting is scheduled for September 13 with the State. Hopefully some major issues will be ironed out during this meeting. Both Ms. Runnells and Mr. Bestul are going to attend a workgroup prior to the summit meeting to look at the financial issues. Currently Family Care is not yet signed into law. The county is looking at a start up date of April 1, 2000. The RN position has been offered and is awaiting acceptance. Discussion ensued concerning the similarity of Family Care to an HMO and concerns people have about this.

IV. FISCAL ISSUES

A. High Cost Budget Report

Mr. Canales reported there is nothing out of the ordinary for the inpatient, medical detox, or community based care accounts. Mr. Pagel stated there is nothing noteworthy in the General Assistance budget. Mr. Pagel did forewarn the Board of a third quarter increase expected to occur. Two surgical procedures were completed and the bill for one of the procedures has been received totaling \$96,000. Mr. Pagel reminded the Board for the past two years the program has spent less than budgeted and as such the budget was pared down. Ms. Bablitch stated the out of home placement budget is normal.

B. Quarterly Budget Report

Ms. Runnells stated the High Cost accounts look better. There have been some removal of placements at Lincoln Hills resulting in a deficit of about \$25,000 projected. Additional placements are expected to be removed from Lincoln Hills in the new few months as well. The regular accounts is projected to have a deficit of about \$26,500. The majority of the changes are occurring due to attrition and the movement of people in the health insurance plan from the family plan to the single plan or opting for no insurance. A major problem is the \$79,000 reduction expected in state revenues. This was told to the Department after the 1999 budget was adopted.

C. Action to Approve Vouchers

Ms. Runnells reported the vouchers are for three weeks. Regular accounts totaled \$529,578.41 and High Cost totaled \$34,610.41. There were no unusual expenses. An additional voucher for Portage House was received. The telephone voucher is \$189.14. This changes the total for Portage House to \$1,905.42. Motion by Rev. Mallek and second by Mr. Jagodinski to approve the motion. Motion carried.

V. PERSONNEL ISSUES

A. Action to Authorize Reorganization in Community Health Section

Ms. Bablitch stated one employee has resigned 6 hours of school nursing time and two other staff are willing to decrease their hours of 11 hours of school nursing time and 10 hours of community health time. This will result in a 24 hour HSS1 position for the year comprising of 10 community health time and 17 hours of school year nursing time. This was discussed with the Personnel Director who stated it was appropriate to combine the hours to form one position. This will result in another employee but not new hours. A motion was made by Ms. Holmes and seconded by Mr. Jagodinski to approve the request. Motion carried.

VI. ADJOURNMENT

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

Respectfully submitted,

Dawn Grasamkee, Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD
August 10, 1999**

Present

Walter Jakusz
Jim Clark
Paul Borham
Don Herrmann
Jeff Jagodinski
William Peterson
William Zimdars

Excused

Ann Buck
Carole Holmes
Rev. Matt Mallek
David Medin

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jim Canales, Long Term Care Coordinator; Michael Houlihan, Portage House; Rodger Ricketts, Psychological Services Supervisor; Lauri Rockman, Family & Employment Support Coordinator; Jennifer Jossie, Fiscal Supervisor; Faye Tetzloff, Community Health Nursing Supervisor; Sue LeGault, Social Worker; Linda Hoppenrath, Social Worker; Jim Riggerbach, Shared Services Supervisor; Sue Wilcox, United Way; Dottie Moffat, White Pine Consulting; and Dan Naylor, White Pine Consulting.

I. INFORMATIONAL UPDATE

An informational update on the Restorative Care and Family & Employment Support was provided to Board members.

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

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of July 27, 1999

Mr. Clark moved to approve the minutes. Seconded by Mr. Jagodinski. Motion carried.

B. Correspondence

Ms. Bablitch distributed the 1998 Annual Report and insert to the Board members. The report will be presented to the County Board on August 31. The report will also be sent to various organizations, churches, and state officials.

Ms. Bablitch provided Board members with an updated organizational chart.

Page 4

HHS Board Meeting Minutes
August 10, 1999
Page 2

A memo regarding Informational Update for the August 24 meeting was distributed. The Informational Update will consist of staff attending to listen to Board members views on serving on our Board as well as an opportunity for staff to ask questions.

C. Director's Report

Ms. Bablitch stated Clem Hintz called regarding County Board members meeting with state legislators regarding the tobacco settlement being distributed to counties and with the funds going to the Health and Human Services Department.

Ms. Bablitch reported a Community Works Link grant was applied for through the Department of Health and Family Services. The grant would be utilized to find resources to help residents stay in their own homes by helping to recruit respite care and adult family care providers. There were 24 counties in addition to Portage County who applied for the grant and all counties received the grant. The initial request was for \$34,000 and we received approximately \$24,000.

The Portage County Jail has requested a meeting with our Department to look at issues related to juveniles housed at the jail. Ms. Bablitch stated she will inform Mr. Jakusz when the meeting is scheduled.

D. Advisory Committee Report

Ms. Rockman stated the Advisory Committee met in July. Dottie Moffat and Judy Bablitch were present to review the strategic planning process and to gather feedback. The Mental Health Assessment Subcommittee presented a preliminary report and received comments from the public. The report will be reviewed and finalized to be presented to the Board at a later date. The final report of the Evaluation Committee on the Family Based Services program was reviewed and action taken to forward to the Board for their review. The meeting in September will entail the Evaluation Committee selecting a new program to evaluate.

E. Reports from Board Appointed Committees/Activities

Mr. Jakusz stated there were 249 children served in the day care in July. Thus far for August, 84 children served. Ms. Bablitch stated the wall by the day care is being looked at to be removed to allow more space.

F. Period for the Board to Receive Public Comment

There were no comments made to the Board.

III. PROGRAM ISSUES

A. Review of Strategic Planning Process with Action to Adopt Mission and Strategic Initiatives

Mr. Naylor thanked the Board for the opportunity to work with the staff. A list of people involved in the strategic planning process was distributed. Mr. Naylor reviewed the framework for strategic planning. Ms. Tetzloff reviewed the mission statement and the vision of the Department. Ms. Tetzloff stated the mission statement and vision are brief and concise. Four major initiatives are identified to achieve the mission in the next three years. These are in the areas of technology, public relations, environment, and collaboration. Ms. LeGault reviewed the technology initiative. Ms. LeGault stated having policies and procedures looked centrally and available to all staff will increase efficiency and service delivery. It was also felt very strongly that a full-time programmer is needed at the agency to optimize and stay current and up-to-date with technology. Mr. Ricketts reviewed the public relations initiative. A survey of the community will be conducted and a communication plan will be developed. Mr. Herrmann commented the timeline for the communication plan seemed realistic by allowing more time to gather and develop data. Ms. Tetzloff highlighted the environment initiative. Staff development is the first step followed by better and shared decision-making and personal safety. Mr. Herrmann questioned employee flexibility in relation to personal safety. Ms. Tetzloff stated an employee will not stay late if they don't feel safe in the building. Ms. Hoppenrath reviewed the communication initiative. Communication between agency staff should start within the section, then the Division, and then the entire Department. Currently the agency has good partnerships with other community agencies and this should continue. Mr. Herrmann questioned when and who will look at the budget ramifications, if any. Ms. Bablitch stated this will be included in the budget process. A motion by Mr. Jagodinski and second by Mr. Herrmann to approve the mission and strategic initiatives. Motion carried.

B. Review of Advisory Committee Evaluation of Family Based Intervention Services

Ms. Rockman stated Mary Croft and Helen Johnson were the two chairs of this Committee. The Committee looks at the agency program and gathers feedback to help improve the program. The Committee sent out surveys and followed up with phone calls to clients to complete the surveys. Clients identified the initial meeting with the staff and the feedback as strengths. The staffing phase in Phase 2 with the number of staff, inconvenient times, and lots of information were identified as concerns by both the clients and staff. Recommendations were to have the meetings occur in the client's home with less staff as well as providing written summaries to clients. Another recommendation is to rethink the agency after hours message. Most people don't hear to contact the Family Crisis Center since it is only heard near the end of the message and by that time most people have hung up. Mr. Riggerbach stated the staff appreciated the objective analysis of the program.

C. Report on National Institute of Corrections Criminal Justice Department Review of Portage House Program

The assessment was completed with a subsidy to help pay for the cost of the report. There were 10 institutions in the State that agreed to have the report completed. The report looked to see if the program was doing what it should to be effective. Six main areas were looked at. The assessment area was low which Mr. Houlihan knew it would be since no assessment tool is used. Also due to the small size of the program, having only one of the two staff members with a degree, reduced the staff score. If the other staff member completes their degree, this will raise this score substantially. The other score was the highest which Mr. Houlihan feels is due to the program being part of the Health and Human Services Department and as such has stability, funding, community support, etc. Overall the report was satisfactory.

IV. FISCAL ISSUES

A. Action to Approve Vouchers

Ms. Jossie reported the vouchers are for two weeks. Regular accounts totaled \$357,583.68, High Cost totaled \$77,819.48, and Portage House totaled \$788.38. There were no unusual expenses. Motion by Mr. Zimdars and second by Mr. Borham to approve the motion. Motion carried.

HHS Board Meeting Minutes
August 10, 1999
Page 5

V. ADJOURNMENT

A motion was made by Mr. Jagodinski and seconded by Mr. Zimdars to adjourn the meeting. Meeting adjourned at 6:15 p.m.

Respectfully submitted,

Dawn Grasamkee, Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD
August 24, 1999

Present

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

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jim Canales, Long Term Care Coordinator; Jennifer Jossie, Fiscal Supervisor; Julie Hladky, Health Officer; Lucy Runnells, Business Manager; Jerry Koepfel, Youth and Family Services Supervisor; Bill McCulley, Restorative Care Coordinator; Therese Frieberg, Personnel Director; and Lisa Nellessen-Lara; Stevens Point Journal.

I. INFORMATIONAL UPDATE

An informational update was held with Board members and staff so Board members could share their views on serving on our Board.

Mr. Jakusz called the meeting to order at 5:15 p.m.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of August 10, 1999

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

B. Correspondence

There was no correspondence.

Page 3

HHS Board Meeting Minutes
August 24, 1999
Page 2

C. Director's Report

Ms. Bablitch stated the September 14 Board meeting is canceled as a Wisconsin County Association meeting is the same day. The budget meeting is scheduled for October 4 and 5 for the Board starting at 4:30 p.m. The October 12 Board meeting is also canceled as the County Board meeting scheduled for that date.

Ms. Bablitch reported Dennis Kolodziej will not be able to fund the waiting area remodeling in his 1999 budget. This request will be forwarded to Capital Improvements Committee by the Space and Properties Committee. There is time and funds available in the current budget for doorway updates this year.

Ms. Bablitch reported there is no request for either \$1 million or \$2 million being requested for remodeling of the building.

D. Reports from Board Appointed Committees/Activities

Ms. Buck reported she attended the Advisory Committee meeting for the Bureau of Long Term Care. With the updates received by Jim Canales on a regular basis she believes we are being well informed and had nothing further to report.

Ms. Hladky reported starting September 1 an ad campaign by the Tobacco Free Coalition will be airing on Channel 7 for three months. This is being sponsored by our Department.

Mr. Jakusz stated there were 251 children served in the day care in August.

F. Period for the Board to Receive Public Comment

There were no comments made to the Board.

III. PROGRAM ISSUES

A. Long Term Care Redesign: Family Care Update

Mr. Canales reported we are still looking at April 1, 2000 as the start date for the Family Care project. A summit meeting will be held on September 13 for all Family Care pilot counties Department directors to resolve major issues pertaining to the project. The member handbook has been completed and will

be used by the State as a model for all counties. An informational meeting was attended by over 70 providers of long term care services to provide an update on Family Care. During an internal discussion with the Department on Aging Board it makes sense for there to be only one Resource Center. Currently the Aging Resource Center is located at the Department on Aging and the Disability Resource Center is housed at the Human Services building.

B. Four County Emergency Services Mental Health Project Update

Mr. McCulley informed the Board the Village of Rosholt Board has elected to have a Mental Health Clinic outreach site in Rosholt for a half day a week.

The four county emergency services project is being done by Portage, Waushara, Marquette, and Waupaca counties. With the combination of this service, reimbursement from Medical Assistance will be possible. Currently they are looking at a developing a secure setting for emergency detentions. This would eliminate the high cost of admitting to the hospital. An RFP will be developed and issued on October 1 with responses returned by November 1 to see if there are any entities existing that could administer this project. Formal support for approval of this project will be done through the budget process.

C. Juvenile Detention Center Update

Mr. Koeppel stated the Criminal Justice Committee discussed the 72 hour hold for juveniles. The 72 hour hold will go before the County Board in October for approval. This will allow the social worker to immediately place the juvenile for 72 hours in secure detention if the juvenile is in violation of his order without having to return to court.

IV. FISCAL ISSUES

A. Action to Approve Vouchers

Ms. Runnells reported the vouchers are for two weeks. Regular accounts totaled \$290,097.55, High Cost totaled \$16,237.56, and Portage House totaled \$1,092.93. There were no unusual expenses. Motion by Mr. Jagodinski and second by Ms. Holmes to approve the motion. Motion carried.

Page 5

HHS Board Meeting Minutes
August 24, 1999
Page 4

V. PERSONNEL ISSUES

A. Action to Authorize New Position Request

Mr. Canales reported this request will be for a half time position in the Adult Protective Services Unit which will only be sought if Family Care is approved. The position will be funded through Family Care. Motion by Mr. Clark and seconded by Ms. Holmes to approve the request. Motion carried.

B. Review of Non-Union Classifications

Ms. Bablitch distributed a copy of the memo from the July 13 meeting concerning non-union classifications. Ms. Frieberg stated that in 1994 the county completed a total reclassification of all classifications. Ms. Frieberg stated she tended to agree with all the issues raised by Ms. Bablitch. Discussion occurred on various ways to look at these reclassifications. A suggestion was made to have a study completed by an independent agency. The recommendation of such a study would need to be presented to the Personnel Committee. A great deal of discussion occurred regarding looking at various hours and ways to compare with other counties. Mr. Jakusz recommended action on this issue be placed on the next Board agenda.

VI. ADJOURNMENT

A motion was made by Mr. Holmes and seconded by Mr. Buck to adjourn the meeting. Meeting adjourned at 6:05 p.m. The next meeting is scheduled for September 28.

Respectfully submitted,

Dawn Grasamkee, Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD
September 28, 1999

Present

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

Excused

Don Herrmann

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jim Canales, Long Term Care Coordinator; Julie Hladky, Health Officer; Lucy Runnells, Business Manager; Rodger Ricketts, Psychological Services Supervisor; Lauri Rockman, Youth and Family Services Coordinator; Susan Underwood, Developmental Disabilities Case Manager; Bruce Froehlke, Advisory Committee member; and Lisa Nellessen-Lara; Stevens Point Journal.

I. INFORMATIONAL UPDATE

An informational update was held with Board members from the Restorative Care Division and Family and Employment Support Division.

Mr. Jakusz called the meeting to order at 5:02 p.m.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of August 24, 1999

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

B. Correspondence

Ms. Bablitch passed around a copy of the picture of Mr. Peterson announcing his retirement as Smokey the Bear found in the Portage County Gazette.

C. Director's Report

Ms. Bablitch stated the budget meeting is scheduled for Monday, October 4 at 4:00 p.m. in Rooms 103 and 104 at the Ruth Gilfry Building. If the budget meeting is not completed on Monday, a second meeting is scheduled for Tuesday, October 5 at 4:00 p.m. in Rooms 103 and 104 to finish the meeting. Ms. Bablitch stated the first 15 minutes of the October 4 meeting will consist of Business Administrator, Bo DeDecker, presenting a review of the entire County budget for 2000.

Ms. Bablitch stated the Finance and Personnel Committees met to review the reclassifications and new position requests. No action was taken. A meeting next week is scheduled to vote on the reclassifications and new position requests.

Ms. Bablitch informed Board members the agency received the W2 contract for the next two years.

Ms. Bablitch stated the reclassification system for management staff has been postponed until the next meeting.

Mr. Canales introduced Susan Underwood, the new Developmental Disabilities Case Manager hired to replace Diana McGinley.

Mr. Peterson stated the Capitol Improvements Committee meeting is scheduled for tomorrow evening at 4:00 p.m.

D. Advisory Committee Report

Rev. Matt Mallek stated the Advisory Committee met on Monday evening. The Mental Health Report was reviewed and approved. Pat Rychter presented the TAP Survey to the Committee which they found very interesting. New projects were selected to be worked on. The new projects will be crisis intervention and housing issues.

Mr. Froehlke gave an overview of the Mental Health Report. The major unmet need is depression and stress is also an important problem. Surveys were sent to providers, agencies, and clients. Close to 200 surveys were returned. The Committee also reviewed the Community Health Assessment, TAP Survey, and Blue Ribbon Commission on Mental Health to help support their conclusions.

Staff members of the Mental Health Clinic reviewed the report. Recommendations made will require action by the Department with continued follow through by the Board. A primary issue is to address the prejudicial misconceptions by the public of the Department. A public information campaign to encourage people to take advantage of the Mental Health Clinic is very strongly encouraged to be done. Ms. Bablitch stated the report will be taken to the staff to review and make further recommendations. Mr. Froehlke stated the Committee received very good support from Julie Hladky and Rodger Ricketts as well as the staff.

E. Reports from Board Appointed Committees/Activities

Mr. Jakusz stated a total for the child day care was unavailable.

F. Period for the Board to Receive Public Comment

There were no comments made to the Board.

III. PROGRAM ISSUES

A. Review of Public Health State 140 Review

Ms. Hladky stated the review went very well. The Department achieved a Level III status, which is the highest rating. The only deficiency was in not having a physician on the Board. Showing a good faith effort to recruit a physician will eliminate this deficiency. Another area is to put things in writing such as policies and procedures. The Level III status will enable the Department to receive additional funding. The various levels are determined by statutes and are based on staff qualifications and programs. Currently, Dr. Sanderson serves as the Medical Advisor to the Health Department. A letter will be developed to try to recruit a physician for the Board. Ms. Bablitch stated Roger Wrycza is also aware of this need since Mr. Wrycza is responsible for recruiting citizen members for the Board.

B. Update: Public Health Consolidated Contracts

Ms. Hladky stated the consolidation of grants will affect the way the Department does business. More accountability of spending will result in the consolidation of the contracts. Goals will have to be met and the agency will have the ability to say what they want to accomplish. This will result in a more

active role by the agency in these programs. Recoupment of funding will be based on goal achievement. Goals have been discussed and all are achievable by the Department. If a goal is not achieved it will result in a percentage of the funding being withheld.

C. Update: Progress of Healthy People Portage County

Ms. Hladky stated the final plan of the Healthy People Portage County will begin in October. Five areas were identified as priorities. These included promoting healthy pregnancies; preventing chronic diseases through healthy nutrition and exercise; protecting health by controlling environmental hazards such as food safety in the home, water testing of wells, and air quality associated with open burning; decreasing alcohol and drug use; and preventing suicide and depression. Tobacco issues were not listed as priorities for this project since the Tobacco Free Coalition is doing this already. A Steering Committee will be implemented in January.

D. Action to Review and Accept Advisory Committee Report on Mental Health in Portage County

Bruce Froehlke gave his review of the report during the Advisory Committee report. A motion was made by Mr. Peterson and seconded by Ms. Holmes to accept the report and refer to staff to make recommendations and to then bring it back to the Board for further action. Motion carried.

E. Update: Family Care

Mr. Canales reported the summit meeting was held with the state. Currently the capitated rate is the biggest issue for Portage County. Ms. Runnells stated the rate will be based on historic costs for individuals receiving services. The rate will consist of a combination of costs for all programs and MA card costs for an individual. Currently the figures are being based on the 1998 costs. Negotiations are being held currently to finalize the figures. The State and our Department seem to be within \$50 of each other. Other counties are also beginning to work with the state on their figures. Each county will probably have a different rate since costs vary from county to county. April 1, 2000 is the target date for implementation of Family Care for Portage County.

IV. FISCAL ISSUES

A. Action to Approve Selection of Agency to Develop Duplex for Long Term Care Project

Mr. Canales informed the Board about a year ago a plan was developed for CAP Services to locate funds to develop a duplex for long term care clients. Funding was secured this spring and property has been purchased with construction of the home beginning. An RFP was issued to find an agency to operate the four person duplex. Four proposals were received and the RFP Review Committee has recommended that Aurora Community Services be given the contract. Currently Aurora operates the other duplex in Portage County. This new home will be located in Plover. A motion was made by Ms. Buck and seconded by Mr. Clark to approve the selection. Motion carried.

B. Action to Authorize Submission of Grant to American Cancer Society

Ms. Hladky informed the Board our current funding for tobacco control activities ends on Thursday. Expectations are to receive funding from the State in January but at a lower rate than in the past. Ms. Hladky stated she would like to seek grant funding from the American Cancer Society for tobacco control activities. A motion was made by Mr. Zimdars and seconded by Rev. Mallek to approve the request. Motion carried.

C. Review of Changes in Accounting for Department Revenues

Ms. Runnells stated the accrual method of accounting for revenues was started about 14 or 15 years ago. This method recognized revenues for services completed. With third party pay sources such as Medical Assistance, Medicare, HMO's, and insurance, it is making it very hard to recognize the amount of revenues earned. The cash method will recognize the revenues when the cash is in hand. Due to our agency revenues based on ability to pay the accrual method is not practical. Discussions were held with Bo DeDecker concerning changing our revenue accounting method. A motion was made by Mr. Jagodinski and seconded by Rev. Mallek to approve the request. Motion carried.

Page 6

HHS Board Meeting Minutes
September 28, 1999
Page 6

D. Action to Approve Vouchers

Ms. Runnells reported the vouchers are for five weeks. Regular accounts totaled \$642,308.22, High Cost totaled \$125,600.17, and Portage House totaled \$2,000.43. There were no unusual expenses. Motion by Mr. Clark and second by Rev. Mallek to approve the motion. Motion carried.

V. ADJOURNMENT

A motion was made by Ms. Holmes and seconded by Rev. Mallek to adjourn the meeting. Meeting adjourned at 5:52 p.m. The next meeting is scheduled for Monday, October 4 at 4:00 p.m.

Respectfully submitted,

Dawn Grasamkee, Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
OCTOBER 4, 1999**

Present

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

Excused

William Peterson

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Runnells, Business Manager; Jim Canales, Long Term Care Coordinator; Mike Carder, Environmental Health Supervisor; Julie Hladky, Health Officer; Mike Houlihan, Portage House Director; Patti Jauch, Accounts Receivable Supervisor; Jennifer Jossie, Assistant Business Manager; Jerry Koepfel, Youth and Family Services Supervisor; William McCulley, Restorative Care Coordinator; Suzanne Oehlke, WIC Director; David Pagel; Family and Employment Services Supervisor; Ray Przybelski, Community Support Supervisor; Rodger Ricketts, Mental Health Supervisor; Jim Riegenbach, Shared Services Supervisor; Lauri Rockman, Family and Employment Services Coordinator; Susan Rutta, Administrative Services Supervisor; Faye Tetzloff, Community Health Supervisor; Jessica Wollock, Project Director; Paul Rice, Community Industries Director; Joanne Stevens, Ministry Behavioral Health Director; Bo Dedecker, Finance Director; Lisa Nellesen-Lara, Stevens Point Journal.

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

I. PRESENTATION BY COUNTY BUSINESS ADMINISTRATOR ON COUNTY'S BUDGETING ISSUES FOR 2000

Mr. Dedecker distributed two handouts - Portage County 2000 Budget Updates and Health Insurance Proforma Analysis. Regarding the 2000 Budget Update handout, Mr. Dedecker stated the first two pages show a breakdown of all the county budgets before adjustments. Health insurance and computer exemptions are the main reasons for the differences from 1999 to 2000. This year a 20¢ tax levy increase is expected. There hasn't been a tax levy increase for a few years. The main reason for the increase is the health insurance. The Health Insurance Proforma Analysis shows a four year history and the projected 2000 costs. The profit shown in previous years has gone into the general fund to be used for future health insurance needs.

II. REVIEW OF PROPOSED 2000 DEPARTMENT BUDGET

Ms. Bablitch distributed the appendices to the Mental Health report given at the previous meeting. Ms. Bablitch also questioned if the quarterly financial reports we are currently doing is sufficient information for the Board to make determinations on where the Department is financially. Any input can be given to Ms. Bablitch.

A. Budget Overview

Ms. Bablitch thanked the staff for all their hard work on the budget this year. Ms. Runnells reviewed the Supplementary Schedules. Ms. Runnells stated the Family Care pilot has been separated from the budget. An exemption for computer services and health insurance has been budgeted as well. The computer services increase is based on the number of computers and time spent on the various types of computers. This exemption is being allowed for all county departments. The majority of revenues for 2000 are expected to come from program revenues. The main reason for the shift is due to Family Care. With Family Care starting in April, an increase in operating costs is expected for this pilot. The figures were based on the anticipated capitated rate. Sup-27 shows the position summaries from 1980 to the anticipated approved positions for 2000. A correction needs to be made on Sup-29 for the 2000 LTE. The position should be a HSS1 Nurse with the funding source being Immunization Outreach. A correction on Sup-34 for the Lead Blood Draw. A typographical error occurred and the fee for current and proposed should be \$4 not \$16. Mr. Clark questioned how rates are set and budgeted. Ms. Runnells stated past experiences and any changes in the program help to determine the estimated budget and fees to set.

B. Review of Administration/Business Budget

Ms. Bablitch stated there are no funds to provide assistance for strategic planning and outcome based evaluations. As such the agency will have to continue on its own. No additional funding was available for staff development this year. Mr. Herrmann questioned if purchasing home study courses such as tapes and videos may be a cheaper route for staff development. Ms. Runnells stated Family Care has been shifted out of the budget for office supplies, postage, copying, etc. Personnel costs for 1.7 FTE's were shifted to Family Care for fiscal services. Ms. Bablitch stated funding for Right From the Start will remain at the 1999 level. Additional funding options are being looked at.

C. Review of Family and Employment Support Services Budget

Ms. Rockman stated that overall there has not been much change to these budgets. A decrease in W2 revenues will occur in 2000. Profit dollars are gone in the W2 budget. The W2 bonus dollars represented in the budget are the maximum the county can receive. No change in services will occur. There are two new budgets for 2000 - Community Reinvestment and Outreach. Community Reinvestment funds will provide some funds for various community and agency programs and the Outreach budget entails services to the community as well as a voice on the SPIN project.

D. Review of Restorative Care Budget

Mr. McCulley informed the Board the budget includes the Jail Support position which will be primarily funded through the Mental Health Block Grant. The POCAN grant is a pilot program which will fund a contracted employee through Gemini Leasing. One home and financial manager position has been moved to Family Care Budget. With the movement of day care certification to Family and Employment Services, the Shared Services Support Services position has been decreased due to position duty changes. Revenues for Psychological Services have decreased due to the amount of write-offs the agency must do. A Nurse Practitioner (who is contracted through Gemini Services) has been hired. Funds have been cut to the contracted service for Chemical Dependency. United Way has also cut their funding to Ministry Behavioral Health. Joanne Stevens from Ministry Behavioral Health stated funding for treatment services will hopefully be reviewed. The hospital does not support Ministry Behavioral Health in their budget but does provide a loan if needed which must be paid back. The Children and Family Purchased budget will discontinue our contract with Children's Service Society for independent living. The agency staff will assume these duties in 2000. Mr. Jagodinski questioned the increase in travel for the Psychological Services budget. Mr. McCulley stated this is due to the outreach clinics in Rosholt and the possibility of a second clinic in Almond.

E. Review of Health Budget

Ms. Hladky stated consolidated contracts are in good shape with an overall 5% increase. A 7% recovery for administrative fees is anticipated. The Tobacco Control budget was budgeted with an estimate of the anticipated funds to be received through the tobacco settlement. A 3% increase in licensing fees for Environmental Health has been budgeted. In previous years the WIC budget has

been separated into two budgets for two portions of the year. This has been changed to a calendar year budget. The Breast Pump Program will support educational services. The Farmer's Market Nutrition Program had a one time state grant. This program will hopefully continue with grants from local sources. A slight increase in School Health services for Almond/Bancroft Schools has been budgeted. The Community Health budget was three separate budgets previously. It was combined with the Immunization and Childhood Assessments budgets. Nursing assessments are decreased since these will be completed through Family Care. Prenatal Care Coordination revenues have stabilized now.

F. Review of Long Term Care Budget

Mr. Canales stated Family Care changed how the budget was developed and completed. The agency will operate the Care Management Organization and the Department on Aging will operate the Resource Center. PCHHSD will operate both the current funding system and the Family Care pilot project at the same time. Children services have been budgeted separate from Family Care since they are not included in the pilot at this time. Severely mentally ill clients are also not included in Family Care. Ms. Runnells stated the Family Care budget includes the Coordinator and two supervisors as well as a Financial Manager and 1.7 FTE fiscal staff positions. Adult Protective Services includes a new .5 FTE position to be paid for by funding from the State. The Care Management Organization budget was based on an anticipated rate of \$2,400 per member. Any funds remaining at year end will be put into a reserve account for any anticipated need in future years.

G. Review of High Cost Accounts Budget

Mr. Canales stated Outagamie Health Care Center is downsizing and the agency will place three of their four clients in a different nursing home placement within the year. The fourth client will need to go to an Institution for Mental Disease (IMD), thereby increasing residential costs in 2000. Mr. McCulley stated Detoxification services were utilized more. About 70% of the people were never seen before and were first timers at St. Michael's Hospital. This will result in an increase from half time to full time for the position handling these cases. Mr. McCulley stated the Mental Health Inpatient budget is on tract. The four county contract was added to this budget for crisis intervention. The Children's Group/Residential Care budget looks to remain on target. The group care placements have decreased and with alternatives to placement for residential care these placements will stay on track. Placements in Corrections have also

decreased. Ms. Rockman stated General Assistance numbers are anticipated to remain constant. Due to some unusually high surgical and medical care this year, the budget is anticipated to be slightly lower for 2000.

Ms. Holmes commented on the difference in the budget from years ago. She complimented the staff on the thoroughness and simplicity of the budget presentation.

Mr. Clark stated with the high cost funds in most instances the Department has no choice but to provide these services and feels the County Board needs to know this fact.

H. Action to Adopt 2000 Fee Schedule

Mr. Bablitch stated the fees for 2000 are found in the Supplemental Schedules. Ms. Runnells reported many of the fees are based on costs. Mr. Clark questioned who is responsible for payment of Custody Study costs. Mr. Koepfel stated generally the petitioning party is responsible or in most cases the cost is split between the two parents. Ms. Buck questioned the increase from \$7 to \$8 in the flu shots. Ms. Hladky stated these costs have not been increased in several years. If a person cannot pay they will still receive the flu shot and a waiver will be done for the fee. Mr. Herrmann questioned the difference between non-government and government Hepatitis B shots for adults. Ms. Hladky stated the government employees such as ambulance and first responders are mandated to receive the shot and are given them at a special fee. Rev. Mallek moved to approve the fee schedule as presented with a second by Mr. Clark. Motion carried.

H. Action to Adopt 2000 Health and Human Services Budget and Forward to Finance Committee

Ms. Holmes moved to approve the budget. Rev. Mallek seconded the motion. Motion carried.

II. ACTION TO ADJOURN

Ms. Bablitch informed the Board remodeling of the waiting area and landscaping has been approved. The next meeting will be Tuesday, October 26, 1999 at 4:30 p.m. A motion was made by Zimdars and seconded by Mr. Borham to adjourn the meeting. Meeting adjourned at 5:50 p.m.

Submitted by:

Dawn Grasamkee, Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
OCTOBER 26, 1999**

AGENDA ITEM #III-A
November 9, 1999
Page 8

Present

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

Excused

Walter Jakusz
Paul Borham

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Runnells, Business Manager; Jim Canales, Long Term Care Coordinator; Mike Carder, Environmental Health Supervisor; Bill McCulley, Restorative Care Coordinator; Ray Przybelski, CSP Supervisor; Lauri Rockman, Family and Employment Support Coordinator; Lisa Nellessen-Lara, Stevens Point Journal.

Mr. Clark called the meeting to order at 4:33 p.m.

I. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of September 28 and October 4, 1999

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

B. Correspondence

Ms. Bablitch referred Board members to page 12 of the packet. Ms. Hladky is looking for anyone interested in attending the WALHDAB meetings. The meetings are the third Thursday every other month from 10:00 a.m. to 3:30 p.m. in Minocqua. Board members were unsure if they could attend these meetings at this time. Ms. Bablitch requested if anyone is interested to please let her know.

Ms. Bablitch read a letter received by Representative David Obey regarding supporting Social Services Block Grants.

C. Director's Report

Ms. Bablitch stated Family Care is moving along well and we are assured of a good rate. A resolution will be presented to the County Board to allow us to go into the next phase of Family Care. The November 9 meeting will be a meeting of

all four Boards: Health and Human Services, Department on Aging, Health Care Committee, and Long Term Care Planning Committee; to review the Family Care program.

Ms. Bablitch stated due to the need for a public hearing concerning Environmental Health ordinances issues, a meeting on November 23 will be held.

Ms. Bablitch reported she attended the Finance Committee last night concerning updating our dictation system. Clem Hintz questioned why we need a dictation system since everyone has their own computers. Ms. Bablitch explained that it is more efficient and professional to use the Word Processing staff to type up letters, reports, etc. and allow the social workers and case managers to see more clients and provide more services. Since some staff are not proficient in typing or grammar, it is more feasible to have staff who are very proficient in this area complete this work. The debate now is whether to use funds from the Department to update the system or use County funds set aside for Y2K upgrade to do this.

D. Reports from Board Appointed Committees/Activities

Ms. Buck stated the VISIONS banquet she attended was very nice. Ms. Bablitch commented Jeff Jagodinski did a nice job on his speech. Mr. Jagodinski reiterated a story concerning a woman who, through the help of this agency, now owns her own home and runs a day care. She is only 20 years old.

Mr. Jagodinski reported the Housing Task Force is progressing on its focus of finding appropriate housing for hard-to-house people.

E. Period for the Board to Receive Public Comment

There were no comments.

II. FISCAL ISSUES

D. Quarterly Statistics (July - September)

Program managers highlighted the quarterly statistics for their Divisions.

Mr. Canales stated the CSP referrals have increased. A new position has been sought for years due to the growing caseload size. The majority of time is being spent on Family Care. A four-person living arrangement is being developed for Developmentally Disabled clients. The CSP program is working on certification.

Mr. Carder reported the lab continues its seasonal fluctuation. The high amount of coliform tests for this quarter is normal. A restaurant was given the final order to close for two days due to numerous violations. Mr. Clark questioned how often restaurants are inspected. Mr. Carder stated every year since they have to meet code in order to have their license renewed. The Food Safety Committee is looking at issues of having information printed in the paper as well as further steps it can take to ensure public safety in restaurants. Ms. Bablitch stated the screenings are up due to school starting again.

Mr. McCulley reported referrals to psychiatric services and intake are up. Mr. Jagodinski questioned the increase in crisis intervention. Mr. McCulley reported this is normal when dealing with emergency detentions. About 50% of them are dropped prior to a probable cause hearing. Volunteer hours and intern use has also increased. A satellite clinic for psychiatric services will start in December in Rosholt. A satellite clinic is hoping to be started in Almond soon. Three terminations of parental rights were completed. Currently six of the eight terminations have been completed so far. The Summer Work Advantage Program had three juveniles involved this year and were paid through the contributions of seven groups. The truancy and 72-hour hold were passed. Mr. Herrmann questioned where the referrals come from for the Badger Challenge Program. Mr. McCulley reported these are juveniles housed at Lincoln Hills and are referred to the program. The program is very successful. If a juvenile is uncooperative with the program, they are returned to Lincoln Hills. The POCAN grant is working on marketing strategies to hopefully recruit more foster homes for both the juvenile and adult system.

Ms. Rockman reported with BadgerCare the case loads have increased. The Health Plus program has decreased though with the onset of BadgerCare. A meeting is being held to evaluate the Health Plus program. Respite child day care is also increasing. Food Stamp applications are down but emergency food requests are up. A new program at the Plover Methodist Church will be another resource for referrals. An outreach service called Community Connections is being developed and will hopefully be in place starting December 1. It will expand the SPIN Program to being available by telephone to provide resources and referrals.

Ms. Runnells reported the negative amount billed for July consisted of the writing off of ambulance bills on our system. The cash accrual system is being started. Ms. Jauch is working with staff on their logging system to enhance revenues that can be captured.

E. Action to Authorize Merging of Disability and Aging Resource Center

Mr. Canales reported a formal request is needed to approve combining the two Resource Centers into one to be housed at the Department on Aging. The Department on Aging Board has already approved the request. Motion by Mr. Jagodinski and second by Ms. Holmes to approve the request. Motion carried.

Mr. Canales also reported our capitated rate is \$2,628.87 per person. Other counties participating in Family Care received less than \$2,000 for their capitated rate. Ms. Buck questioned why our rate is higher. Mr. Canales stated our county has spent more in the past during 1997 and 1998 on more complex cases and we were very specific in our costs submitted to the State during our negotiations on this rate.

F. Action to Authorize Resolution Proclaiming November 14-20 Family Week

Ms. Bablitch stated the Family Support and Preservation Committee would like to call more attention to families and follow Governor Thompson's example of proclaiming November 14-20 as Family Week. Motion made by Mr. Peterson and seconded by Rev. Mallek to approve this request. Motion carried.

G. Review of Department's Recommendation to Implement Advisory Committee's Mental Health Report

Ms. Bablitch stated she has drafted a letter to invite people to be on the Public Awareness Team. Ms. Bablitch stated the agency will work on fund raising and continue with outcome based evaluations. Mr. Bruce Froehlke is currently corresponding with Mayor Wescott on identifying Stevens Point as the Wellness City. Ms. Bablitch stated the agency cannot afford to fund a child psychiatrist. With the nurse practitioner on staff we have been able to see more clients on a timely basis. Mr. Medin moved to support the recommendations with the incorporated suggestions. Ms. Buck seconded the motion. Motion carried.

H. Action to Authorize Board Member's Participation in Mental Health Public Awareness Task Force and Committees Reviewing Proposals for Long Term Care and W2 Funding

Ms. Bablitch stated there are three committees seeking Board members. The Public Awareness Task Force will involve a commitment of about one year. Ms. Buck volunteered for the Public Awareness Task Force. The Long Term Care RFP Committee will hold a meeting around November 19. Mr. Zimdars and Ms. Holmes volunteered for this Committee. The W2 RFP meeting will consist of a

meeting on November 29 with a possible second meeting if needed. Mr. Clark and Mr. Herrmann volunteered for this Committee.

III. FISCAL ISSUES

A. Review of 1999 Budget Status

Ms. Runnells stated the largest deficit for the high cost accounts is in SMI Residential Services. The Inpatient account will see better savings. Children's Group and Residential Services are projected to come in within budget guidelines. General Assistance will come out over budget. Overall, \$76,739 of the reserve may need to be applied leaving a balance of \$48,092 in our reserve. The regular accounts are looking very good and we anticipate a surplus at this point.

B. Update: 2000 Budget

Ms. Runnells stated new guidelines by the Finance Committee required us to go back and remove additional expenses to come out with only a 2% increase. The Department needed to reduce the budget by \$71,453. As such, an additional \$26,154 was placed into attrition with \$45,299 in the long term care reserve account. The Finance Committee accepted this revised budget with quarterly reports concerning the status of attrition to be made. A report will be given to the Board prior to reporting to the Finance Committee.

C. High Cost Report

Mr. McCulley stated emergency detentions have increased in Inpatient Mental Health. The county only funds those individuals with no ability to pay. Medical Detox costs have also increased during the summer months. Most of these are new to our system. Our agency is only responsible for the first 72 hours.

Mr. Przybelski reported the budget will most likely be exceeded in Community Based Care. Placement in this program is less expensive than allowing clients to remain in Inpatient care. On an average it costs about \$550 per day for inpatient and only \$88 per day for community based care. Most placements are for a year or more. There are three levels of placement: Crossroads in Stevens Point is the least restrictive, Crossroads in Wausau is a higher level program, and Gilman is the highest level. Generally they deal with the difficult to treat clients.

Ms. Rockman stated General Assistance costs are up due to two expensive major surgeries. It is anticipated this program will come in over budget.

Mr. McCulley reported group care costs are down as well as Child Caring Institutions. Placements at Lincoln Hills are being moved out and placed in less expensive group care or are returned home. These are done on a case by case basis.

D. Action to Approve Vouchers

Ms. Runnells reported the vouchers are for four weeks. Regular accounts totaled \$762,165.26, High Cost totaled \$35,592.07, and Portage House totaled \$1,169.23. There were no unusual expenses. Motion by Rev. Mallek and second by Mr. Zimdars to approve the motion. Motion carried.

IV. PERSONNEL ISSUES

A. Action to Request Review of Management Classification Plan

Ms. Bablitch stated discussion occurred during the August 24 meeting regarding management classifications. Ms. Bablitch is requesting the Board to request the Personnel Committee review the entire county's classification plan for non represented employees. Secondly, when new responsibilities are added making a middle management position more responsible and complex, that the Coordinator's and Director's classifications be reviewed as well. Mr. Zimdars moved to approve the request. Motion seconded by Mr. Jagodinski. Motion carried.

V. ADJOURNMENT

A motion was made by Ms. Holmes to adjourn the meeting. Meeting adjourned at 5:55 p.m.

Respectfully submitted,

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
COMMISSION ON AGING
HEALTH CARE CENTER COMMITTEE
LONG TERM CARE PLANNING COMMITTEE
NOVEMBER 9, 1999**

Present

Walter Jakusz
Jim Clark
Paul Borham
Don Herrmann
Carole Holmes
William Peterson
Jeff Jagodinski
David Medin
William Zimdars
Myrna Horgan
Janet Zander
Shirley Suplicki
Lois Feldman
John Regnier
John Randall
Melvin Steinke
Mary Jane Zdroik

Excused

Ann Buck
Rev. Matt Mallek
Fran Eskritt
Deb Pierce
Mary White
Diane Zoromski
Adeline Tork
James Zdroik

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Runnells, Business Manager; Jim Canales, Long Term Care Coordinator; Randy Bestul, CMO Contract Specialist; Jessica Wollock, CMO Project Director; Julie Hladky; Health Officer; Suzanne Oehlke, WIC Director; Cate Gitter, Elderly Services Case Manager; Linda Hoppenrath, Elderly Services Case Manager; Diane Cable, community member; Dale Hagen, Health Care Center Director.

I. INFORMATIONAL UPDATE

An informational update was held with Board members from the Restorative Care Division and Family and Employment Support Division.

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

II. PROGRAM ISSUES

A. Update: Long Term Care Redesign

Mr. Canales stated this presentation will be done for the Finance Committee and the full County Board as well.

Mr. Canales reported Family Care is name given to the State's redesign of the Long Term Care system. Family Care will enable clients to have "one stop" shopping, allow for easy access, and enhance consumer ability to make choices of the service options available.

Mr. Canales stated the Health and Human Services Board and Commission on Aging have approved a resolution to combine the separate Aging Resource Center and Disability Resource Center into an Aging and Disability Resource Center. Janet Zander stated the Resource Centers have been a pilot since April 1998. The proposal is to combine the two Resource Centers as of January 1, 2000 to truly enable "one stop" shopping for consumers. The Resource Centers would be housed at the Department on Aging. The Resource Center will provide assistance in accessing desired services, provide consultation about options available, complete the Functional/Financial Screen to determine eligibility, and offer prevention and early intervention services. The number of contacts has increased 300% since August 1998.

Mr. Canales reported the Care Management Organization (CMO) or Community Care of Portage County (CCPC) will begin operation in April 2000 if approved by the County Board. Services will be similar to those currently being provided under the Long Term Care Division, and will add nursing home, home health, and therapy services as options for members. Currently there are 14 social workers and one Registered Nurse available as service coordinators, with another Registered Nurse and Social Worker being recruited. There are over 30 different long term care services available. CCPC will provide consumers with coordination of services and will manage over 50 different service contracts of vendors in and around Portage County, with the bottom line being quality service provision.

Ms. Zander reported the Department on Aging will receive about \$235,000 to perform the services for the Resource Centers in the year 2000. They will also be looking to apply through a competitive bidding process shortly for prevention funds. There is \$1.2 million available in this grant with between four to seven projects being selected.

Ms. Runnells stated the CMO will be funded through a capitated rate. There are two levels of rates being awarded. The Comprehensive Rate of \$2,628.87 per month per member will be for consumers with significant assistance needs. This rate was based on historic costs from 1998. Our county was fortunate to receive the highest rate. The other pilots received rates of: \$1,933.63 for Richland County, \$1,864.98 for LaCrosse, \$1,819.69 for Fond du Lac, and \$1,771.20 for Milwaukee County which will be piloting elderly consumers only. The Intermediate Rate is \$404.06 per month per member for those consumers

with significantly less assistance needs. The reason our rate is higher is that Portage County had a higher population mix of high cost individuals and has traditionally provided very individualized services. Ms. Runnells distributed a handout concerning the capitated rate. It is anticipated total revenues for the year 2000 will be \$7.2 million. The \$7.2 million will be utilized as follows: 7% for reserve, 7% administration, 7% service coordination, and 79% service costs. The reason for a reserve is to set aside funds for future unanticipated costs as needs may become greater for some consumers. The rate is a reimbursement for each member, so even if a large influx of consumers is realized, we will still be reimbursed by the state. A strict monitoring system will be developed to monitor the costs and revenues almost daily to know the financial position of the CMO. High costs will be monitored and reviewed by a team who will look at developing solutions for reducing costs. A risk management tool, called Outlier or Stop Loss Protection, is available from the State. The county pays for this protection but it will result in a reduction of the rates. This can be purchased from the State at any time. The decision to purchase this protection is by county choice. The extent of services an individual needs is determined by the service coordinator, parent or guardian, and the consumer. Any possible fee increases for services has not yet been discussed with the State. The current rate was based on 1999 fees. The anticipated \$7.2 million is for services provided from April 2000 to December 2000. It is anticipated it will be a gradual enrollment. For the year 2001 it is anticipated the revenues could total \$13 million, depending on the number of consumers enrolled.

Mr. Canales reviewed the risks of operating Family Care. The main programmatic risk is since this is only a pilot, no one is sure how successful it will be. For the last three to four years, there have been virtually no new dollars available from the State for the existing Long Term Care programs. Another risk is due to the low unemployment rate. It is a struggle for agencies to find employees to fill positions needed or vacant to provide services. Ms. Runnells reviewed the fiscal risks inherent in Family Care. Ms. Zander reviewed the benefits of operating Family Care. The main reasons are a substantial infusion of new services and more residents being served; elimination and/or reduction of current waiting lists; increased access to services; flexibility and choice of services; an emphasis on prevention and wellness; our ability to help design the Long Term Care system in Wisconsin; and expanding long term care options for residents to receive care in living environments of their choice.

Mr. Canales stated the timeframes for implementation of Family Care are as follows: Beginning January 1, 2000 the Resource Centers will be combined and operated by the Department on Aging. Beginning April 1, 2000 the CMO will begin operation, if approved by the County Board. The CMO is anticipated to last until June 30, 2001. It is also expected the State will recommend

continuation of the pilot program until June 30, 2003 to allow for data collection and review of the pilot program. After this time, it is anticipated the State will either recommend implementation state-wide or that services be delivered through a different model. Currently, Fond du Lac, Richland, and LaCrosse Counties are planning to go ahead with the pilot, but Milwaukee County is not sure at this point if they will continue.

B. Action to Endorse Resolution Requesting County Board Authorize Health and Human Services Department to Contract with Department of Health and Family Services to Fully Operationalize the Family Care Demonstration Project

Mr. Clark moved to approve the Resolution to request County Board authorization for the Health and Human Services Department to contract with the Department of Health and Family Services to operate the Family Care Demonstration Project. Motion seconded by Mary Jane Zdroik. Motion carried.

Mr. Herrmann expressed his gratitude for the remarkable job done by all the agencies from the beginning on the Family Care Pilot. He moved this be part of the record. Ms. Feldman seconded the motion. Motion carried.

The resolution was distributed for signatures from the four Boards.

A motion was made by Mr. Clark to adjourn the Commission on Aging, Health Care Center Committee, and Long Term Care Planning Committee. Motion carried. These three committees adjourned at 5:45 p.m. The Health and Human Services Board continued their meeting.

III. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of October 26, 1999

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

B. Correspondence

There was no correspondence.

C. Director's Report

Ms. Bablitch stated due to a public hearing needing to be held for revisions to four Environmental Health ordinances, a meeting on November 23 will be held.

D. Reports from Board Appointed Committees/Activities

Mr. Jagodinski reported the Housing Task Force has met and is starting to collect information. The search is narrowed to finding housing for mentally ill people. Mr. Jagodinski expects this process to be long term.

Mr. Jakusz stated the day care served 270 children in October. A year ago it served 216 children in October.

E. Period for the Board to Receive Public Comment

There were no comments.

IV. PROGRAM ISSUES

A. Update on Farmer's Market Program

Ms. Oehlke stated the Farmer's Market Nutrition Project (FMNP) concluded activities on September 31, 1999. Ms. Oehlke feels it is to our advantage to seek future funding sources to continue this project. There were 400 voucher packets distributed to non-WIC eligible families and 600 packets distributed to WIC families. The redemption rate was 67%, which is considered to be very successful for a first-year program. A program is being developed in Philadelphia, Pennsylvania and in Iowa to operate a FMNP for the senior population only. Ms. Oehlke feels Portage County should not limit themselves to seniors only if the program is continued. Initially only three growers participated but other growers signed on later to total 11 growers, or 60%, of growers selling at the market. The FMNP fits in well with the Healthy People 2000 objectives. Grant funds will be sought to continue the program in 2000. Mr. Jakusz commented a consumer on the square stated this program was the best thing to come to her. Ms. Oehlke stated some produce is only available at certain times and consumers had to determine when they wanted to use the vouchers and for which produce. As such they had to participate in the market during the time the produce was available. Mr. Jagodinski stated he heard comments of the unavailability of some produce. Ms. Oehlke stated again, produce is seasonal and the market is not a grocery store and as such only has produce when it is seasonally available. Mr. Peterson questioned if a grower from Town of Carson participated. Ms. Oehlke stated he did and was instrumental in bringing two other growers on board.

Page 6

HHSB Joint Meeting
November 9, 1999
Page 6

V. FISCAL ISSUES

A. Action to Approve Vouchers

Ms. Runnells reported the vouchers are for two weeks. Regular accounts totaled \$278,132.04, High Cost totaled \$28,553.70, and Portage House totaled \$140.83. There were no unusual expenses. Motion by Mr. Zimdars and second by Mr. Peterson to approve the motion. Motion carried.

VI. ADJOURNMENT

A motion was made by Mr. Peterson to adjourn the meeting. Meeting adjourned at 6:02 p.m.

Respectfully submitted,

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
NOVEMBER 23, 1999**

AGENDA ITEM #II-B
December 14, 1999
Page 2

Present

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

Excused

Don Herrmann
Carole Holmes
William Peterson

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Mike Carder, Environmental Health Supervisor; Julie Hladky, Health Officer; Jennifer Jossie, Assistant Business Manager; Clarence Hintz, County Board Chairman; Barry J. Nelson, Riverside Bible Conference; Dean Hager, Holiday Inn; Lisa Nellessen-Lara, Stevens Point Journal.

Mr. Clark called the meeting to order at 4:32 p.m.

I. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of November 9, 1999

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

B. Correspondence

There was no correspondence.

C. Director's Report

Ms. Bablitch stated Don Herrmann will be resigning from the Board as he is moving to Madison. He represented the Board on the Foster Parent Recruitment Commitment. Ms. Bablitch stated their next meeting will be on January 12, 2000 at 4:15 p.m. and wondered if any other Board member would be interested in being on this Committee. They should contact Ms. Bablitch if they are interested. A replacement for Mr. Herrmann on our Board will be sought and attempts will be made to find a physician to fulfill the State Health Department's requirement to have a physician on the Board.

Ms. Bablitch stated the December 28 meeting may be canceled. The next scheduled meeting will be Tuesday, December 14.

D. Advisory Committee Report

Rev. Mallek stated the Advisory Committee met on November 15. A report was given by Julie Hladky on Healthy People Portage County. The Advisory Committee is working on two projects currently. The Project Evaluation Team is reviewing the Youth Crisis Intervention Program. Currently calls are being completed with clients to assist in reviewing the program. The Housing Needs Team is looking at housing needs of "non-compliant," hard to place clients. This Committee continues to meet. The Advisory Committee also discussed the upcoming joint meeting with the Board scheduled for January 25, 2000. They discussed ways to inform the Board on how the Advisory Committee benefits the both Committees.

E. Reports from Board Appointed Committees/Activities

Ms. Buck stated she attended the Advisory Committee of the Bureau on Aging. Family Care remains the topic of discussion. Donna McDowell from the State felt funds would be available for all the pilots to proceed. Ms. Buck stated Mr. Canales keeps the Board very well informed of all the changes to the pilot as they occur.

Ms. Bablitch stated a meeting will be held with the State concerning the reimbursements. This has changed since the last report to the Board. It is very confusing and the reimbursement might not be as much as counties were lead to believe. The Finance Committee will be given updated information at its meeting on December 13.

Mr. Jakusz reported the RFP Committee for the W2 program has met but only one bid was received. It will be brought to the next Board meeting for discussion. The CMO RFP will also be brought to the Board at that meeting.

Mr. Jakusz reported the day care has served 180 children so far in November.

E. Period for the Board to Receive Public Comment

Mr. Clem Hintz reported he was in Madison last week and stated there is no new dollars available for programs. The State is \$700 million in debt which it has to make up in the next budget.

II. PROGRAM ISSUES

A. Public Hearing on Revisions in Ordinances

Mr. Carder reported most of the changes are language related and statute number corrections. All the changes were reviewed by the Corporation Counsel. Some things in the ordinances are more restrictive than the State law which is allowed.

1. 3.1 Restaurants, Taverns, and Retail Food Establishments

Mr. Carder reported mainly there is updated language, statute changes, Department name corrections, and changes in definitions taken from the State code. The authority to regulate retail food establishments to correspond with our contract with the State has been included in the ordinance now. The ability to issue a 15 month license has also been added. A reduction in the amount of time to certify managers has been made from six months to three months. Many establishments were waiting until the last minute or later to have managers certified and hopefully this will correct these occurrences. Mr. Jagodinski questioned the date found on page 3.1.5 E(5). Mr. Carder stated this date was when the ordinance was revised. Mr. Jagodinski questioned whether this date will be updated or put in past tense. Mr. Carder will check into this. Mr. Medin questioned how retail food establishments were handled in the past. Mr. Carder stated it was contracted with the State for our Department to handle. When the contract began 72 more establishments were added to be inspected. No additional hours will be requested due to the ordinance changes. There were no public comments.

2. 3.2 Campgrounds, Mobile Home Parks, Pools, and Recreational/Educational Camps

Mr. Carder reported most of the changes are language related. Some authority to regular mobile home parks has been added. Changes in the related Statute numbers were made. A 15 month license and conditional licenses were added. The language for immediate danger was changed to correspond with the statutes and is the standard language for all ordinances. Barry Nelson from Riverside Bible Conference commented on the 15 month license. Mr. Nelson questioned if he is still licensed even though the inspection is not completed until July. Mr. Carder stated as of July 1 they are licensed. Mr. Nelson's comments are included verbatim under a separate cover.

3. **3.6 Hotels, Motels, Bed and Breakfast Establishments, and Tourist Rooming Houses**

Mr. Carder stated again it is mainly language changes. The definition of a bed and breakfast was changed to match the State definition. Mr. Carder pointed out the local zoning ordinance only allows bed and breakfast establishments to have four or fewer rooms, whereas the State defines a bed and breakfast as eight or fewer rooms. Mr. Jagodinski questioned what happens if an establishment has more than four rooms. Mr. Carder responded they urge the operator to contact Planning and Zoning to see if an exception can be made. As of yet, this issue has not arisen. The 15 month license has also been added. There were no public comments.

4. **3.9 Tattoo and Body Piercing Establishments**

Mr. Carder stated this ordinance is enforced by both Environmental Health and Community Health. Both a nurse and sanitarian visit the establishments. As with the other ordinances, language changes were completed. A reference to HFS 173 of the Wisconsin Administrative Code was added. Some of the more restrictive language was retained and the ordinance was made the same as the State code. No public comments were made.

Mr. Jakusz declared the public hearing closed.

B. **Action to Adopt Ordinances and Forward to County Board**

1. **3.1 Restaurants, Taverns, and Retail Food Establishments**

A motion was made by Mr. Clark and second by Ms. Buck to approve the changes to the ordinance. Motion carried.

2. **3.2 Campgrounds, Mobile Home Parks, Pools, and Recreational/Educational Camps**

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

3. **3.6 Hotels, Motels, Bed and Breakfast Establishments, and Tourist Rooming Houses**

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

4. 3.9 Tattoo and Body Piercing Establishments

Mr. Medin questioned why age limits were not included in the ordinance. Ms. Hladky stated that State Statute prohibits anyone under the age of 18 from being tattooed. A motion was made by Ms. Buck and seconded by Mr. Clark to approve the ordinance. Motion carried.

Mr. Jakusz stated the ordinances will be on the December 21 County Board agenda.

III. FISCAL ISSUES

A. Action to Approve Vouchers

Ms. Jossie reported the vouchers are for two weeks. Regular accounts totaled \$218,325.23, High Cost totaled \$30,313.28, and Portage House totaled \$1,749.54. There were no unusual expenses except for the General Assistance voucher. High bills for medical procedures for a client are being realized. More information concerning this will be presented at the next meeting. Motion by Mr. Clark and second by Mr. Zimdars to approve the motion. Motion carried.

IV. ADJOURNMENT

A motion was made by Mr. Jagodinski to adjourn the meeting. Meeting adjourned at 5:05 p.m.

Respectfully submitted,

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
DECEMBER 14, 1999**

AGENDA ITEM #I-B
January 25, 2000
Page 1

Present

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

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Mike Carder, Environmental Health Supervisor; Julie Hladky, Health Officer; David Pagel, Family and Employment Supervisor; Jim Riggerbach, Shared Services Supervisor; Lucy Runnells, Business Manager.

I. INFORMATIONAL UPDATES

Informational updates were held with Board members from the Restorative Care Division and Family and Employment Support Division.

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

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of November 23, 1999

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

B. Correspondence

Ms. Bablitch brought the thank you letter received by Ms. Rockman and her staff to the Board's attention. The letter was included in the packet.

C. Director's Report

Ms. Bablitch stated it is highly likely the December 28 Board meeting will be canceled due to a lack of agenda items.

Ms. Bablitch distributed a copy of the Christmas card which will be sent out to agencies with whom the Department works. A second card will be sent to the staff and was distributed for Board members to sign.

Ms. Bablitch reported the CMO project was presented to the Finance Committee. A vote was taken by the Finance Committee to approve continuation into Phase III of the project. A presentation will be made on December 21 to the full County Board and approval will be requested to continue into Phase III.

Allocations from the State to help balance the 2000 budget are still unknown. The staff has begun meeting to make specific changes to the budget to meet the 2% increase stipulated by the Finance Committee. Changes thus far include doing more programs in house that were previously contracted, cutting expenses, reducing staff development, and cutting two hours of a vacant position. Additional meetings will be held to look at additional cuts and to monitor the budget.

D. Reports from Board Appointed Committees/Activities

Mr. Jakusz reported the day care has served 213 children in November and has provided care for 94 children as of today for December.

E. Period for the Board to Receive Public Comment

There were no comments.

III. FISCAL ISSUES

A. Action to Authorize Contract for Fiscal Agent

Ms. Runnells stated the fiscal agent processed payroll checks and tax reports for consumers who hired their own in-home support people and were unable to perform these functions themselves. The Corporation Counsel advised us to seek out a different provider for these services as the county still retained some liability for this service. An RFP was drafted and two companies responded. The committee met and recommended Milwaukee Center for Independence. It is anticipated they will start these functions with the first payroll in January. Mr. Zimdars stated the other provider cost twice as much and seemed to be a new company. The Milwaukee Center for Independence also had a lot of experience. Ms. Runnells further stated it is possible the agency will need to look for other companies to provide this service as well due to the need to provide choices to consumers with the implementation of Family Care. Mr. Jagodinski suggested mailing a letter to the company not selected explaining the reason why they were

not selected and give them the opportunity to re-apply during the renewal process. Mr. Jagodinski moved to approve the selection of Milwaukee Center for Independence with the letter being written to the company who was not selected. Motion seconded by Ms. Holmes. Motion carried.

B. Action to Authorize Contract for Employer Services

Mr. Pagel stated the RFP was for two W2 services: Employment Search Workshop and Employer Services. One bid was received from Forward Services to perform Employer Services only. In the past Forward Services had provided both services. They stated they were not comfortable in providing Employment Search Workshops due to the performance criteria expected by the State. After negotiating with Forward Services it was decided the Employment Search Workshop would be done by in-house staff but based at Forward Services. The Employer Services portion of the RFP is still being suggested to be offered to Forward Services. A motion was by Mr. Zimdars and seconded by Rev. Mallek to approve the contract award to Forward Services for Employer Services only. Motion carried.

C. Action to Authorize Additional Environmental Health Fee

Mr. Carder stated the proposed fee schedule needs amending in the titles. The Full Service (16) should read Production Kitchen (16) and the Full Service (10) should read Satellite Kitchen (10). Mr. Carder stated these inspections are mandated by Congress and DPI. There are 26 schools in the county that will need an inspection once per year. To determine the fee, three methods were looked at: a flat fee, basing the fee on the number of meals, and gross revenues. It was determined a flat fee of \$250 for Production Kitchens and \$200 for Satellite Kitchens was the most equitable. Production kitchens are those that prepare the bulk of the entire meal and serve the meal. Satellite kitchens are those that have some preparation of the meal and serve the meal. A motion was made by Mr. Herrmann to approve the fee schedule with a second by Ms. Holmes. Motion carried.

D. Action to Approve Vouchers

Ms. Runnells reported the vouchers are for two weeks. Regular accounts totaled \$330,143.61, High Cost totaled \$17,762.42, and Portage House totaled \$1,679.18. There were no unusual expenses. Motion by Ms. Holmes and second by Mr. Zimdars to approve the motion. Motion carried.

Page 4

HHSB Meeting Minutes
December 14, 1999
Page 4

IV. PERSONNEL ISSUES

A. Action to Authorize Limited Term Employee

Mr. Riggerbach stated the 16 hour Access worker position needs to be refilled. He is requesting an LTE to cover the position until a replacement is hired. Funding for the LTE is provided through the vacant position. The position is the first contact for clients to be assessed and linked to services. The position is also the primary back-up to the full time Access worker. It is anticipated it will be mid to late January before a replacement can be hired. Mr. Medin made a motion to approve the request with a second by Rev. Mallek. Motion carried.

V. ADJOURNMENT

A motion was made by Mr. Jagodinski to adjourn the meeting. Meeting adjourned at 5:35 p.m.

Respectfully submitted,

Dawn Grasamkee
Recording Secretary

0599P