

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
FEBRUARY 8, 2000**

Present

Walter Jakusz
Paul Borham
Don Herrmann
Rev. Matt Mallek
David Medin

Excused

Jim Clark
Ann Buck
Carole Holmes
Jeff Jagodinski
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; Jim Canales, Long Term Care Coordinator; Rick Foss, Elderly Services Supervisor; Lauri Rockman, Family and Employment Support Coordinator; Faye Tetzloff, Community Health Supervisor; Mike McKenna, Corporation Counsel; J. Blair Ward, Assistant Corporation Counsel, two UWSP student interns.

I. INFORMATIONAL UPDATES

Informational updates were held with Board members from the Shared Services Division.

Mr. Jakusz called the meeting to order at 5:05 p.m. Due to a lack of a quorum, only reports were given to the Board members present, no items requiring action were completed.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Correspondence

Ms. Bablitch distributed copies of the 2000 Service Directory and an update organizational chart.

B. Director's Report

Ms. Bablitch informed Board members of staff changes. Lucy Runnells has accepted the CMO Financial Manager position. Recruitment for a replacement has begun. Rick Foss has accepted the Elderly Services Supervisor position. Rick was an elderly social worker with the agency. Linda Weitz has accepted the Developmental Disabilities Supervisor position. Linda was previously a social worker in this section prior to accepting this position. Recruitment for their replacements has started as well. Ms. Bablitch indicated agenda item V.C pertains to Linda Weitz's salary. She was previously the Director at Langlade Co. Health Care Center for 10 years. This issue will be tabled until a future meeting.

Ms. Bablitch stated the non-represented classifications report was forwarded the Personnel Committee and it was reviewed last night. The Personnel Committee agrees with our concerns. They will start looking at salaries of elected officials first and then continue to the other non-represented staff county-wide.

C. Reports from Board Appointed Committees/Activities

Mr. Jakusz reported the day care has served 1,211 infants and 1,579 3 to 8 year olds for a total of 2,790 for the year 1999. In December 1999 they served 154 children and in January 2000 they served 205. Ms. Bablitch stated the article for this month's Stevens Point Journal was about the day care.

D. Period for the Board to Receive Public Comment

There were no comments.

III. PROGRAM ISSUES

A. Stevens Point Area School District Health Services Report - 1998 to 1999

Ms. Tetzloff stated a new format for providing statistical information to all the school districts was developed. The new report format also allows trends to be shown so changes can be easily made if needed. The report has been favorably accepted by the schools. Ms. Tetzloff went through the report and highlighted information for the Board. The largest concern is with the nurse involvement in the Individual Education Plan (IEP). Most of the students needing an IEP developed also have health concerns which the nurse should have some input with. The nurses are now being asked to attend the meetings to develop IEP's for students with health concerns. Medication storage is also becoming a problem with the large number of students being prescribed medication or permission from a parent to give their child over the counter medications. Original containers need to be kept in storage for each student and space is rapidly becoming unavailable. A future issue to be discussed involves the development of policies and procedures for dealing with a Do Not Resuscitate order. Currently there is one student with a terminal illness attending school with a do not resuscitate order.

B. Food Safety Committee Report

Ms. Hladky stated the Committee has met twice. The enforcement policy was reviewed and the Committee feels our enforcement is very good. The goal of the Committee is to protect the health of the community and to provide education and consultation. A newsletter is provided to establishments to help with education. Ms. Bablitch questioned if a "rating system" will be published in the

paper concerning local establishments. Ms. Hladky stated at this time the inspection tool will be changing to more accurately reflect an establishment's overall inspection rate. As such a "rating system" will not be considered until after the new inspection tool is developed.

C. Program Statistics (October - December 1999)

Ms. Bablitch questioned if there were any comments or questions of management regarding the fourth quarter statistics. Mr. Riggerbach stated a correction on page 38, under Restorative Care, Clinic Clients (Active) -- this quarter should read 846 rather than 84.

D. Sick Child Care Referral System (SOS)

Mr. Pagel stated this program would be to provide child care for sick children when the parent must be at work. A list of providers would be developed who could care for a sick child in the child's home. The providers will be licensed or certified with additional training to be provided by the Health staff concerning caring for a sick child. It would be stressed these are child care providers and not health care professionals. Concerns about potential liability to the county was explored. Mr. McKenna stated the county is well protected under the law against liability. The issue is not so much a liability issue but more of a high risk area. Unfortunately, we are living in a time where people are more likely to sue. Also of concern would be how to provide the service if there are insufficient providers compared to requests. Mr. Pagel stated the first come first serve methodology would probably be the most effective. A great deal of discussion occurred regarding this issue. More information will be brought back to the Board as it is developed.

IV. ADJOURNMENT

The meeting adjourned at 6:05 p.m. The next meeting is scheduled for February 22.

Respectfully submitted,

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
FEBRUARY 22, 2000**

Present

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

Excused

Don Herrmann
Carole Holmes
Jeff Jagodinski

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Julie Hladky, Health Officer; Jim Rigenbach, Shared Services Supervisor; Lucy Runnells, Business Manager; Jim Canales, Long Term Care Coordinator; Lauri Rockman, Family and Employment Support Coordinator; Jerry Koepfel, Youth and Family Services Supervisor; Cate Gitter, Elderly Services Social Worker; Gary Itzkowitz, Itzkowitz and Associates; Lisa Nellessen-Lara, Stevens Point Journal.

I. INFORMATIONAL UPDATE

An informational update was held with Board members regarding social work in the Portage County Jail.

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

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of December 14, 1999 and February 8, 2000

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

B. Correspondence

Ms. Bablitch brought Board member attention to the enclosed updated organizational chart.

C. Director's Report

Ms. Bablitch informed Board members that Roger Wrycza, County Clerk, has advertised for the replacement of Don Herrmann on the Board. Two advertisements will be placed, one seeking a physician and one not seeking a physician.

Ms. Bablitch stated Space and Properties has allocated \$25,000 to remodel the waiting area. The remodeling will start on April 1. Remodeling in the storage area of the building will also be reviewed. Mr. Clark reported the Space and Properties Committee will meet here in March to review plans. Ms. Bablitch discussed personnel changes in Restorative Care.

D. Reports from Board Appointed Committees/Activities

Ms. Buck stated she attended the Advisory Committee on the Bureau on Aging. The topic of discussion was Family Care. Ms. Buck reported they were informed Fond du Lac County is a little ahead of Portage County in that they are putting people in Family Care now. Ms. Buck also reported Don Herrmann has resigned from the Foster Care Recruitment Committee and so she will report on this committee in the future.

Mr. Jakusz informed Board members of the Chronic Care Network newsletter. Ms. Bablitch is in the network. Ms. Bablitch commented that hopefully this network will help serve the public with chronic health conditions more seamlessly in and outside the hospital.

Ms. Buck commented about Ms. Bablitch's article in the Stevens Point Journal was very nice.

Ms. Rockman clarified the Quest card for the Board. This will be a huge undertaking as every client will need to come into the building for training. The Quest card will replace the current food stamps. Clients will use the Quest card as a swipe card when purchasing groceries rather than handing in food stamps. Hopefully this will remove some of the stigma perceived when people use food stamps.

E. Period for the Board to Receive Public Comment

There were no comments.

III. PROGRAM ISSUES

A. 1999 Outcome Evaluation Report

Mr. Itzkowitz explained the outcomes approach allows more accountability for programs and helps to set accomplishments. It does not just analyze the number of clients served but also allows for changes in programs if services are not meeting the needs of clients. The emphasis is on the benefits for the participants during and after program activities. The first year is generally more of a trial run

since a lot of guesswork goes into determining the outcomes expected. Some outcomes were reached while others were not achieved. Mr. Riggerbach went through the steps entailed in developing the outcomes for the Family Intervention Program. The first process is to identify the inputs, list the activities, identify outputs, and develop outcomes in three categories: initial, intermediate, and long term. Mr. Itzkowitz explained all the programs had to come up with these targets. As far as the long term outcomes, this information is not available yet since this is the first year of doing this type of program study. Mr. Itzkowitz highlighted the outcomes for each program included in the report. This type of program is becoming widely accepted around the State. Mr. Medin questioned how work is done differently in response to these outcomes. Mr. Riggerbach stated his staff were all involved in the process and since the goals for this program were reached, they will continue to work hard to maintain this goal.

B. Family Independence 2000 - Wisconsin Works Phase II

Ms. Rockman stated W2 has been here for two years. It is time to assess how we are doing and to address areas of skill building and support services. Initiatives were developed in areas that needed to be established. Some initiatives will be done in house and others will be contracted out. Ms. Rockman distributed a brochure concerning the Moving Up! workshop which will be held in April. The funds involved for each initiative were also identified. Funds will be available for two years. Mr. Medin questioned the Sickcare On-Call System for child care and whether or not the Board will have to ability to approve or disapprove this service considering the Corporation Counsel had some concerns. Ms. Bablitch stated the information presented at the last meeting was just informational and additional work has been done on developing this program which will be presented to the Board soon. Ms. Rockman stated this service will not move forward until it has been approved.

IV. FISCAL ISSUES

A. Action to Approve Vouchers

Ms. Runnells stated there is a 1999 and a 2000 voucher report. The report is for 10 weeks. The 1999 vouchers consist of \$818,616.05 for regular accounts, \$54,025.58 for high cost, and \$1,530.38 for Portage House. In 2000, the Long Term Care vouchers related to Family Care will be separate from the other accounts. The regular accounts total \$235,818.15, high cost totals \$26,629.32, long term care totals \$462,537.35, and Portage House totals \$2,234.68. There were no unusual expenses. Motion by Mr. Zimdars and second by Mr. Clark to approve the vouchers. Motion carried.

V. PERSONNEL ISSUES

A. Action to Authorize Limited Term Employee

Ms. Bablitch reported an LTE will be needed to help with optical imaging since the process is very slow. The main goal is to get the long term care files imaged. There are funds available for this position. The request is for 520 hours. A motion was made by Mr. Borham and seconded by Rev. Mallek to approve the request. Motion carried.

B. Action to Authorize Leave of Absence

Ms. Bablitch stated one request is for Cate Gitter for 22 days and the other is for Linda Weitz for 38 days. Both are getting their masters in social work. Mr. Clark questioned the logistics in allowing someone we just hired as a supervisor to then take a leave of absence. Mr. Clark felt this may be construed by some as the position is not needed if they are allowed to be gone for the summer shortly after being hired. Ms. Bablitch remarked that Ms. Weitz has been a social worker here for some time. Mr. Canales can readily fill in for her management position. A motion was made by Rev. Mallek and seconded by Mr. Zimdars to approve the requests. Motion carried.

C. Action to Appoint Employee Above Starting Grade

Ms. Bablitch stated she would like to appoint Linda Weitz at a Step 16F as the supervisor in the Developmental Disabilities Section. Ms. Weitz has 10 years of experience as the Langlade Health Care Center Director. Motion by Mr. Clark and seconded by Ms. Buck to approve the request. Motion carried.

VI. ADJOURNMENT

The meeting adjourned at 6:05 p.m. on a motion from Ms. Buck and second by Mr. Borham. The next meeting is scheduled for March 14.

Respectfully submitted,

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
MARCH 14, 2000**

Present

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

Excused

Carole Holmes

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Julie Hladky, Health Officer; Lucy Runnells, Business Manager; Lauri Rockman, Family and Employment Support Coordinator; Faye Tetzloff, Community Health Supervisor; Wendy Turzinski, Healthy Families; Peg Harthien, Healthy Families; Jan Poltz, Healthy Families; Judy Arneson, Healthy Families; Pat Rychter, UW Extension; Tina Peters, Right From the Start; David Horgan, Children's Service Society; Amanda Prutz, Citizen; Tara Rieck, Citizen.

I. **INFORMATIONAL UPDATE**

An informational update was held with Board members regarding the Family and Employment Support Division.

Mr. Jakusz called the meeting to order at 5:01 p.m.

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

A. Approval of the Minutes of February 22, 2000

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

B. Correspondence

Ms. Bablitch presented Mr. Borham with a laminated copy of the Journal article about his retirement.

Ms. Bablitch requested Board members to review the Job Description of Board Members on page 6 of the packet and to relay any corrections, additions, or deletions to her.

Ms. Bablitch asked Board members to please complete the Board Self Evaluation and return it to her.

C. Director's Report

There was no additional information at this time.

D. Reports from Board Appointed Committees/Activities

Mr. Peterson thanked members of the Board for their concern when he was ill.

Mr. Jakusz reported the day care served 208 children in February and 94 children to date in March.

E. Period for the Board to Receive Public Comment

There were no comments.

III. PROGRAM ISSUES

A. Presentation - Right From the Start

Ms. Bablitch distributed an updated program brochure on Right From the Start. Ms. Peters distributed a budget history for Right From the Start. Ms. Peters stated Right From the Start helps to support and guide families so that children birth to five years of age can be healthy, nurtured, and enter school ready to learn. Ms. Peters stated the Family Visitor Program is one program of Right From the Start. Ms. Peters stated there were three clients here to talk about the services they receive from the Family Visitor Program. All three clients stated the visitor acts more as a friend and someone they can talk to and learn better parenting skills. All three clients stated the information given to them by the visitor is very beneficial and helps them in many ways.

IV. FISCAL ISSUES

A. Action to Review Right From the Start Request

Ms. Peters informed the Board that funding has not increased from the county for the Right From the Start Program. There are now four Family Resource Centers in the county rather than the one center that was initially developed. A Resource Center has not yet been developed in Rosholt due to the lack of funding. Currently they would need an additional \$20,000 to maintain the current services for 2001. In order to add the Rosholt Family Resource Center and increase the

family monitor services the amount needed would be about \$158,000. One of the major reasons these services were developed was to decrease the incidences of child abuse and neglect. Ms. Bablitch reported that since 1995 substantiated cases of child abuse and neglect in this age group decreased from 34 to 19. Ms. Peters stated she is seeking the Board's approval and support to take the request to the Finance Committee. Mr. Clark moved to support the request to go to the Finance Committee. Mr. Peterson seconded the motion. Motion carried.

A. Action to Approve Vouchers

Ms. Runnells stated the report is for two weeks. The regular accounts total \$96,913.68, high cost totals \$9,115.67, long term care totals \$292,899.36, and Portage House totals \$2,010.07. There were no unusual expenses. Motion by Mr. Borham and second by Mr. Zimdars to approve the vouchers. Motion carried.

V. PERSONNEL ISSUES

A. Action to Authorize Limited Term Employee for Family and Employment Support

Ms. Rockman stated the request is for an LTE at this time only. Currently there is a need to have an additional staff person to work on enrolling CMO clients for Medical Assistance. A half time position is being looked at. A separate state allocation will be funding this position. Motion by Mr. Jagodinski and seconded by Mr. Clark to approve the request. Motion carried.

B. Vote to Go Into Executive Session in Accordance with Wisconsin Statute 19.85(1)(c) to Evaluate Director

Motion by Mr. Zimdars and second by Mr. Clark to go into Executive Session. Motion carried. A roll call vote was taken with all stating aye.

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

The Board indicated Ms. Bablitch's performance was acceptable. They complimented her on her leadership abilities. Ms. Bablitch acknowledged the Board for their support and guidance to the entire agency.

VI. ADJOURNMENT

The meeting adjourned at 6:15 p.m. on a motion from Mr. Peterson and second by Rev. Mallek. The next meeting is scheduled for March 28.

Respectfully submitted,

Dawn Grasamkee, Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
MARCH 28, 2000**

AGENDA ITEM #1-A
April 11, 2000
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Present

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

Excused

Carole Holmes
Jeff Jagodinski
William Zimdars

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Julie Hladky, Health Officer; Lucy Runnells, Business Manager; Faye Tetzloff, Community Health Supervisor; Jim Canales, Long Term Care Coordinator; Jennifer Jossie, Assistant Business Manager; Jessica Wollock, CMO Project Manager.

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

I. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of March 14, 2000

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

B. Correspondence

Ms. Bablitch distributed the results of the Board Performance Evaluation to the Board members. The self evaluation indicated the Board was very satisfied with its operation. Ms. Bablitch stated the staff felt likewise.

C. Director's Report

Ms. Bablitch informed the Board that Jennifer Jossie has been selected as the new Business Manager for the Department effective April 3, 2000. We are now recruiting for a replacement for the Assistant Business Manager position.

Ms. Bablitch stated the Wisconsin Counties Association is suing the State for a better share for the counties from the tobacco settlement. Currently 31 counties are involved in this law suit. Staff is gathering data to support the claim.

Ms. Bablitch related recruitment is starting to fill vacancies on the Advisory Committee. If anyone knows of anyone who is interested in serving on the Committee, please contact Judy Bablitch.

Ms. Bablitch stated they are still looking for citizens members for the Board. Only one application has been received thus far. Applications are due by March 31. So far no physician has shown an interest in serving on the Board.

Ms. Bablitch informed the Board the Right From the Start Committee presented their request for funding to the Extension and Finance Committees. They were assured they would receive \$20,000 in new funds to help maintain them at their current level. Any additional monies would need to be sought during the 2001 budget process.

Ms. Bablitch told Board members she will be on vacation and a state meetings from March 29 through April 10. If there are any questions contact Sue Rutta.

Ms. Bablitch announced this meeting is Don Herrmann's last meeting as a Board member. Ms. Bablitch presented Mr. Herrmann with a clock plaque as a thank you for serving on the Board. Mr. Herrmann responded by thanking the Department for all their hard work. Mr. Herrmann further stated these meetings were ones he looked forward to due to the nature of the work and the people he worked with. He related that it was truly a pleasure to serve on this Board and work with the Board members and staff.

D. Advisory Committee Report

Rev. Mallek stated the Committee met Monday, March 20. A membership committee was selected. The members are Mary Croft, Helen Johnson, Chris Kleckner, Clarence Milfred, and Lee Wendt. They will have five vacancies to fill. Members leaving the Committee are Tammy Nowack, Marna Madden, Anne Giblin, Tammy Waubanscum, and Rev. Mallek. Currently there are two subcommittees of the Advisory Committee – the Program Evaluation Team and the Housing Needs Team. The Program Evaluation Team completed evaluation of the Youth Crisis Intervention Program. A presentation will be given at the Joint Board and Advisory Committee Meeting on April 25. The evaluation shows favorable outcomes for this program. The Housing Needs Team continues to meet and will give a report on April 25 at the Joint Meeting. A new Chair and Vice-Chair will be elected at this meeting as well. Rev. Mallek commented "He is proud to live in a community where the agency does such an outstanding job serving its residents. The Department is truly a leader in the state among agencies. Rev. Mallek observed unwavering dedication by the Director as well as the managers of the agency. This is a successful leadership team who work together to effectively address issues and challenges. The support staff is also to be commended for the outstanding work they perform. Without them we couldn't succeed."

E. Reports from Board Appointed Committees/Activities

Ms. Buck reported she attended a CMO evaluation meeting with providers and consumers. All those in attendance felt the county was doing a good job. The

financial accountability and recordkeeping is also very good.

Mr. Jakusz reported the day care served 30 children today and still had some children this evening utilizing the service. Mr. Jakusz reported the day care served 208 children in February and 94 children to date in March.

Mr. Jakusz stated he received a letter from John Chapin, State Health Officer and Administrator Division of Public Health, regarding the 10 greatest public achievements. April 3-9 is Public Health Week in Wisconsin.

Mr. Jakusz thanked Ms. Bablitch for the letter of appreciation all the Board members received.

F. Period for the Board to Receive Public Comment

There were no comments.

II. PROGRAM ISSUES

A. Public Health Week

Ms. Hladky stated an Open House will be held tomorrow for agency staff. A planning committee was established to discuss how public health serves the public, both directly and indirectly, and how best to get this message out to the public. Activities planned are the "Healthy Living" show on CA3, a feature article in the Stevens Point Journal, a display at the public library, messages on marquees of area businesses, flyers sent home with all third graders, posters placed throughout the community, and letters to Community Partners thanking them for their support of public health.

B. Family Care Update

Mr. Canales stated the State has developed contracts with the Lewin Group to evaluate Family Care and make recommendations to the Governor in two years. Jessica Wollock, Project Manager, has developed a number of policies and procedures which are in place. Lucy Runnells has the three year business plan in place. Mr. Canales reported an anticipated 150 individuals would be enrolled by April 1. Currently there are over 200 individuals pre-enrolled. Recruiting for another nurse practitioner is occurring. The nurse currently employed is out on medical leave. Two Public Health nurses and the Community Support Program nurse have been assisting the CMO with assessments in addition to their regular duties. Currently over 30 different services will be offered and contracts with nearly 80 providers have been completed. Locally, Itzkowitz and Associates will assist with developing the Quality Assurance/Quality Improvement plan. Schenk and Associates will assist with the development of a Management Information System, financial, and claims processing system. Fond du Lac County is currently operating their CMO. LaCrosse County is

scheduled to begin April 1. Milwaukee County is scheduled to start either June 1 or July 1. Richland County is projecting start up as of January 2001. The CMO Pilot is scheduled to end June 30, 2001 but it is projected the pilot will continue until 2003 since true success or failure cannot be determined in such a short period of operation. Ms. Buck commented fears were raised that some people will not be screened in who have needs now and will need to utilize private funds to receive services. Mr. Canales stated he feels very few individuals will "fall between the cracks," and anticipates less than 25 people may be affected.

C. Report on Governance of Care Management Organization and Action if Appropriate

Ms. Bablitch reported there needs to be three governing committees for Family Care. The Long Term Care Council will replace the Long Term Care Planning Committee. It is to have 17 members total. Mr. Canales reported its major responsibility will be bidding out services. Ms. Bablitch stated the Care Management Organization and the Aging and Disability Resource Center should have their own governing bodies as well.

Ms. Bablitch stated she feels currently Family Care should not be separated from the Department since it is a pilot and the CMO Subcommittee should report back to the Health and Human Services Board at this time. There are still countless unanswered questions and many shared services for both the Department and Family Care such as fiscal and support staff. Ms. Bablitch believes when the Family Care concept is successful and the Legislature authorizes its continuation, a split of Family Care from the Department should be seriously studied. Also, additional changes in the Department include a new Business Manager starting April 1 and the Restorative Care Coordinator retiring at the end of this year make timing difficult for change of this proportion.

Discussion occurred regarding the decision to split the Family Care Project and governance out of the Department or to leave it for now and take a "wait and see" approach due to the unanswered questions and whether Family Care will be implemented statewide. Mr. Canales stated his feelings were to leave the pilot where it is currently and if it is implemented statewide to look at that time of possibly splitting Family Care into its own Department. A motion was made by Mr. Herrmann and seconded by Rev. Mallek to approve Ms. Bablitch's suggestion to leave Family Care governance and management as part of the Health and Human Services Department for the pilot phase and to forward our recommendation to the County Board Executive Committee. Motion carried unanimously.

III. FISCAL ISSUES

A. Action to Authorize Change in Public Health Fee

Ms. Hladky stated a change in the fee for a home visit by Community Health nurses should be increased to \$50 to reflect the cost for providing this service. An revised

sliding fee schedule was distributed. Most clients receiving this service will fall in the first three levels of the sliding fee. A motion was made by Ms. Buck and seconded by Mr. Herrmann to approve the revised sliding fee scale. Motion carried.

B. 1999 Year End Budget Report

Ms. Runnells reported the High Cost accounts will close using \$45,356 of the reserve and will leave \$79,475 in the reserve for 2000. The large expenses for General Assistance did not occur so this resulted in not needing to utilize as much of the reserve as anticipated. The regular accounts do not include Long Term Care services. The regular accounts will close with a \$3 surplus. The reasons for the surplus are additional funds received from 1998 as well as \$117,000 from Medical Assistance Personal Care was received. Also, additional federal funds for Income Maintenance were also received. Per the instructions from County Business Manager, \$100,000 has been set aside for Accounts Receivable. This amount will need to be set aside for the each of the next three years to help offset the Accounts Receivable losses. Long Term Care services show a surplus of \$75,616. Currently they are looking at investing this money to gather interest. This is the only budget portion that is allowed to do this under the Family Care rules and regulations.

C. Action to Approve Vouchers

Ms. Runnells stated the report is for two weeks. The regular accounts total \$60,556.18, high cost totals \$29,582.73, long term care totals \$312,935.24, and Portage House totals \$751.47. There were no unusual expenses. Motion by Mr. Peterson and second by Mr. Borham to approve the vouchers. Motion carried.

IV. ADJOURNMENT

Mr. Herrmann again thanked all the groups he worked with. He stated no one is as conscientious as a group as the Board and the staff from this Department. The meeting adjourned at 5.35 p.m. on a motion from Mr. Peterson and second by Rev. Mallek. The next meeting is scheduled for April 11.

Respectfully submitted,

Dawn Grasamkee, Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
APRIL 11, 2000**

Present

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

Excused

Don Herrmann
Jeff Jagodinski
Rev. Matt Mallek
William Zimdars

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Julie Hladky, Health Officer; Lucy Runnells, Business Manager; Jim Canales, Long Term Care Coordinator; Randy Bestul, CMO Network Development Manager; Mike Carder, Environmental Health Supervisor; William McCulley, Restorative Care Coordinator; Ray Przybelski, CSP Supervisor; Jim Riggerbach, Shared Services Supervisor.

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

I. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of March 28, 2000

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

B. Correspondence

There was no correspondence.

C. Director's Report

Ms. Bablitch reported Roger Wrycza stated seven or eight applications were received for the vacant citizen member on the Board. None of those were physicians.

Ms. Bablitch stated this will be the last meeting for this Board. Ms. Bablitch stated this Board has been very helpful to management and extremely supportive of the Department. Ms. Bablitch thanked the members for their service to the Department and through us, Portage County citizens.

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Ms. Bablitch stated Paul Borham is retiring from public service. A gift was presented to Mr. Borham for his years of service to the Board. Mr. Borham thanked the staff and praised the excellent management of the agency that enabled citizens to be well served.

Ms. Bablitch stated Rev. Mallek's last meeting with the Board was tonight as well. A small gift has been purchased and Ms. Bablitch will deliver it to Rev. Mallek as he could not be at the meeting.

Another person acknowledged was Walter Jakusz for serving as the Chairperson for this Board for two terms. He cannot be re-elected to this position. Ms. Bablitch presented Mr. Jakusz with a gift as well. Mr. Jakusz stated he has learned something new at each and every meeting. Mr. Jakusz also stated the staff should be proud of what they do, they are recognized as leaders throughout the State.

D. Reports from Board Appointed Committees/Activities

Ms. Buck reported she is serving on the Foster Family Recruitment Committee and they met on March 28. The Wisconsin Federation of Foster Parents Organization is looking to change its name to Wisconsin Foster and Adoptive Parent Associations. The committee feels this is not appropriate as it leads people to believe that fostering leads to adoption which is not the case. A strong letter was written regarding this. The committee is also looking for discount or free passes for entertainment purposes for foster families. They are looking at fast food restaurants, State parks, and Rainbow Falls.

Mr. Jakusz reported the day care served 204 children in March and 82 for April and is expecting 12 children this evening due to a meeting in the building. Mr. Jakusz commented this day care has been a very successful addition to the services in the building.

E. Period for the Board to Receive Public Comment

There were no comments.

II. FISCAL ISSUES

A. Action to Approve Vouchers

Ms. Runnells stated the vouchers are for one week. The regular accounts totaled \$32,590.86, High Cost totaled \$2,900.21, Long Term Care totaled \$51,678.21, and

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Portage House totaled \$878.25. There were no unusual expenses. Ms. Runnells also reported Mr. Jakusz signed a voucher on Friday for \$520,000. This was put into investments for the CMO project. More funds will be received for the rest of members enrolling in the CMO project. The funds will be placed into an investment account to be drawn on as needed. A motion was made by Mr. Peterson and seconded by Mr. Borham to approve the vouchers. Motion carried.

III. PERSONNEL ISSUES

A. Action to Authorize Limited Term Employee

Mr. McCulley distributed a revised job description. The Client Support Clerk requested would be responsible for the large amount of paperwork involved to contact pharmaceutical companies for free medications as well as the numerous phone calls needing to be made to pharmacies to call in prescriptions. Having a support clerk would free up time from the nurse practitioner and the psychiatrist. A motion was made by Mr. Clark and seconded by Ms. Holmes to approve the request. Motion carried.

IV. ADJOURNMENT

The meeting adjourned at 5.10 p.m. on a motion from Ms. Holmes and second by Ms. Buck. The next meeting is scheduled for April 25.

Respectfully submitted,

Dawn Grasamkee, Recording Secretary

0599P

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

APRIL 25, 2000

Present

Jim Clark
William Zimdars
Walter Jakusz
Selma Troyanoski
Dave Medin
Carole Holmes
Ann Buck
Bruce Froehlke
James Bowles
Mary Croft
Helen Johnson
Kristen Kleckner
Patsy Mbughuni
Clarence Milfred
Karen Trzebiatowski
Lee Wendt

Excused

Jeff Jagodinski
William Peterson
Sandra Benz
April Seitz
David Varney
Becci Wiegand

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jim Canales, Long Term Care Coordinator; Lucy Runnells, CMO Business Manager; Lauri Rockman, Family and Employment Services Coordinator; Julie Hladky, Health Officer; Bill McCulley, Restorative Care Coordinator; Jennifer Jossie, Business Manager.

Ms. Bablitch called the meeting to order at 4:31 p.m.

I. ELECTION

Ms. Bablitch welcomed Board and Advisory Committee members. All those in attendance introduced themselves.

A. HEALTH AND HUMAN SERVICES BOARD:

1. Election of Chairperson and Vice-Chairperson

Nomination made by Mr. Jakusz and seconded by Mr. Zimdars to nominate Jim Clark as Chairperson. Nominated carried unanimously.

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Nomination by Ms. Buck and seconded by Mr. Jakusz to nominate William Zimdars as Vice-Chairperson. Nomination carried unanimously.

2. Action to Establish Meeting Times and Dates

After discussion was held, it was decided to continue to hold the Board meetings on the second and fourth Tuesdays of the month with the Informational Update scheduled for 4:30 to 5:00 p.m., and the Board meeting starting at 5:00 p.m. Motion by Mr. Jakusz and seconded by Mr. Zimdars to approve the second and fourth Tuesdays at 4:30 p.m. for the Board meetings. Motion carried.

B. ADVISORY COMMITTEE:

1. Action to Elect Chairperson

Ms. Rockman stated the Membership Committee has met and has nominated Bruce Froehlke as the Chairperson. Motion was made by Ms. Johnson and seconded by Mr. Milfred to approve the recommendation. Motion carried unanimously.

2. Action to Appoint New Members

Ms. Rockman distributed copies of those applications received for membership on the Advisory Committee. There were seven applicants applying for five positions. The applicants were: Lois Feldman, John Blanke, Ed Hunt, April Hartjes, Connie DeCorte, Judy Arneson, and Eleanor Brush. Ms. Rockman stated the Advisory Committee Bylaws allow for more members. A motion was made by Ms. Croft and seconded by Ms. Wendt to approve all seven members. Motion carried unanimously.

C. BOARD: Action to Accept Membership Recommendations of Advisory Committee

Motion was made by Mr. Jakusz and seconded by Mr. Zimdars to approve seat Mr. Froehlke on the Board and to accept the seven new members. Motion carried unanimously.

D. Mr. Zimdars will serve on the Risk Management Committee.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of Health and Human Services Board Minutes of April 11, 2000

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

B. Approval of Advisory Committee Minutes of March 20, 2000

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

C. Correspondence

Ms. Bablitch distributed a Special Meeting Attendance sheet the Board will need to sign for Harvey Olsen. He has been appointed by the County Board to continue to serve on the Foster Parent Recruitment Initiative.

Ms. Bablitch distributed updated organization charts as well as the Achievement Center Early Intervention Program's 1999 Annual Report.

Ms. Bablitch read a letter from the Right From the Start Coalition addressed to Mr. Jakusz thanking them for the support the Board gave them for additional funding. The Coalition received an additional \$20,000 from the Finance Committee to continue the program as it currently is.

D. Director's Report

Ms. Bablitch offered the opportunity to new members of the Board and Advisory Committee to feel free to call either herself or any of the supervisors to go over the various programs provided by the Department in detail.

E. Reports from Board Appointed Committees/Activities

Mr. Jakusz stated the day care figures will be presented at the next meeting.

F. Period for the Board to Receive Public Comment

There were no public comments.

III. PROGRAM ISSUES

A. Advisory Committee 1999 Activities and Accomplishments

Ms. Hladky stated the Advisory Committee has played an important role in making recommendations on a wide variety of topics. The Family Resource Centers were one idea which has been developed due to the Advisory Committee.

During 1999, the Advisory Committee has worked on the mental health needs in the county; is currently looking at housing needs for the seriously mentally ill, chemically dependent, and persons with multiple problems; and has conducted program evaluations.

B. Advisory Committee Program Evaluation Report - Youth Crisis Intervention

Ms. Kleckner stated the Committee looked at the Youth Crisis Intervention Program. A program survey was conducted via a telephone survey. The goal of the program is to avoid placement of children in out of home placement. The Committee found Pat Walters, the staff person for the program, to be very flexible with his hours in order to assist families in the program. Recommendations made by those utilizing the program included more staff, more follow-up, a support group, more advertising, and a safe house to send a child where they cannot "walk away." The Committee's recommendations were to increase marketing, improve follow-up availability, as well as evening hours, a parents' support group, and safe housing.

C. Advisory Committee Housing Subcommittee Report

Ms. Trzebiatowski stated the Housing Subcommittee is gathering information to determine the size of the problem. Interviews of clients is the next step. The process is slow going but should give a realistic view of the housing problems faced by those who are seriously mentally ill, chemically dependent, or suffer from a combination of various problems.

D. Quarterly Program Statistics (January - March 2000)

Coordinators reported on their first quarter program statistics.

Mr. Hladky stated the Division of Health has changed its format to show a year's worth so trends can be easily identified. As you can see, with immunizations, the fourth quarter usually is highest due to flu and pneumonia immunizations. Communicable diseases are broken into two categories -- Category 1 are those that must be reported immediately by law. Category 2 are those that must be reported within 72 hours. The WIC Program has broken its statistics down in women, infants, and children served. More focus will be placed on keeping children in WIC. Children are eligible for WIC until age 5. Most parents discontinue their child's participation after age 2. Laboratory services shows nothing out of the ordinary. Environmental Health shows a high number of regular licenses issued in the third quarter. This is because July is when all licenses are renewed. Ms. Hladky reported the WIC Program is continuing to look for funding to provide the Farmers Market Nutrition Program. Partial funding has been received from the United Way and the Ministry Fund has granted funds for 2001. Ms. Buck raised a concern regarding the need for a rabies certification which used to appear on the real estate tax

bill. With the new computerized bill being generated, this reminder is no longer on the bill. Ms. Hladky will follow-up on this concern to see if that information could be once again placed on the bill.

Ms. Rockman stated the format for the Family and Employment Support Section has also been changed. BadgerCare is creating a higher workload for the case managers. The Health Plus Program has been promoted again due to the fear that some people were not being insured. Health Plus is a county program serving people who are uninsured. The special populations case management is a new category which started 4/1/00. Currently there are 14 cases. The special populations case manager works with non-custodial parents and post release inmates. Emergency Assistance will be done as a chart to show the increases in requests. This does include repeat requests. Due to the increasing requests for food, a Hunger Summit will be held in the fall to educate the community on hunger needs in Portage County and to develop responses to the needs of residents. A concern is with the development of the Food Stamp Electronic Benefit Transfer all clients will need to come in for a training on the use of the cards. This will provide a very heavy workload for case managers in June.

Mr. Canales reported Family Care will be included in the statistics for the next quarter. Elderly services referrals have decreased. The Community Support Program will be looking at State certification for a small portion of the program. Currently there are 235 participants in Family Care.

Mr. McCulley addressed concerns regarding the mandatory release of individuals back to Portage County who have been convicted of sexual predatory crimes. A committee consisting of the District Attorney, Probation and Parole, law enforcement, and the Restorative Care Coordinator looks at each individual case and determines if they are a Level 1, Level 2, or Level 3 violator. Level 1 is an individual capable of rehabilitation, Level 2 is more severe and has violated more than once, and a Level 3 violator is someone who has committed very severe crimes and has made no effort to rehabilitate. It is anticipated there are between 67 to 70 individuals scheduled for release in 1 to 1½ years. The community is informed of the individual returning to the community and the immediate neighborhood where the individual will return is also informed. Mr. McCulley reported there is no significant change in any of the services for Restorative Care. Mr. McCulley reported the Psychological Services section will be holding a screening for National Anxiety Screening Day on May 3. The Youth and Family Services section has completed eight termination of parental rights. The Juvenile Opportunity Program has started. The Mental Health Clinic is recruiting a new psychiatrist and a nurse practitioner. Mr. McCulley stated due to the efforts of the Foster Care Coordinator and various committees, children's foster homes increased from 32 to 35 and adult foster homes increased from 39 to 42.

Ms. Jossie reported the Accounts Receivable statistics will compare quarters for this year and last year. A chart is also included for visual aid. The aging of the accounts will be displayed in a pie chart for both last year and this year. There were very few bad debts for the first quarter. The majority were written off due to being too small to pursue.

IV. FISCAL ISSUES

A. Quarterly Budget Report (January - March 2000)

Ms. Jossie reported it is hard to determine the projected savings or deficit after only three months. It is anticipated the High Cost accounts will show a small savings. The savings are anticipated to be in the Children's Group/Residential Care budget. Overall, the regular accounts may have a \$96,000 deficit if the next three quarters are similar to the first but at this point it is not of concern. Ms. Runnells reported Family Care is satisfactory. Not all the details are included yet for the costs. Some savings in personnel and vacancies is anticipated. The reserve balance is about \$185,000. The state would like to see 15% of the \$6 million in the reserve.

B. Quarterly High Cost Report (January - March 2000)

Mr. McCulley reported the Inpatient Mental Health costs are down due to no need for very many detentions. Medical Detox is also down. Community Based Care is also under budget at this time. Ms. Rockman reported General Assistance is on target. There were higher medical bills this year. Mr. McCulley stated Out of Home Placements in group homes are slightly above target, although child caring institutions and Lincoln Hills are below budget. Currently there are only two juveniles in Lincoln Hills.

C. Action to Authorize Application for Juvenile Justice Grant

Mr. McCulley reported the Juvenile Justice Grant will provide \$27,000 to expand the monitor program. This is a renewable grant. The hope is to expand the position to half time. Motion made by Ms. Holmes and seconded by Mr. Jakusz to approve the request. Motion carried.

D. Action to Approve Vouchers

Ms. Jossie reported the vouchers are for three weeks. The regular accounts total \$158,073.09, high cost accounts total \$24,651.75, long term care accounts total \$369,336.84, and Portage House totals \$431.86. There were no unusual expenses. A motion was made by Mr. Jakusz and seconded by Ms. Holmes to approve the vouchers. Motion carried.

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V. ADJOURNMENT

The meeting adjourned at 6:17 p.m. The next Board meeting is scheduled for May 9, 2000.

Respectfully submitted,

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
MAY 9, 2000**

Present

William Zimdars
Carole Holmes
Dave Medin
Bruce Froehlke
William Peterson
Walter Jakusz
Selma Troyanoski
Sandra Benz

Excused

Jeff Jagodinski
Ann Buck
Jim Clark

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Julie Hladky, Health Officer; Lucy Runnells, Business Manager; Jim Canales, Long Term Care Coordinator; Jerry Koeppel, Youth and Family Services Supervisor; Mike Houlihan, Portage House Director.

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

I. **MINUTES, GENERAL REPORTS, COMMENTS**

A. Approval of the Minutes of April 25, 2000

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

B. Correspondence

Ms. Bablitch introduced Sandra Benz, the new citizen member to the Board, and Bruce Froehlke, the new Advisory Committee Chairperson, to the Board members. Ms. Bablitch informed the Board the job description for the Board members was included in the packet. The tentative scheduled dates for the rest of the year for Board meetings was also included. Ms. Bablitch distributed a membership roster to be updated by Board members. Ms. Bablitch also explained the budget book to the new Board members. A copy was given to the new members.

C. Director's Report

Ms. Bablitch reported the Department of Workforce Development audited our child care center. The report was very favorable and approval was given to continue with our child care center for clients when they come to the

Department on business.

Two applications were received for the Business Assistant position. Ms. Bablitch stated on paper the applicants look very qualified. Ms. Bablitch asked whether any Board members would be interested in sitting in on the interview process. Mr. Jakusz and Mr. Zimdars expressed interest in attending the interviews.

Ms. Bablitch distributed a copy of the first quarter budget report presented to the Finance Committee. As the attrition was too high, the Department was asked to report on this quarterly. In addition, unanticipated shortfalls in revenues were also experienced. To help balance the budget, changes to the budget were made and are identified on the sheet. Attrition was changed from \$153,562 to \$75,070. In the first quarter, \$35,255 of attrition has been realized. A balance of \$39,815 remains for the rest of the year. It is anticipated this figure will be met due to vacant positions and other factors. Quarterly reports will continue to be made to the Finance Committee on the progress of meeting the budget.

D. Reports from Board Appointed Committees/Activities

Mr. Jakusz reported the day care served 194 children in April. As of today, the day care has served 91 children this month.

E. Period for the Board to Receive Public Comment

Ms. Runnells reported the first dividend was received on the invested CMO funds. A total of \$520,000 was invested in April. The first dividend received was \$363.77 which was included with the invested funds.

II. ACTION TO APPOINT BOARD MEMBERS TO COMMITTEES

Ms. Bablitch reported there are four agency-sponsored committees as well as three reappointments to three other agency-sponsored committees. Ms. Bablitch was requesting volunteers from the Board to serve on these committees.

The first committee is the Wisconsin Association of Local Health Departments and Boards (WALHDB). The committee meets every other month on the third Thursday. The meeting is held in Minocqua from 10:00 a.m. to 3:00 p.m. Board members will think about it and let Ms. Bablitch know if they are interested in attending.

The second committee is the Permanency Planning Review Panel. The group meetings monthly on the third Tuesday from 9:00 a.m. to 1:00 p.m. Occasionally it will last longer or need two days to complete. Ms. Buck is currently serving on the panel and would like to continue. Mr. Jakusz stated he may be interested but will need to check his schedule.

The third committee is the Community Response Team. The group meets quarterly on the third Thursday. Both Mr. Jakusz and Mr. Clark are serving on this committee currently. Mr. Froehke expressed interest in attending this committee as well.

The final committee is the Family Preservation/Support Services Guidance Team. The group meetings quarterly at noon on the third Tuesday. Ms. Benz will check to see if she can attend these meetings.

The reappointments to committees included: Mr. Peterson on the Food Safety Committee; Mr. Jagodinski on the Housing Task Force, and Ms. Buck on the Foster Home Recruitment Initiative.

III. FISCAL ISSUES

A. Action to Authorize Grant Application

Mr. Koeppel stated the Grant is the Office of Justice Assistance Block Grant. The city has agreed to turn over its portion of the grant to the county. This will total about \$27,000. Also, funds in the amount of \$30,000 from Ms. Rockman's section will match this grant to serve W2 families. The grant total will be about \$57,000. The funds will be used for the mentoring program. The grant will allow us to hire a half time position to allow the monitor to supervise both volunteering and paid mentors, pay for mileage, and pay for various activities. The target group is at risk W2 juveniles and juveniles with criminal behavior. The ages are between 12 and 16 but can vary to include younger juveniles if needed. Hopefully volunteer mentors will be received from the University. It is anticipated those serving from the University will receive educational credit for being a mentor. A motion was made by Mr. Jakusz and seconded by Ms. Holmes to approve the request. Motion carried.

B. Action to Authorize Vouchers

Ms. Runnells explained the voucher system for the new Board members. Ms. Runnells stated the vouchers are for two weeks. The regular accounts totaled \$48,854.55, High Cost totaled \$25,903.01, the Long Term Care account needs to be changed to include \$100,000 in the CMO services. The computer inadvertently dropped \$100,000 when totaling the amounts. The corrected total for Long Term Care is 301,325.81. Mr. Medin questioned as CMO services increase should Non-CMO services be expected to decrease. Ms. Runnells stated it should but there are still some existing clients who have chosen not to participate in the CMO as well as some clients that have not yet been approached to enroll. Currently we have 280 clients with 240 being enrolled in the CMO. Portage House totaled \$306.61. A motion was made by Mr. Peterson and seconded by Mr. Jakusz. Motion carried.

IV. PERSONNEL ISSUES

A. Action to Authorize Reclassifications

Ms. Bablitch stated there are five reclassifications being requested. Two are from this Department and three are from Portage House. Last year the Department requested the Personnel Office to review all management positions county-wide. The Board's position was that due to some reclassifications made through the years, Coordinators were not assessed for reclassification. The Long Term Care Coordinator was upgraded one pay grade in 2000 but was told to be reviewed again for 2001 after the CMO is operational. The Health Officer has not been reviewed since the early 1980's. Two supervisors were reclassified last year – the Environmental Health Supervisor and the WIC Supervisor. The Health Officer's job description has been changed in the areas of the public health role and emergency response to bioterrorism, contamination from illegal drug production as well as analysis and control, an expanded oral health program, and comprehensive community assessments required by State Statutes. The Restorative Care Coordinator position was also requested for review but it has been decided to hold off on this since the incumbent is retiring this year. Ms. Bablitch stated this position has too much responsibility for one person and it will be reviewed and various ideas for reflecting it will be shared with the Board. It is possible other management positions will change with this review. Mr. Houlihan stated he had three positions he was requesting reclassifications for. After discussing them with

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Theresa Frieberg it was felt two of the positions could be done through the bargaining process rather than the reclassification process. The Program Coordinator is one that will need to go through the reclassification procedure. Discussion occurred regarding the high risk clients being served at Portage House and the lack of increase received from the Department of Corrections for this program for four years. Mr. Medin questioned the possibility of the unions taking responsibility to review all positions on their own and adjustments made as needed, not just due to regular yearly across the board adjustments. Ms. Bablitch stated she would suggest this when she meets with the union stewards. A motion was made by Mr. Jakusz to go forward with the Long Term Care Coordinator, Health Officer, and Program Coordinator as reclassifications. He further moved the Counselor and Night Security positions at Portage House be negotiated with the Union and if not successful then to move them forward as reclassifications. Motion was seconded by Mr. Peterson. Motion carried.

B. Action to Authorize Process for Refilling Vacant Positions

Ms. Bablitch stated the current process to refill vacancies is quite lengthy. To shorten the length a position is vacant, a new procedure requiring signatures from the Department Head, Personnel Director, Finance Director, and Governing Committee is needed to start the process. Ms. Bablitch is requesting authority to allow her to sign the Committee chairperson's signature to forward the vacant position along for refilling. Motion by Ms. Holmes and second by Mr. Medin to approve this request. Motion carried.

IV. ADJOURNMENT

The meeting adjourned at 5:34 p.m. on a motion from Mr. Jakusz and second by Mr. Froehlke. The next meeting is scheduled for May 23.

Respectfully submitted,

Dawn Grasamkee, Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
MAY 23, 2000**

Present

Excused

Jim Clark
William Zimdars
Ann Buck
Jeff Jagodinski
Carole Holmes
Dave Medin
Bruce Froehlke
William Peterson
Walter Jakusz
Selma Troyanoski
Sandra Benz

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Julie Hladky, Health Officer; Jennifer Jossie, Business Manager; Lauri Rockman, Family and Employment Support Coordinator; Gary Itzkowitz, Itzkowitz and Associates.

I. INFORMATIONAL UPDATE

The Board members presented staff with information concerning their priorities, reasons why they ran for the County Board or membership on this Board, and other various topics of information.

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

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of May 9, 2000

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

B. Correspondence

Ms. Bablitch distributed notification of the WALHDAB Annual Meeting to be held on October 12 and 13 in Wisconsin Rapids.

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Ms. Bablitch also distributed notification of a Board training particularly for those new members of a human/social services or community programs Board. The training is scheduled for June 27 in Cable, Wisconsin. Those interested in attending can contact Ms. Bablitch.

Ms. Bablitch informed Board members of a notification received from the Wisconsin Counties Association informing her of over a \$1 billion decrease in block grant monies. The Senate stated the States have the tobacco settlement which they can substitute for these dollars. Ms. Bablitch has written a letter in response to this block grant decrease to Honorables Kohl, Obey, and Feingold.

Ms. Bablitch stated the membership list included in the packet is up to date. Any changes should be brought to her attention.

C. Director's Report

Ms. Bablitch stated the new process for refilling positions requires a Governing Committee's signature. At the last meeting, permission was given for her to sign for the Chair. Ms. Bablitch was informed by Personnel that they will need the Chair's signature. As such Ms. Bablitch stated Sue Rutta, Office Manager, will contact Mr. Clark first, then Mr. Zimdars, and lastly someone else from the Board to sign.

Ms. Bablitch stated Ms. Benz informed her she cannot participate in the Family Preservation and Support Team and asked if anyone else was interested in attending these meetings. Ms. Holmes stated she may be able to do so. Mr. Jakusz also indicated a willingness if Ms. Holmes was unable to attend.

Mr. Clark informed new Board members of the County procedures regarding attending special meetings only with authorization. Mr. Clark stated he felt it was very important Board members attend some of these special meetings. Board members are paid per diem for each meeting they attend. Mr. Clark felt it was sufficient authorization when the information is included in the minutes.

D. Advisory Committee Report

Mr. Froehlke reported the Advisory Committee met on May 15. Becci Weigand was elected vice-chair. There were also eight new members named. Currently the Committee is working on two projects: the Housing Needs Team is about half way through its work. A final report is expected after the first of the year. The Program Evaluation Team has completed its most recent study and the Advisory Committee expects to discuss its preliminary report at the next meeting on July 17. A third team was established by a narrow vote to focus on the issue of alcohol abuse. The other possibility was an audit committee to examine the follow-through on the Advisory Committee's recommendations or the geographic, racial, and occupational balance or imbalance of the Committee. It was suggested this be pursued through the Committee's membership committee which will be proposed at the July meeting.

E. Reports from Board Appointed Committees/Activities

Ms. Buck stated she attended the Bureau on Aging Advisory Committee meeting. Time was spent on nutrition due to the amount of congregate meal site usage decreasing while home delivered meals were increasing. Ms. Buck also informed Board members of a book of centenarians available. Over 500 are listed -- four from Portage County. The book is free. Those interested should let Ms. Buck know and she will get a copy for them. Ms. Buck stated Donna McDowell, Director of the Bureau on Aging, was questioned regarding what happens to counties who are piloting Family Care if it is not done statewide. Ms. McDowell responded they will continue to be funded.

Mr. Jakusz reported he attend the Community Response Team meeting. The information is very interesting. He commended Ms. Rockman on a job well done.

Mr. Jakusz reported the day care has served 238 children to date in May. There were 88 children last week alone. Of these, 23 were the result of the Quest card training.

F. Period for the Board to Receive Public Comment

There were no comments.

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II. PROGRAM ISSUES

A. Survey Analysis Report - Status of Former AFDC Recipients

Ms. Rockman reported this report looked at what happened to those individuals who were on AFDC prior to the implementation of W2. There were 400 to 500 cases receiving AFDC and now there are only 10 cases on W2. The State did a study but it only consisted of data from the computer and did not include talking with individuals regarding how their life has changed and whether they were better off now than when on AFDC.

Mr. Itzkowitz stated a questionnaire was developed and 150 people were randomly selected. Of these 150 people, 62 responses were received through a telephone survey. These also include Hmong families with the aid of an interpreter.

Ms. Rockman reviewed the responses. In question 2, over 1/3 of those surveyed reported income of \$2,000 or higher per month. Of those households, 54% were still below the poverty line and 69% of the Hmong households were still below poverty. Ms. Rockman stated the State's goal for W2 was to get individuals off the welfare rolls and to work, not out of poverty. 75% were working full time, although 1/3 reported no health insurance coverage. 41% reported still needing assistance with basic needs such as rent, food, heat, and medical care. The source of that help showed 1/3 utilizing community resources such as food pantries. 66% indicated they were better off financially than when on AFDC. 66% also feel better about themselves now that they are off AFDC. Mr. Jakusz stated with the new Quest program for those eligible for Food Stamps more people may apply since there is no embarrassment factor when they go to utilize them at the grocery store. Ms. Rockman stated the Quest card looks exactly like a credit card and a balance of their remaining funds shows up on the receipt.

A lengthy discussion followed regarding the various aspects of the report. Ms. Rockman stated the largest concern is the use of food pantries. In 1995 there were 880 requests for emergency food totaling \$61,000. In 1999 there were 1,921 requests totaling \$167,000. A Hunger Summit is being developed and more information will follow regarding this. Ms. Bablitch stated she will contact the Journal regarding this study and talk about publicizing the results.

B. Preparing for Influenza Pandemic

Ms. Hladky stated preparing for an influenza pandemic is a major topic in the United States. A tabletop exercise is planned for June 21 for Portage County to look at the response to such an emergency. There have been flu pandemics in the past in the United States. In 1918, in 1957 (the Asian Flu), and in 1968 (the Hong Kong flu). It is expected another flu pandemic may be forthcoming and it is anticipated up to 80% of the population will be infected. The tabletop exercise will help us prepare for the worst case scenario. It is anticipated there will not be enough bed space in hospitals or equipment to help provide services since all communities will be infected. Health care personnel will also be affected since they will be at high risk of exposure. Communication is important so there is no public panic. Immunizations will take time to develop. It takes about seven months to produce a vaccine once the reacting agent is identified. If the virus is slow moving and it is diagnosed early enough, immunizations could be developed. The immunization could possibly be a two dose vaccine since it would be a new virus. Security for health professionals is also a concern when they go out into the community to administer this vaccine if one is developed. How many people could become ill and/or die depends upon who will be most affected. A previous epidemic targeted on young people rather than elderly.

IV. FISCAL ISSUES

A. Action to Authorize Vouchers

Ms. Jossie stated the vouchers are for two weeks. The regular accounts totaled \$180,011.60, High Cost totaled \$5,479.33, Long Term Care totaled \$196,378.84, and Portage House totaled \$1,471.85. A motion was made by Mr. Jakusz and seconded by Mr. Peterson to approve the vouchers. Motion carried.

V. ADJOURNMENT

The meeting adjourned at 6:05 p.m. on a motion from Mr. Jakusz. The next meeting is scheduled for June 13.

Respectfully submitted,

Dawn Grasamkee, Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
JUNE 13, 2000**

Present

Jim Clark
William Zimdars
Ann Buck
Jeff Jagodinski
Carole Holmes
Dave Medin
William Peterson
Walter Jakusz
Selma Troyanoski

Excused

Sandra Benz

Absent

Bruce Froehlke

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Julie Hladky, Health Officer; Jennifer Jossie, Business Manager; Lauri Rockman, Family and Employment Support Coordinator; Jim Canales, Long Term Care Coordinator; David Pagel, Family and Employment Support Supervisor; and Kathy Davies, Moving Up!

I. INFORMATIONAL UPDATE

Informational updates were presented to the Board from Administration and Business Services Divisions.

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

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of May 23, 2000

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

B. Correspondence

Ms. Bablitch reminded the Board that the Personnel Committee authorized a new refill process for positions. A position needs analysis needs to be acted on by the Health and Human Services Board before any other action can be started. Board members requested this be placed on the agenda for action at the next meeting.

A current listing of the Advisory Committee membership was included in the packet.

A clarification was made concerning an article in the Stevens Point Journal. There are no new funds available. The article mistakenly called referred to new funds which in reality was the last payment from the State due to W2 counties.

C. Director's Report

Ms. Bablitch reported the new waiting room is almost complete. Ms. Bablitch praised Dennis Kolodziej and his staff for the excellent job, the speed in which it was done, and the pleasantness of his staff.

Ms. Bablitch informed the Board the Advisory Committee will be starting a new task force to look at issues surrounding service gaps for alcohol usage. If any Board members are interested in being on this task force, please let Ms. Bablitch know. The task force will meet initially every three weeks and then monthly. Ms. Buck stated she may be interested in serving.

Ms. Bablitch reported she met with the Executive Committee concerning the governance of Family Care. The County Board will hopefully approve the suggested governance committees at the meeting on July 25.

D. Reports from Board Appointed Committees/Activities

Ms. Buck stated she attended the Foster Family Recruitment Initiative meeting. They are currently working on seeking funding for family activities for foster families. Ideas include discount packages for Rainbow Falls, movie passes, etc. So far no tremendous response has been seen. A "buy one, get one free" deal at a restaurant was suggested.

Mr. Jagodinski reported he attended the Housing Task Force. Currently letters are being sent out with a questionnaire. The task force will meet again in September.

Mr. Jakusz reported 308 children were served in the day care in May. To date, 111 children were served this month.

E. Period for the Board to Receive Public Comment

There were no comments.

III. PROGRAM ISSUES

A. Review of Community Response Monitoring Tool

Ms. Rockman reported the Community Response Team was formed in 1995. The team tracks family information showing data prior to W2 and trends following W2. The data is received quarterly and shown on the report with the current quarter separated out to show yearly trends per quarter. Ms. Rockman reviewed the data included in the tool. Ms. Rockman stated Portage County is the only county to have data prior to W2 in Wisconsin.

B. Report: Moving Up! – Work Skills Advancement Program

Ms. Rockman stated the Moving Up! program helps families move up to a wage to sustain the family. The program is modeled after the Leadership Institute. Entry level workers are identified by the employer for the program. Seminars are put together. An evaluation of the last seminar was included in the packet. A second and third set of seminars is being planned for the fall. There will be seminars held in the fall directed at second shift employees. Ms. Davies stated 15 individuals participated in the last seminar. Community resources are shared with the participants. The most current resource is Community Connections. The seminars were held for five evenings in April. The next set of seminars is scheduled for October. Both in the morning and evening. The seminars can have up to 38 participants.

C. Action to Approve Resolution Authorizing Participation in the Workforce Development Board of the Workforce Investment Act

Mr. Pagel stated the Workforce Development Board has been in service for over one year now. Local officials must serve on the Board. A motion was made by Mr. Jakusz and second by Ms. Holmes to approve the resolution. Motion carried.

D. Report: Dental Sealant Program - Seal A Smile

Ms. Hladky gave an overview of the Dental Sealant Program being planned for the county. Grants are available to fund this program. Mr. Clark shared a concern about starting the program if funding was not assured beyond one year. He stated it doesn't "look right" for the agency to start a program one year and then discontinue it.

IV. FISCAL ISSUES

A. Action to Authorize Grants for Health Division

A motion was made by Ms. Holmes and seconded by Mr. Jagodinski to approve the grants for the Prenatal Care Coordination Support and the Dental Sealant Program. Motion carried.

B. Action to Authorize Payment Process for Long Term Care

Ms. Jossie stated the authorization of this payment process would benefit providers. This will be very specific to the CMO. Ms. Bablitch stated they have discussed this with Bo DeDecker who approved and stated he would talk with Chairman Hintz and the Finance Committee. A motion was made by Mr. Zimdars and seconded by Mr. Jakusz to approve the request. Motion carried.

C. Action to Authorize Vouchers

Ms. Jossie stated the vouchers are for three weeks. The regular accounts totaled \$56,882.11, High Cost totaled \$131,212.99, Long Term Care totaled \$582,138.98, and Portage House totaled \$1,163.11. Three new lines now appear on the vouchers -- Adult Substitute Care Payroll under High Cost, Foster Care Payroll under High Cost, and Adult Substitute Care Payroll under Long Term Care. A motion was made by Mr. Peterson and seconded by Mr. Jakusz to approve the vouchers. Motion carried.

V. ADJOURNMENT

The meeting adjourned at 6:05 p.m. The next meeting is scheduled for June 27.

Respectfully submitted,

Dawn Grasamkee, Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
JUNE 27, 2000**

Present

Jim Clark
William Zimdars
Sandra Benz
Ann Buck
Jeff Jagodinski
Carole Holmes
William Peterson
Walter Jakusz

Absent

Dave Medin
Bruce Froehlke
Selma Troyanoski

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jennifer Jossie, Business Manager; Bill McCulley, Restorative Care Coordinator; and Sue Martens, Family Preservation and Support Services Initiative.

I. INFORMATIONAL UPDATE

An informational update on the optical imaging system was provided to Board members.

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

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of June 13, 2000

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

B. Correspondence

There was no correspondence.

C. Director's Report

Ms. Bablitch informed the Board that Patti Tomlinson was hired as the Assistant Business Manager. She will start on July 10. There were three very well qualified candidates for the position.

Ms. Bablitch reported the management pay plan concerns were presented to the Personnel Committee. Bids will be accepted for a study. A decision will be made after the bids are received as to whether the county can proceed.

The file room in the lower level will be cleaned out and converted into six small offices with partitions.

Ms. Bablitch asked if any Board members are interested in serving on a proposal committee for the Community Reinvestment project to look at bids to provide alcohol services for women and children, employment and training opportunities, and a Job Van. The meetings will be held in late September or early October. The committee will meet three to four times. Ms. Holmes and Ms. Benz volunteered to be on the committee.

D. Reports from Board Appointed Committees/Activities

Mr. Jakusz stated he attended his first Permanency Planning Committee meeting. The committee reviews the foster care placement of children. He found the committee to be very enlightening.

Mr. Jakusz reported 234 children were served in the day care to date for June.

E. Period for the Board to Receive Public Comment

There were no comments.

III. PROGRAM ISSUES

A. Report: Family Preservation and Support Services Project

Sue Martens, chair of Family Preservation, distributed the Families United ... in Community brochure. A video clip was also played. Ms. Martens reviewed the organizations involved in Family Preservation. The United Way is the lead agency with Health and Human Services being the fiscal agency. There is a Guidance Team which meets quarterly and overviews the Initiative. The Executive Committee meets monthly and provides leadership. Implementation Teams meet as needed to develop and implement action plans and deliver outcomes related to the service plan. An Evaluation Team tracks the outcomes of the service plan. Six critical issues are focused on. These include alcohol and drug abuse, child care, families breaking up, family financial difficulties, health insurance, and youth issues. Families with minor children are the main focus. The 2000 budget includes nine grants to various community programs working toward one of the six critical issues. An additional \$5,000 in community grants is available for those organizations that were not able to meet the RFP deadline for the main grant period. A

\$1,000 limit will be granted to organizations applying for these funds. Guidelines to follow for grant selections are a minimum of 25% to support, 25% to preservation, and 25% to reunification. A small amount is for administrative overhead. Some submitted proposals were not funded due to a variety of reasons. The rating form utilized was distributed. Family Preservation has helped start-up various programs in the county like the Family Resource Center, Right From the Start, Interfaith Volunteer Caregivers, Family Based Services, and SPIN. The most important outcome has been increased collaboration.

B. Report: Psychiatric Services

Mr. McCulley reported Dr. Rupp left on June 16. We hoped to have another doctor in place in August but that will not happen. Advertising for a doctor has been aggressively pursued. Another option would be to hire an additional nurse practitioner. One nurse practitioner is starting on July 3 full time. On June 20 it was discovered some of the pharmacies would not honor the prescriptions for medications to carry our clients through August. This is due to the termination of the doctor/patient relationship. Currently five pharmacies in the county are honoring the prescriptions and refills. Dr. Samo will monitor clients that are on Clozapin since if this drug is not administered daily the client could go into seizures within two to three days. Various other solutions are also being looked at such as contracting with the Rice Clinic but they are losing a psychiatrist in July and as such are overworked. Another possibility is to contract with a medical school in Milwaukee or Madison to include our Department on their rounds. This would allow for two days of support.

IV. FISCAL ISSUES

A. Action to Authorize Vouchers

Ms. Jossie stated the vouchers are for two weeks. The regular accounts totaled \$122,928.91, High Cost totaled \$32,227.49, Long Term Care totaled \$109,098.60, and Portage House totaled \$281.02. There were no unusual expenses. Mr. Jagodinski questioned the phone bill. Ms. Jossie stated this is normal for 150 extensions. A task force will look at phone issues in order to economize. A motion was made by Ms. Holmes and seconded by Mr. Petersen to approve the vouchers. Motion carried.

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V. PERSONNEL ISSUES

A. Report: Refilling Authorized Positions and Action if Appropriate

Ms. Bablitch stated at the Personnel Committee meeting she was informed blanket approval for positions should not be given. Approval for each position should be sought by the Board either at its regular meeting or through a special meeting. The Board stated if a special meeting is needed to approve a position, then it should be called.

VI. ADJOURNMENT

The meeting adjourned at 6:05 p.m. The next meeting is scheduled for July 11.

Respectfully submitted,

Dawn Grasamkee, Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
JULY 11, 2000**

Present

Jim Clark
William Zimdars
Sandra Benz
Ann Buck
Bruce Froehlke
Jeff Jagodinski
Carole Holmes
Dave Medin
Walter Jakusz
Selma Troyanoski

Excused

William Peterson

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jennifer Jossie, Business Manager; Lucy Runnells, CMO Business Manager; Jim Canales, Long Term Care Coordinator; and Patti Tomlinson, Assistant Business Manager.

I. INFORMATIONAL UPDATE

An informational update was provided to Board members on the Business and Administrative Sections.

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

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of June 27, 2000

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

B. Correspondence

Ms. Bablitch noted the memo from Mike Houlihan of Portage House allowing him to refill Night Security vacancies as needed. Permission was obtained from the Personnel Committee for Mr. Houlihan to do this.

C. Director's Report

Ms. Bablitch introduced Patti Tomlinson, the new Assistant Business Manager.

Ms. Bablitch stated the budget will be presented to the Board on October 2 and October 3. The meetings will start at 5:00 p.m.

Ms. Bablitch stated the July 25, 2000 Board meeting will be canceled due to the County Board meeting on that date.

Ms. Bablitch informed the Board it may be necessary to cancel the August 22 Board meeting as well as the County Board may be meeting on this day as well. The Executive Committee will be meeting at 7:00 tomorrow and it will be confirmed at that time if this meeting will need to be canceled. The Family Care Committees as agreed upon at the June 7 Executive Committee meeting responsibilities will be presented. It will then go before the County Board July 25 for authorization.

D. Reports from Board Appointed Committees/Activities

Mr. Jakusz reported 253 children were served in the day care for June and 49 children thus far in July.

Mr. Jagodinski reported the Housing Needs Committee will resume in September.

E. Period for the Board to Receive Public Comment

Mr. Jagodinski commented he liked the signs informing the public of where the Board meeting will be held.

III. FISCAL ISSUES

A. Action to Approve Vouchers

Ms. Jossie reported the vouchers are for two weeks. The substitute care payroll is also included. The Regular accounts totaled \$60,500.70, the High Cost accounts totaled \$126,546.60, Long Term Care accounts totaled \$185,701.75, and Portage House totaled \$242.73. There were no unusual expenses. A motion was made by Mr. Zimdars and seconded by Mr. Jakusz to approve the vouchers. Motion carried.

IV. PERSONNEL ISSUES

A. Action to Approve New Positions and Forward to Personnel Committee

Ms. Bablitch stated new position requests were to be in by July 15 but the deadline was extended to September 1. Any additional requests will be brought to the Board's attention before that date.

Ms. Jossie stated she is requesting an 8 hour Account Clerk II position. The position will be fully funded from additional state/federal revenues. The Department will become the fiscal agent for the DWD One Stop Operator Program. Hopefully these 8 hours can be added to an existing staff member. A motion was made by Mr. Jagodinski and seconded by Ms. Holmes to approve the request. Motion carried.

Ms. Bablitch stated the Department received approval last year for a social worker in the Long Term Care Division. Hopefully, this approval can be changed to a nursing position and will thus reduce the request from two Registered Nurses to one Register Nurse in 2001. The request is currently for 3.5 FTE Social Work Service Coordinators, 2 FTE Registered Nurse Service Coordinators, and 2 FTE Business Support staff. (If job duties can be changed, the request will be for 2.5 Social Work Service Coordinators.) Ms. Runnells stated the breakdown for job duties for the Business section of the CMO is found on page 22. The need for additional staff was covered in the three year plan submitted for the CMO project. All costs for positions will be fully funded by the State Family Care capitated rate. A motion was made by Ms. Holmes and seconded by Mr. Froehlke to approve the requests. Motion carried.

Ms. Bablitch informed the Board page 34 is staffing patterns since 1980. Contracted positions are not included in this listing. Mr. Froehlke questioned the large decrease in staff occurring in 1997. Ms. Bablitch stated this was due to the W2 program starting as well as loss of the Home Health program. Board members commented that it was evident that myths exist about the "increase in staff" and that "cuts are never made."

A. Action to Authorize Limited Term Employee

Ms. Bablitch stated this is for a 520 hour LTE Optical Imaging position. The position will be paid for through CMO funds. A motion was made by Mr. Jagodinski and seconded by Ms. Buck to approve the request. Motion carried.

B. Action to Refill Vacant Position

Ms. Bablitch stated this action will always appear on the agenda in case of a vacancy. A Word Processing Specialist position will be vacant on July 21. Approval to refill this position is being sought. A motion was made by Mr. Jakusz and seconded by Ms. Benz to approve the request. Motion carried.

V. ADJOURNMENT

Discussion occurred regarding the marketing of the agency's programs. Ms. Bablitch explained there are few funds to do this regularly. No cost alternatives are used such as submitting articles monthly to the Journal which appear in the Accent Section of the Journal describing duties and specific services available through the Department. Brochures and the Annual Report are also available. Community Connections, paid for through Community Reinvestment funds, is the latest service marketed to the community when needing assistance in various areas. DHFS has encouraged this marketing effort as use of Food Stamps and Medical Assistance is decreasing. However, it promotes all government and non-profit services. Further exploration as to better marketing is a part of implementing the strategic plan.

The meeting adjourned at 5:45 p.m. The next meeting is scheduled for August 8.

Respectfully submitted,

Dawn Grasamkee, Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
AUGUST 8, 2000**

Present

Jim Clark
William Zimdars
Sandra Benz
Ann Buck
Jeff Jagodinski
Dave Medin
Walter Jakusz

Excused

Bruce Froehlke
Carole Holmes
Selma Troyanoski

Absent

William Peterson

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jennifer Jossie, Business Manager; Jim Canales, Long Term Care Coordinator; Julie Hladky, Health Officer; Bill McCulley, Restorative Care Coordinator; David Pagel, Family and Employment Support Services Supervisor; Lauri Rockman, Family and Employment Support Services Coordinator; Faye Tetzloff, Community Health Supervisor; Patti Tomlinson, Assistant Business Manager; Sally Haas, Family Resource Center; Dan Horgan, Family Resource Center; Judy Arneson, Healthy Families; Amy Bakken, Right From the Start; Pat Rychter, UW Extension; and Stephanie Sotirus, Job Center.

I. **INFORMATIONAL UPDATE**

An informational update was provided to Board members on the Business and Administrative Sections.

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

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

A. Approval of the Minutes of July 11, 2000

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

B. Correspondence

Ms. Bablitch noted the memo to the Finance Committee regarding second quarter attrition. Once the memo was written the attrition balance for 2000 has been achieved.

Ms. Bablitch stated the letter she received is from Senator Herb Kohl regarding working to restore Social Services Block Grant funds.

Mr. Jakusz reported hearing of an alleged letter written by Secretary Leean to Governor Thompson urging that all public agencies become privatized. Ms. Bablitch stated Chairman Hintz had informed her of this and that the WCA was going to discuss this with the Governor. Chairman Hintz had planned to be at the Board meeting and would bring further information to the Board.

C. Director's Report

Ms. Bablitch stated the next Board scheduled for August 22 will be canceled. There are items that will need to be discussed prior to September and as such a new meeting was scheduled for August 21 at 5:45 p.m. at the Gilfry Center.

Ms. Bablitch informed the Board that Jane Shaurette, RN, had very serious back injury. She currently doesn't have the sick leave or vacation to extend her recovery. Ms. Bablitch asked the Board if they would support the staff donating any compensation time or vacation time to Ms. Shaurette. The Board was in favor of this type of donation.

Ms. Bablitch reminded the Board of the Leadership Lunch. The lunch is to allow for more community planning on health and human services.

Ms. Bablitch stated the Library window is being shared by the United Way and PCHHSD. Joint displays will also be in the mall.

Ms. Bablitch distributed a copy of an article in the Stevens Point Journal concerning tax hikes for Portage County. Bo DeDeker informed Ms. Bablitch he was misquoted in this article. Chairman Clark will address the next County Board meeting with the correct information about the agency's budget.

Ms. Bablitch distributed updated organizational charts to the Board.

Ms. Bablitch distributed a memo from Mike McKenna regarding the separation of the CMO from the Department. Mr. Medin stated he felt the County should not be in a great rush since there is no idea what the future will hold. He felt it was prudent not to recommend separation at this time. This issue will be discussed again at a future meeting. Mr. McKenna will be invited to attend as well as others.

Ms. Bablitch brought the Board's attention to the "Pantry Garden" being done by the USDA. The produce will be utilized in the Commodities Program.

D. Advisory Committee Report

This report was tabled due to Mr. Froehlke's absence.

E. Reports from Board Appointed Committees/Activities

Ms. Buck stated she attended the July 12 Coordinating Committee meeting for Children Come First. She stated an evaluation group from Madison was also in attendance. There was positive feedback on the program.

Mr. Jakusz reported he attended Permanency Planning and Family Preservation meetings on July 18. Mr. Jakusz stated 193 children were served in the day care for July. Last week 75 children were served and 32 to date for this week.

F. Period for the Board to Receive Public Comment

Mr. Jagodinski commented he liked the signs informing the public of where the Board meeting will be held.

III. PROGRAM ISSUES

A. Second Quarter Program Statistics

Ms. Bablitch stated this item will be presented at a future meeting due to time constraints.

B. Presentation: Portage County Job Center

Mr. Pagel introduced Stephanie Sitoris, the new Job Center Coordinator. The position was necessary to have a coordinated effort with the Job Center and various agencies, develop and enhance services, and develop and implement a marketing program. Ms. Sitoris gave her background and talked about developing a clear market plan involving the Advisory Board, managers, and Job Center partners. Ms. Sitoris developed a timeline for the next 18 months which is constantly changing. Visibility in the community is the top goal of the Job Center.

IV. FISCAL ISSUES

A. Review of Right From the Start 2001 Budget Request and Action to Forward to Finance Committee

Ms. Bakken distributed a chart showing the relationship of Right From the Start with other community agencies. Ms. Bablitch stated the funds given by the County are given through our Department. This is a Finance Committee policy. Right From the Start works with families with children from pregnancy to five years old. The Healthy Families Program is currently full. A request of \$107,000 would help serve the current families as well as add 100 more families for services. A 12-week program is also being initiated. The Family Resource Center would like to increase the hours in Almond as well as add a Center in Rosholt. A request of \$37,603 for 2001 would accomplish this request. Having a center in Rosholt also helps work toward the long range goal of having a Resource Center in the outlying communities.

Mr. Horgan reported currently the Resource Center in Almond is operating at 10% or 4 hours per week. Rosholt has expressed a strong desire to have a Resource Center in their community. It is hoped to increase the Almond Center to 50% operation and to have the Rosholt Center start at 30% and work up to 50%.

A great deal of discussion occurred regarding gathering pertinent statistical data to show support of the programs and its successes. It was stressed that Right From the Start is a prevention program which works with those individuals deemed to be at risk of possible child abuse or neglect. A motion was made by Mr. Jagodinski and seconded by Ms. Buck to move the budget request forward to the Finance Committee. Motion carried.

B. Second Quarter Budget and High Cost Report

Ms. Jossie stated the high cost accounts have done very well this year. It is anticipated the high cost accounts will have a savings of \$139,144. For the regular accounts, the Administration/Business Division is anticipated having a \$48,000 savings. The Health Services Division is looking at a deficit of \$27,259. This is due to a loss in revenues from immunizations and Hepatitis B vaccines. The SMI Programs in Long Term Care are anticipating a \$61,000 savings. Additional case management revenue is the primary reason for this savings. The Restorative Care Division is looking at a deficit of \$42,888. This is due to revenue short falls in case management and user fees in psychological services. The Family and Employment Support

Division is looking at a \$31,167 deficit. This is due to child day care respite being above budgeted costs as well as a miscalculation of about \$22,000 in the W2 profit. Two new lines have been added to the overall budget total table showing attrition and CSDRB Repayment. Attrition has been changed to be one line item rather than being shown in each Division. A deficit of \$46,314 is anticipated at this time in the regular accounts. More information concerning the \$100,000 repayment to the State for CSDRB will be reported when it is received. Ms. Jossie reported there were no changes to the CMO Budget from last quarter. Mr. Jakusz moved to approve the report with Ms. Buck seconding the motion. Motion carried.

C. Action to Approve Vouchers

Ms. Jossie reported the vouchers are for four weeks. The Regular accounts totaled \$243,584.02, the High Cost accounts totaled \$137,180.34, Long Term Care accounts totaled \$563,775.29, and Portage House totaled \$225. There were no unusual expenses. A motion was made by Mr. Zimdars and seconded by Mr. Jagodinski to approve the vouchers. Motion carried.

V. PERSONNEL ISSUES

A. Action to Authorize Reclassification and Forward to Personnel Committee

A motion was made by Mr. Jagodinski and seconded by Ms. Benz to approve the request and forward to Personnel. Motion carried.

B. Action to Refill of Existing Position

Ms. Bablitch stated there were no positions needing refilling at this time.

VI. ADJOURNMENT

The meeting adjourned at 6:30 p.m. The next meeting is scheduled for August 21 at 5:45 p.m.

Respectfully submitted,

Dawn Grasamkee, Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
AUGUST 21, 2000**

Present

Jim Clark
William Zimdars
Sandra Benz
Ann Buck
Bruce Froehlke
Carole Holmes
Walter Jakusz
Dave Medin
William Peterson
Selma Troynoski

Excused

Jeff Jagodinski

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jennifer Jossie, Business Manager; Patti Tomlinson, Assistant Business Manager; Susan Rutta, Assistant to the Director.

Mr. Clark called the meeting to order at 5.45 p.m.

I. **MINUTES, GENERAL REPORTS, COMMENTS**

A. Approval of the Minutes of August 8, 2000

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

B. Correspondence

There was no correspondence.

C. Director's Report

Ms. Bablitch stated the Personnel Committee was looking at the reclasses and non-union pay schedule. Two reclasses were submitted by the Department – the Long Term Care Coordinator and the Health Officer. They recommended an advance of one step in the pay plan. A discussion regarding a study of the pay plan will be discussed. Bids were requested for this study and all were rejected due to a last minute vendor wishing to bid. New bids will be accepted.

Ms. Bablitch stated she was requested by two staff members to ask the Board if they wished to have the Department take a position on the proposed casino in Portage County. After a great deal of discussion, it was

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decided that information should be collated to see if a casino impacts programs offered at Human Services. Once any facts are obtained, the information will be brought back to the Board and decided at that time if a position should be taken.

Ms. Bablitch informed the Board that Shorty Wollock, our maintenance worker, will be retiring. A small party will be held Wednesday, August 23, at 2:00 p.m. Mr. Clark and Mr. Jakusz stated they may be able to attend to present a plaque and memory book to Shorty.

Ms. Bablitch stated Mike McKenna will be attending our next meeting to talk about the CMO.

D. Advisory Committee Report

Mr. Froehlke reported that Advisory Committee met on July 17. Progress is being done on the final reports and will be brought to the Board for further discussion. The Committee is focusing on recruitment of members. Mr. Froehlke further stated they Committee will begin an audit of the membership regarding skills, backgrounds, etc. to see if the Committee is a well-rounded one. Anyone knowing of someone willing to serve on the Committee should inform a Committee member. Mr. Clark stated Jim Sachs from Sentry Insurance is looking to serve on some committees in the community. Mr. Froehlke stated decisions made by the County Board affect the Committee as well. Mr. Froehlke informed the Board the Committee is looking to exert influence by lobbying the County Board. This would make the County Board more informed and more objective.

E. Reports from Board Appointed Committees/Activities

Ms. Buck stated she and Mr. Jakusz attended the permanency planning meeting. It was very interesting.

Mr. Jakusz and Mr. Clark attended the Community Response meeting. Mr. Clark commented it was also very interesting.

Ms. Holmes questioned if there are any RFP Committees she was to attend. Ms. Bablitch stated there is the RFP for new Family and Employment Support Services. Ms. Holmes will attend the next one.

F. Period for the Board to Receive Public Comment

There were no public comments.

II. FISCAL ISSUES

A. Action to Review Capital Project Request and Forward to Capital Improvements Committee

Ms. Rutta stated the request is for \$625,000 to hire a firm to complete imaging of our active records. Currently it is anticipated it would take 10 years to complete at the current speed with the current positions. It would cost almost \$2 million to image both active and inactive files. At this point, the imaging of inactive files is not being looked at. Mr. Zimdars questioned if the records would be removed from the agency or if someone would come in to complete these. Ms. Rutta stated both options are available. All our records are confidential and the firms being looked at are bonded and bound by the confidentiality laws. Ms. Benz questioned if space is available to have some people come in. Ms. Rutta stated there is room available. Mr. Peterson questioned how long it would take to be completed. Ms. Rutta stated the time depends on the RFP but anticipates about two years. The firm would be responsible to bring on additional personnel if needed to complete the project in this timeframe. Ms. Rutta stated training would still be needed in order to teach the personnel of the firm where items scanned need to be filed and how to file them. Mr. Froehlke questioned the rationale behind optical imaging. Ms. Rutta stated if someone is out or on vacation, any worker in the section can access the file. Also any notes or changes to imaged files can be done immediately and the file kept up to date. Imaging files also frees up space. Ms. Benz stated that records will deteriorate with time as well. Ms. Bablitch stated the Register of Deeds is completed. Ms. Bablitch also stated Craig Flagel from the Data Processing Department will support this request. Mr. Zimdars moved approval of the request with Ms. Benz seconding the motion. Motion carried unanimously.

B. Review of Funding History

Ms. Jossie stated in response to the inaccurate information in the Stevens Point Journal a report back to 1995 to the present was compiled. Program Revenues overall have increased. These are funds for specific programs. User Fees have been pretty steady. Community Aids has been stagnant with a little drop in 2000 due to Family Care. The funds just switched from Community Aids to Program Revenues. The Tax Levy has increased in the form of dollars but the percent they are of the budget has decreased.

As far as expenses, they have stayed in the same trend through the years. A strong point for the agency is only utilizing 5% of revenues in operating costs. Ms. Jossie stated the majority of the Program Revenues are state

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funds and just a small portion are local funds. Mr. Jakusz questioned if the CMO funds are included. Ms. Jossie stated the reserve is not included in this report, just the revenues and expenses.

C. Action to Approve Vouchers

Ms. Jossie reported the vouchers are for two weeks. The Regular accounts totaled \$41,778.74, the High Cost accounts totaled \$2,850.58, Long Term Care accounts totaled \$237,303.51, and Portage House totaled \$2,414.13. There were no unusual expenses. A motion was made by Mr. Jakusz and seconded by Mr. Peterson to approve the vouchers. Motion carried.

III. PERSONNEL ISSUES

A. Action to Refill of Existing Position

Ms. Bablitch stated there were no positions needing refilling at this time.

VI. ADJOURNMENT

The meeting adjourned at 6:30 p.m. The next meeting is scheduled for September 12 at 4:30 p.m.

Respectfully submitted,

Dawn Grasamkee, Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
SEPTEMBER 12, 2000**

Present

Jim Clark
William Zimdars
Sandra Benz
Ann Buck
Bruce Froehlke
Carole Holmes
Walter Jakusz
Dave Medin
William Peterson

Absent

Jeff Jagodinski
Selma Troyanoski

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jennifer Jossie, Business Manager; Jim Canales, Long Term Care Coordinator; Rick Foss, Elderly Services Supervisor; Julie Hladky, Health Officer; Bill McCulley, Restorative Care Coordinator; Ray Przybelski, Community Support Program Supervisor; Lauri Rockman, Family and Employment Services Coordinator; Lucy Runnells, CMO Business Manager; Patti Tomlinson, Assistant Business Manager; Jessica Schmidt, CMO Project Director; Clem Hintz, County Board of Supervisors Chairperson; Michael McKenna, Corporation Counsel.

I. **INFORMATIONAL UPDATE**

An informational update was provided to Board members on the Business and Administrative Sections.

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

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

A. Approval of the Minutes of August 21, 2000

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

B. Correspondence

Mr. Clark stated every one received study information on casinos. Ms. Bablitch further stated additional information was received from North Central Health Care Center. They stated an increase has been seen in help regarding gambler's anonymous assistance.

C. Director's Report

Ms. Bablitch directed the Board to the letter received from Senator Russell Feingold regarding the proposed cuts to the Social Services Block Grants.

Ms. Bablitch informed the Board the budget meeting will be Monday, October 2 with continuation if needed on Tuesday, October 3. The meeting will start at 4:00 p.m. on Monday. The budget books will be given to the Board at its next meeting on Tuesday, September 26.

If the health insurance costs can be an exception to the budget, it is projected the budget will come within the 2½% increase as directed. Currently, \$55,000 in health insurance costs is over the budget guidelines. Mr. Hintz stated the health insurance costs were written off for other Departments and it is anticipated it would be for this Department as well.

Ms. Bablitch reminded the Board of the Hunger Summit scheduled for October 16 at the Holiday Inn.

D. Reports from Board Appointed Committees/Activities

Mr. Jakusz reported 253 children were served in the day care in August. As of today, 73 children were served in September. Mr. Jakusz questioned if a wall could be removed to make the day care room larger. Ms. Bablitch stated it was looked into and it is not possible to do this.

E. Period for the Board to Receive Public Comment

There were no public comments.

III. PROGRAM ISSUES

A. Discussion Regarding Separation of Care Management Organization

Ms. Bablitch stated the Executive Committee asked the Corporation Counsel to determine if it was mandatory to separate the CMO from the Health and Human Services Department and Board. Mr. McKenna stated he met with Ms. Bablitch, Mr. Canales, and Ms. Zander and reviewed various documents. At present there is no mandate addressing this issue. It is completely a policy question at the county's discretion. Mr. McKenna stated in reviewing all the information he received he felt the state was looking at separation. Mr. Clark questioned how other pilot counties are doing it. Mr. Canales reported Fond du Lac County has a separate department for the

CMO and LaCrosse County has the CMO reporting to its Human Services Board. It is uncertain how Richland County will proceed at this point. Mr. McKenna stated this is a policy question and not a mandate. He personally believes it is better for the organization to be separate rather than under the direction of Human Services since this is what it looks like the state is moving towards. There are pros and cons for being a separate department, with the pros being larger in his opinion. A great deal of discussion followed regarding privatization issues and separation of budgets and personnel. Mr. Clark stated he felt another meeting should be scheduled to clarify this topic. A meeting will be scheduled for Monday, November 13, 2000, at 4:30 p.m. to discuss this item further.

B. Second Quarter Program Statistics

Ms. Rockman stated caseload size for Medical Assistance and BadgerCare has increased. The workers all have 40 new cases each which brings their caseload size to 250 cases per worker. As shown in the chart, emergency services requests have increased. The majority of the requests are for food assistance.

Ms. Hladky stated immunizations given are decreased due to a bill passed which now covers immunizations on health insurance. Due to this legislation, people are now having their children immunized by their doctors rather than coming to the clinics. There was one reported case of AIDS/HIV during the second quarter. Ms. Hladky complimented the staff for having information on hand as well as a mental health clinician on standby for this person in order to offer support services. No information was available for the Farmer's Market Nutrition Program since the program didn't start until halfway through June. The Division is working on providing computer linkages to network all immunizations with all health providers. The target date for completion is the end of the year. A major concern this last quarter was for nursing services at the Tomorrow River Schools. The school was looking to bid these services due to the increase in the contract. Services will still be provided this school year by our school nurses. Mr. Froehle questioned the increase in chlamydia. Ms. Hladky stated the disease is passed from one person to the next. It is very difficult to find everyone a person had contact with in order to treat them.

Mr. McCulley reported a full time nurse practitioner has been hired in Psychological Services. There were three terminations of parental rights completed. When Dr. Rupp left in June pharmacies would not honor her prescriptions. Dr. Samo helped with our Clozaril clients. Another local psychiatrist, Dr. Root, is helping us out two hours a week. Dr. Leahy, Dr.

Arter, and Dr. Marcus come up from Madison to assist us as well. The clinic received certification through the year 2002. Foster care homes have increased from 35 to 37. Video conferencing with Norwood and the Court is being done to save time and money. Mr. Froehlke questioned what services are offered in the jail. Mr. McCulley reported a variety of services such as educational programming, AODA and mental health support, criminal thinking, AA and NA groups, religious support, and others are provided. Some inmates transferred to other jails come back and comment on there being no support services at other jails like there is in Portage County. A great deal of this is due to the position held by Dan Barth which coordinates and provides these services. There have been less suicide attempts and less disruption in the jail as well.

Mr. Canales reported Family Care began in April. It is anticipated 95%, or 300 participants will be enrolled by the end of this year. The Community Support Program is close to certification. A four person live-in arrangement was developed in Plover. The waiting list consists of children only. No adults remain on the waiting lists.

Ms. Jossie reported State Collections will be looked at with the possibility of renegotiating the rates. An RFP may also be developed to find two more agencies to provide this service to make it more competitive.

C. Child Day Care Coalition Report

Ms. Rockman reported the back of the report lists all those involved in the Child Care Coalition. Our agency was the lead agency. A survey was developed as well as focus groups. The information gathered was used to compile this report. A critical issue is the lack of full time slots as well as infant and toddler and children with specialized care needs slots. Slots are not readily available for those working shift work either. Nine recommendations were developed to help alleviate some of the obstacles. Mr. Medin questioned if "deadbeat dads" were addressed. Ms. Rockman stated the focus was on reality rather than on projected incomes. In order to garnish wages, a court order is needed. Education to employers regarding this is addressed.

IV. FISCAL ISSUES

A. Review of Long Term Care Funding for Mental Health

Mr. Przybelski reported the state no longer funds with Medicare or Medicaid placement of individuals with serious and persistent mental illness in IMD's

or long term hospitalization even though the service is mandated. Currently we place individuals in the least restrictive and least expensive placement possible to meet their needs. A letter was developed that will be sent to state legislators requesting them to propose funding for these types of placements. A motion was made by Mr. Jakusz and seconded by Ms. Holmes to endorse the letter. Motion carried.

B. Action to Approve Vouchers

Ms. Jossie reported the vouchers are for three weeks. The Regular accounts totaled \$179,660.05, the High Cost accounts totaled \$97,656.49, Long Term Care accounts totaled \$486,848.09, and Portage House totaled \$395.12. There were no unusual expenses. A motion was made by Mr. Peterson and seconded by Ms. Benz to approve the vouchers. Motion carried.

V. PERSONNEL ISSUES

A. Action to Authorize Limited Term Employee

Ms. Rockman reported this would be another 520 hours. A motion was made by Mr. Jakusz and seconded by Ms. Holmes to approve the request and forward to the Personnel Committee. Motion carried.

B. Action to Authorize Refill of Existing Positions

Ms. Bablitch stated there were no positions needing refilling at this time.

VI. ADJOURNMENT

The meeting adjourned at 6:08 p.m. on a motion from Mr. Peterson. The next meeting is scheduled for September 26 at 4:30 p.m.

Respectfully submitted,

Dawn Grasamkee, Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
SEPTEMBER 26, 2000**

Present

Jim Clark
William Zimdars
Sandra Benz
Ann Buck
Bruce Froehlke
Carole Holmes
Jeff Jagodinski
Walter Jakusz
Dave Medin
Selma Troyanoski

Excused

William Peterson

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jennifer Jossie, Business Manager; Jim Canales, Long Term Care Coordinator; Ray Przybelski, Community Support Program Supervisor; Lauri Rockman, Family and Employment Services Coordinator; Lucy Runnells, CMO Business Manager; Patti Tomlinson, Assistant Business Manager.

I. **INFORMATIONAL UPDATE**

An informational update was provided to Board members on the Agency Budget process.

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

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

A. Approval of the Minutes of September 12, 2000

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

B. Correspondence

There was no correspondence.

C. Director's Report

Ms. Bablitch reported on the status of the recruitment for the vacant Word Processing position. The Flex Staff agency has been contacted to fill the position temporarily until a permanent employee can be found. An employee started on Monday and we were informed Monday afternoon that

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September 26, 2000
Page 2

she would not be returning. Personnel feels this position is hard to fill due to the current job market. Recruitment for this position is ongoing. Flex Staff is also trying to find someone to fill this position temporarily.

Ms. Bablitch informed the Board Dr. Todd Cannon will be starting on October 16 and will work for 18 hours a week as psychiatrist in our Mental Health Clinic. He will be contracted. Dr. Maureen Leahy has also agreed to work on for two days per week permanently starting in early November. We will now have Psychiatrist coverage four days a week which should be sufficient. Mr. Froehlke questioned the comparison between having part-time psychiatrist compared to one full-time psychiatrist.

Ms. Bablitch stated the Budget meeting is scheduled for next Monday, October 2 at 5:00 p.m. with continuation on Tuesday, October 3, if needed.

Ms. Bablitch stated our next regular meeting scheduled for October 10 will be a joint meeting with the Department on Aging Board in order to pass the resolution allowing the Resource Center to do level of care assessments and consumer enrollment counselor in 2001. This resolution has nothing to do with the discussion about separation of the CMO from the H&HS Department. The meeting will start at 4:30 p.m. as a joint meeting, then will continue on as separate meetings for both Boards.

Ms. Bablitch stated the Leadership Lunch focused on families with children birth to five was a wonderful meeting. New ideas were generated and many volunteered to follow through. It was also attended by Ms. Holmes and Ms. Buck. Both commented the meeting was very interesting.

Ms. Bablitch stated the reclasses for Julie Hladky and Jim Canales were passed by the Personnel Committee. Ms. Bablitch further reported other committees forwarded reclasses for Department heads since they were not making enough money. Ms. Frieberg denied these requests since the job descriptions had not changed. However, the committee granted the reclasses. The Personnel Committee reported they received four bids for the salary review RFP. One was too expensive and three were reasonable. They seem very firm this study needs to be completed.

Ms. Bablitch distributed a memo to the Finance Committee concerning our attrition. She will meet with them tomorrow concerning the possible 2000 deficit. We are currently on track with our attrition.

New positions will be voted on during the Budget meeting on Monday.

Ms. Bablitch distributed the Annual Report which is a combination of 1999 and 2000. The report will be given to the County Board on October 17.

D. Advisory Committee Report

Mr. Froehlke reported the Advisory Committee met this month. There are three task forces in progress. There are no reports available yet and are anticipated to be available at the end of the year. The Salvation Army changed leadership and significant changes will occur impacting residents. The environment will become more flexible. The next meeting will include looking at the Advisory Committees own operations and how they work together with the Board. It was also commented that the informational updates could include more social issues rather than department issues.

E. Reports from Board Appointed Committees/Activities

Ms. Buck reported she attended the Task Force on Alcohol. The meeting was very interesting.

Mr. Jakusz reported numbers were not available this month and the past two weeks were slow. The employees of the day care are assisting the Department by putting together books and folders for various meetings.

Mr. Jakusz reported he and Ms. Buck attended the Permanency Planning meeting and are scheduled for another next month.

Ms. Holmes stated she and Ms. Benz have one more meeting regarding RFP's for alcohol and drug issues for women and children.

Mr. Jagodinski stated he is on the Housing Task Force. He stated there are some very big decisions to made. He alerted the Board he may not be able to make the remaining three meetings due to time constraints and scheduling difficulties. Ms. Holmes stated she would try to assist on this Task Force if Mr. Jagodinski cannot make a meeting.

F. Period for the Board to Receive Public Comment

There were no public comments.

III. PROGRAM ISSUES

A. Drop In Center for Community Support Clients

Mr. Przybelski gave a brief history of the CSP. Currently there are 180 to 220 seriously mentally ill clients being served by the CSP. There are five full-time case managers and one full-time nurse/case manager on staff. The services provided include counseling, referral, court work, and dispensing medication. The clients work with Community Industries, Division of Vocational Rehabilitation, as well as inpatient and outpatient mental health clinics. There are gaps that need to be addressed. A drop in center format would take the program and locate it in the community. This center would provide increased hours and availability, day structure for the clients, social and recreational opportunities, consumer involvement, training/teaching/educational facilities, and a reduction in the stigma mental health clients possess. The drop in center would be available on weekends as well. The Governor's Blue Ribbon Commission on Mental Health supports these drop in centers. This would involve the consumer in their recovery process. There is a lack of recreational opportunities for this clientele which contributes to the isolation they feel. Mr. Jakusz questioned the reason for a two story building. Mr. Przybelski stated the first floor would be for the clients and the second story would house the staff offices. Currently there are no funds available. This is just being explored at this time. Creation of this drop in center would mean moving the staff from this Department to the new center and would free up space in the Gilfry Building. Discussion occurred regarding how to acquire funding, relationship issues with the mental health clinic, etc. Mr. Przybelski stated there are drop in centers located in Marathon County as well as one in North Wood County and South Wood County.

IV. FISCAL ISSUES

A. Report on Distribution of 2001 Community Reinvestment Funds

Ms. Rockman stated Community Reinvestment funds are dollars earned on the W2 project. The plan needs to be submitted by Friday. There were 31 proposals received totaling \$1.5 million. Only \$600,000 was available. Some programs will be extended and new ones were also added. Ms. Rockman reviewed those selected to receive funding. Mr. Froehlke questioned how the decisions were made. Ms. Rockman stated they primarily looked at those which would have a positive long term effect. The selection was very difficult.

B. Action to Request Wisconsin Counties Association and Legislators to Consider Carryover of Community Reinvestment Funding

Ms. Bablitch stated Clem Hintz will also support this with the Wisconsin Counties Association. This problem is being faced by other counties as well. A motion was made by Mr. Jagodinski and seconded by Ms. Buck to approve the request. Motion carried.

C. Family Care CMO Fund Reinvestment Report

Ms. Runnells stated they are required to have 15% of the capitated revenues in reserve. Currently there is \$520,000 in CD's. An additional \$540,000 will be placed in CD's as well. The \$540,000 will be in six month CD's rather than the 12 month CD's the \$520,000 was invested in. It is anticipated some money will need to be returned to the state due to the actual rate being slightly lower than projected. The rate is determined on cost histories of the enrollees. It is anticipated about \$250 per member per month may need to be returned. Ms. Runnells stated the \$119,000 of COP carryover only has about \$76,600 available since the rest is earmarked for other services.

D. Action to Approve Vouchers

Ms. Jossie reported the vouchers are for two weeks. The Regular accounts totaled \$118,306.87, the High Cost accounts totaled \$10,130.53, Long Term Care accounts totaled \$333,274.54, and Portage House totaled \$1,222.21. There were no unusual expenses. A motion was made by Mr. Jakusz and seconded by Mr. Froehlke to approve the vouchers. Motion carried.

V. PERSONNEL ISSUES

A. Action to Authorize Refill of Existing Positions

Ms. Bablitch stated the Fraud Investigation position is vacant. It will not be refilled at this time. The position will be audited and the classification may be changed.

VI. PERSONNEL ISSUES

A. Vote to Go Into Executive Session in Accordance with Wisconsin Statutes 19.85(1)(c) to Discuss Personnel Changes Resulting from Agency Reorganization

A motion was made by Mr. Jakusz and seconded by Mr. Froehlke to go into Executive Session. A roll call vote was taken with all in favor.

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

On a motion by Ms. Holmes and second by Ms. Benz, the Board unanimously supported Ms. Bablitch's proposed reorganization and authorized her to ask the Personnel Committee to review proper job classification.

VII. ADJOURNMENT

The meeting adjourned at 6:30 p.m. The next meeting is scheduled for October 2, 2000 at 5:00 p.m. for the Budget with the next regular meeting scheduled for October 10, 2000 at 4:30 p.m.

Respectfully submitted,

Dawn Grasamkee, Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
OCTOBER 2, 2000**

Present

Bill Zimdars
Sandra Benz
Ann Buck
Carole Holmes
Bruce Froehlke
Walter Jakusz
William Peterson

Excused

Jim Clark
Jeff Jagodinski
David Medin
Selma Troyanoski

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jennifer Jossie, Business Manager; Lucy Runnells, CMO 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; Patti Tomlinson, 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 Riggerbach, Shared Services Supervisor; Lauri Rockman, Family and Employment Services Coordinator; Faye Tetzloff, Community Health Supervisor; Paul Rice, Community Industries Director; Joanne Stevens, Ministry Behavioral Health Director; Sue Chapman, Achievement Center; and Mary Patoka, CAP Services.

The meeting was brought to order by Mr. Zimdars at 5:02 p.m.

I. **REVIEW OF PROPOSED 2001 DEPARTMENT BUDGET**

Ms. Bablitch stated this was another hard year to budget. Ms. Bablitch applauded Ms. Jossie for taking over this large responsibility this year and thanked Ms. Runnells for her continued help. Ms. Bablitch further stated the budget meets all the guidelines except for the Health Insurance for which an exemption is being sought. The Finance Committee will look at our Budget on October 9 and the County Board will approve budgets on November 14. A serious concern to be looked at next year will be the loss of the Community Reinvestment funds in 2002.

A. Budget Overview

Ms. Jossie reviewed the Supplementary Schedules. The overall net is 2.5% which includes the \$55,000 health insurance exemption. It is anticipated for 2001 the high cost funds will need to use some of the reserve fund.

Ms. Runnells reviewed the Family Care revenues. There are 6.5 FTE positions approved by the Board but not yet approved by Personnel and Finance. These positions were included in the budget. The Community Aids revenues will become part of the Program Funds for Family Care. The tax levy only covers children and those adults not eligible or not enrolled in Family Care.

Ms. Jossie reviewed the revenue changes reflecting major changes in the 2001 budget. The CISS funding will discontinue on 9/30/00. The funding will not be available next year. The Family & Employment Support Division shows little changes. Additional grants were received from HUD and for Health Plus. The W2 funds and Community Reinvestment funds being shifted around account for most of the budget changes. The POCAN grant will be reduced to original funding with the loss of the start-up funds. The Health Division does not have very many changes. The Long Term Care budget is split by Seriously Mentally Ill (SMI) and Family Care. Children are still served under the old long term care system. With the transition of Family Care, this enabled the Department to serve all 36 children on the waiting list for COP and CSLA funds. The High Cost Accounts show an anticipated move of part of the Youth and Family program revenues to other Restorative Care programs. Expenses show little change for the regular accounts with a decrease in operating costs. Family Care is showing little change as well. Ms. Jossie reviewed the purchased services analysis. Ms. Buck questioned if a person is mentally ill and elderly if they are served under Family Care. Ms. Runnells reported if the age is creating the difficulties experienced rather than the mental illness, then they will be transferred to Family Care. Ms. Jossie distributed a corrected copy of Sup 6 showing the 10 year history of revenues and expenses. Ms. Runnells stated the changes on Sup 24 increasing the number of positions is due to Family Care. Ms. Jossie reported the only LTE is a 20 hour per week Elderly Services Case Worker for Income Maintenance. This position has been budgeted for in 2001. Ms. Jossie reported the Fee Schedule for 2001 is showing a 3% increase for many of the services provided.

B. Review of Administration/Business Budget

Ms. Bablitch stated overall there has been no major changes in the administration of the agency. Ms. Jossie reported copying costs are up due to an increase by Purchasing. Ms. Jossie reported the Forward Card swipe service did not cost as much as anticipated and the line item has been changed to reflect this for 2001. For Fiscal Services, the .70 FTE Bookkeeper II has been transferred back from Family Care to the Fiscal Section. Ms. Bablitch stated the Right From the Start Coalition will ask the

Finance Committee for funds to expand the new initiative. This is scheduled to take place on October 16.

C. Review of Family and Employment Support Services Budget

Ms. Rockman stated that overall there has not been much change to these budgets. The amount of the administrative allocation for the Fraud program is not yet known. Currently the position is vacant and will be audited for correct classification. The Job Center Manager and Job Center costs have been moved to the Business Council line item in W2. The respite care costs for the W2 Ancillary budget will be monitored closely. This line item historically fluctuates from year to year. The Community Reinvestment budget reflects only those funds currently allocated for 2001. The LTE position mentioned earlier is reflected in the Economic Support budget. The FSET revenues are no longer available. The expenses have been absorbed under the W2 budget. Ms. Buck questioned how many people were served under the Emergency Services budget this year. Ms. Rockman stated 2,000 households were served so far this year.

D. Review of Restorative Care Budget

Mr. McCulley thanked all his staff for the time and support they have provided to him in the years he has worked here. The Jail Support budget has lost the Juvenile Justice Grant. A reallocation of funds will be looked at so as not to utilize as much of the inmate fund. The large increase in training funds for the Foster Care Coordination budget reflect the changes made by the state regulations. The Children Come First budget has stabilized. Wonderful reviews were received for this program. The Chemical Dependency budget has a request to increase the funds to run the intoxicated driver program in the jail setting. A correction to the budget on page 54 should have the Intoxicated Driver Education removed from the Ministry Behavioral Health Expenses line item. The new Mentor Program budget is using Community Reinvestment monies to offset expenses. The majority of the budgets in this Division had very little change. Mr. McCulley reported on 9/2/00 the Department of Corrections Secretary came up and visited Portage House. Nothing but positive comments were heard about the program.

E. Review of Health Budget

Ms. Hladky reported the Health Officer budget reflects the reclassification approved by the Board. The Tobacco Free Portage County Coalition budget does not include settlement monies since the amounts are not yet known. The Thomas T. Melvin Fund Tobacco Control budget is a new grant which

covers all expenses. This will be a three year project. The Governor's Cancer Control Tobacco Free Central Wisconsin Coalition budget is a three county collaboration. We are the fiscal agent for this grant. The DOH/DATCP/DOC Agent Services budget reflects the fee increases. As a whole, the budgets related to Environment Health have decreased. The Lab Services budget also reflects the fee increases. The WIC budget has received a 1.1% increase from the state. IV-E funds have been utilized to make up the difference. The FMNP budget will be funded by a grant from St. Michael's Ministry Fund for 2001. The School Health budget reflects at 3% increase to schools for services provided beginning fall 2001. The Community Health budget reflects the decrease in immunizations due to the law passed requiring immunizations to be covered by insurance companies. As such fewer clients are now seen for immunizations in our clinics. Mr. Jakusz questioned if a shortage will be seen for flu vaccinations. Ms. Hladky stated there will not be a shortage but a delay in receiving the vaccinations. The vaccine will be given to high risk individuals first. The March of Dimes budget is still being included due to not knowing if the grant will be received for 2001.

F. Review of Long Term Care Budget

Mr. Canales stated the Long Term Care budget will experience growth in both the revenues and expenses for 2001. 95% of existing clients are now served under Family Care. Mr. Froehlke questioned why the expense for medications is so low. Mr. Przybelski stated most of the medications are covered under Medicaid or the indigent program offered by the drug companies is used as well as samples provided by the drug companies. Very few medications are actually paid for. Mr. Canales reported a request was made by Paul Rice of Community Industries to increase the respite administration costs to allow the coordinator to keep up with the large increase in respite requests. The Long Term Care Business Services budget includes two new positions for 2001. Two contracted positions are also included. Depreciation and amortization are now required to be done under Family Care. The figure identified is just an estimate at this time since a complete inventory is not yet finished. The Adult Protective Services budget does not reflect the .5 FTE position requested earlier in the year. The position has not been filled due to inadequate revenues. There is a need for two FTE service coordinators in the Children with Disabilities Service Coordination budget rather than the current 1.75. The Service Coordination budget was move almost entirely to Family Care. There are still a few clients left on various waiver programs which means this budget still needs to be active. The emergent services line item is new to the Non CMO Contracted Services budget. This line item will provide funding for emergent services for individuals not covered by Family Care. The Care

Management Organization budget includes the reserves mandated to be set up by the CMO. The capitated rate per member originally figured was \$2,657.17. Based upon the services enrollees are utilizing, it now averages \$2,329. As such, the difference in the capitated rate will need to be reimbursed to the State.

G. Review of High Cost Accounts Budget

Ms. Runnells reported two individuals are in IMD's which is covered under the SMI Residential Services budget. Mr. McCulley reported no significant changes for the Chemical Dependency Inpatient budget. The increase in detoxification is due to new individuals being seen. The inpatient stays at Sacred Heart were reduced due to these services being provided by Ministry Behavioral Health. The Mental Health Inpatient budget shows a large increase. 2000 was an unusual year. A four county stabilization program will be developed to help decrease these costs. Portage, Waupaca, Waushara, and Marquette counties will comprise of this consortium. The Children's Group/Residential Care budget has improved due to more community support and follow-up. Ms. Rockman reported the General Assistance budget had unpredictable medical expenses in 2000. Little increase was made to this budget. Hopefully it will come in under budget for 2001.

H. Action to Adopt 2001 Fee Schedule

A motion was made by Ms. Holmes and seconded by Ms. Buck to approve the fee schedule as presented. Motion carried.

I. Action to Adopt 2001 Health and Human Services Budget and Forward to Finance Committee

Mr. Peterson moved to approve the budget and forward to the Finance Committee. Motion seconded by Ms. Benz. Motion carried.

II. ACTION TO ADJOURN

The meeting adjourned at 6:45 p.m. The next meeting will be Tuesday, October 10, 2000 at 4:30 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
OCTOBER 10, 2000**

Present

Jim Clark
William Peterson
William Zimdars
Sandra Benz
Ann Buck
Jeff Jagodinski
Walter Jakusz
Dave Medin
Selma Troyanoski

Excused

Bruce Froehlke
Carole Holmes

Department on Aging Board

Janet Zander
Jesse Higgins
Mike Hodge
Edward Losinski
John Regnier
Melvin Steinke
Shirley Suplicki
Mary Jane Zdroik

John Rendall

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jennifer Jossie, Business Manager; Jim Canales, Long Term Care Coordinator; Julie Hladky, Health Officer; Faye Tetzloff, Community Health Supervisor; Patti Tomlinson, Assistant Business Manager; Clarence Hintz, Portage County Board of Supervisors; Evelyn Heikenen, Department on Aging; Bruce Beamcur, Department on Aging.

Mr. Clark called the meeting to order at 4:30 p.m.

I. PROGRAM ISSUES

A. Action to Authorize County Resolution on Conflict of Interest in Family Care and Forward to County Board

Ms. Zander stated the Department on Aging does the functional assessment and enrollment for Family Care. The functional assessment determines whether an individual is eligible for Family Care and if they are, whether they are under the comprehensive or intermediate rate. The work is done independently of the Health and Human Services Department. Ms. Zander stated they do not look to either fill or empty beds at nursing homes, CBRF's, etc. They talk to clients and let them know all the service options

available to them. The clients decides for themselves what services they wish to receive. Once a client is determined eligible for Family Care, they are then referred to the Health and Human Services Department for a service coordinator to be assigned. If the Health and Human Services Department receives any inquires into Family Care, they in turn, refer the individual to the Department on Aging for eligibility to be determined. For the Health and Human Services Board, Mr. Medin moved approval of the resolution with a second by Mr. Jagodinski. Motion carried. For the Department on Aging Board, a motion was made by Mr. Higgins and seconded by Ms. Zdroik to approve the resolution. Motion carried.

The two Boards then split for their respective meetings.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of September 26, 2000

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

B. Correspondence

There was no correspondence.

C. Director's Report

Ms. Bablitch reported the County Board will meet on November 14. As such our regular meeting scheduled for November 14 has been canceled.

Ms. Bablitch reported she attended the VISIONS dinner. The event was wonderful. Ann Buck received a Leadership Award as well as Bill McCulley.

D. Reports from Board Appointed Committees/Activities

Ms. Peterson reported he is on the Food Safety Committee. There have been some very exciting meetings lately. A video was developed for fund raising events. Non-profit groups will be mandated to attend the training. The Corporation Counsel has given the okay for the training.

Mr. Jakusz reported 182 children were served in the day care in September.

Ms. Benz reported the RFP committee on alcohol issues met and will be making their recommendations.

E. Period for the Board to Receive Public Comment

There were no public comments.

III. PROGRAM ISSUES

B. Flu Vaccine Update

Ms. Tetzloff reported they were notified in July of the problem of delays and/or shortages in the flu vaccine. A Flu Vaccine Task Force was developed lead by Public Health with nurses from industries, doctors, etc. The task force identified who the first high risk individuals should be to receive the flu vaccines as they arrive. It was determined nursing homes, CBRF's, and homebound individuals will be first. Then individuals on dialysis and involved in the oncology area of medicine will be next. The Department will be the clearinghouse for the vaccine. Weekly press releases will be done. Historically the flu doesn't peak until January to March. It is anticipated the vaccine should be here by December which will be in time for protection.

IV. FISCAL ISSUES

A. Review of 2001 Budget Process and Changes

Ms. Bablitch asked the Board if there were any suggestions or changes they wished to be made on the budget process. Mr. Peterson stated he felt the budget presentation was very good. Ms. Buck commented the explanations were good. Ms. Benz stated the budget was delivered in a timely fashion. Mr. Jakusz commented the Department heads did a good job.

B. Action to Authorize 2001 Budget Adjustment

The Finance Committee is considering the exemption on Health Insurance would only be granted to those departments with less than 30 employees. As such, brainstorming took place to see where \$55,000 could be cut from the budget,

Ms. Bablitch stated we are in the process of looking at charging services to the CMO. This process will take some time to develop. A second option is to use administrative funds from the tobacco settlement money but we don't know how much this will net. Another possible option would be to take a chance and move some Community Aids funds from high cost to the regular accounts. A fourth option would be to anticipate fewer children in foster care. With the last two options, if more individuals need the services, then

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they must be provided since they are mandated and the Department may be right back to the proposed 2001 budget. Mr. Clark stated if the budget currently meets the Department's needs then not to budge on this issue.

A motion was made by Mr. Jakusz to go forward with the budget as presented at the last meeting of October 2. Ms. Benz seconded the motion. Motion carried.

Mr. Peterson reported he attended the Capital Improvements meeting. The optical imaging request for our Department was not considered. Ms. Bablitch stated she will be talking with Bo DeDecker and Chairman Hintz to see where funds would be available to accomplish this request.

Ms. Bablitch stated the Executive Committee also met the other day concerning the CMO. Ms. Bablitch reported she was told by Chairman Hintz that the Department is too large (180 employees which is incorrect) and therefore the CMO should be a separate agency and Board. Ms. Bablitch stated she was also told the Executive Committee can make the decision to separate the CMO without input from the Health and Human Services Board. Ms. Bablitch reported the concern that the CMO is only a pilot project as well as the amount of shared services. Ms. Buck commented how she doesn't understand how having two agencies is less costly than one. Mr. Medin suggested the Division Coordinators prepare information regarding how communication is provided between their Division and other Divisions as well as the amount of services shared between the Divisions. The Board will meet on November 13 as planned and the Executive Committee and other personnel are invited to attend.

C. Action to Approve Vouchers

Ms. Jossie reported the vouchers are for two weeks. The Regular accounts totaled \$121,635.82, the High Cost accounts totaled \$7,873.23, Long Term Care accounts totaled \$341,771.11, and Portage House totaled \$1,285.56. There were no unusual expenses. A motion was made by Mr. Jakusz and seconded by Ms. Buck to approve the vouchers. Motion carried.

V. ADJOURNMENT

The meeting adjourned at 5:32 p.m. The next meeting is scheduled for October 24, 2000 at 4:30 p.m.

Respectfully submitted,

Dawn Grasamkee, Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
OCTOBER 24, 2000

Present

William Zimdars
Sandra Benz
William Peterson
Sandra Benz
Jeff Jagodinski
Walter Jakusz
Dave Medin

Excused

Bruce Froehke
Jim Clark

Absent

Ann Buck
Selma Troyanoski

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jennifer Jossie, Business Manager; Jim Canales, Long Term Care Coordinator; Julie Hladky, Health Officer; Lauri Rockman, Family and Employment Coordinator; Bill McCulley, Restorative Care Coordinator; Lucy Runnells, CMO Business Manager.

Mr. Zimdars called the meeting to order at 4:30 p.m.

I. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of October 2 and October 10, 2000

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

B. Correspondence

There was no correspondence.

C. Director's Report

Ms. Bablitch reported on the Finance Committee last evening concerning the budget recall. Ms. Bablitch informed the Board they were told to report back on October 30 with information concerning what positions are funded by which programs. The requested exemption will be dealt with at that time. Ms. Bablitch thanked those Board members also in attendance at the meeting.

Ms. Bablitch also informed the Board of a possible grievance that may be filed concerning an individual no longer being a participant in WIC. A hearing will commence if the grievance is filed. Ms. Bablitch asked if any Board member would be on the panel. Ms. Holmes volunteered to attend this hearing if the grievance is filed.

D. Reports from Board Appointed Committees/Activities

Ms. Benz reported attending a meeting of the RFP for women and alcohol program. One response was received but it was rejected since it did not match the requirements of the RFP. The RFP will be submitted a second time.

Mr. Jakusz reported there were 156 children served so far this month in the day care.

Mr. Jagodinski reported on the Housing Task Force Committee. There are two meetings left. Recommendations will be offered to the Board for their consideration. Mr. Jagodinski commented he has learned a lot from this process.

Ms. Bablitch reported the Hunger Summit was held on October 16. There were 177 people in attendance. There was good press in the paper. The committee did a wonderful job. Ms. Bablitch clarified a newspaper article stated a major recommendation was to have employers pay their employees more. Ms. Bablitch stated this was not a conclusion of the meeting, just one recommendation. No major conclusions were made at this meeting, only ideas. Mr. Zimdars commented he particularly enjoyed the keynote speaker who seemed to set the tone for the entire meeting.

Ms. Holmes stated she attended the non-violence rally on October 9 at the courthouse. It was well attended. She presented the "Angel Award" to staff member Teresa Kovach for her work with families affected by violence.

E. Period for the Board to Receive Public Comment

There were no public comments.

II. PROGRAM ISSUES

A. Quarterly Program Statistics

Ms. Rockman reported on the Family and Employment Support Division. Economic Support requests are up primarily due to child care and BadgerCare. Case management requests are also on the rise. The September emergency assistance requests seem small in comparison to other months. This is due to not receiving all the data from the Salvation Army for September. Respite Child Care is still increasing. The allocation is for \$40,000 but it is anticipated to reach around \$56,000 by the end of the

year. Ms. Rockman also informed Board members an essay contest was held in conjunction with the Hunger Summit. Two teachers completed a pilot hunger curriculum and it will be taken to other schools to see if they will also do a hunger curriculum. Currently the Fraud Investigator position is vacant. The position is being audited. Mr. Medin questioned the frustration of Elderly Services workers with Family Care. Mr. Canales stated the state decided to implement CCPC software to transmit information to EDS. The current state system is called CARES. The system doesn't work very well. Currently we are working with State staff to alleviate the problems developing with the system. It is very complex and mainly has a lot of State issues. Ms. Rockman stated the increase in caseload has also added to the frustration level.

Ms. Hladky reported on the Division of Health statistics. Immunizations are down due to the state mandate of insurance covering immunizations. Now many are getting them at their physician's offices. Category I communicable diseases are very important and everything is dropped to immediately address any of these diseases. The bacterial meningitis reported was in the blood stream and as such could not be passed on. The pertussis case was in a child who the parents chose not to immunize them against this disease. The TB case was an active case and the individual is quarantined to his home. Lyme disease is a seasonal trend. The WIC program participants are down due to the birth rate being down. Farmers Market participants are also down from last year. The high number of regular licenses issued for Environmental Health is the normal relicensing time for restaurants.

Mr. McCulley reported the psychological clinic is in the process of closing out non-active cases. Respite days are also increasing. Lots of groups are starting up in October. Two new psychiatrists were hired. Dr. Todd Cannon will start in October and be here on Wednesdays and Thursdays. In November Dr. Maureen Leahy will start and be here on Mondays and Tuesdays. Dr. Cannon will also serve the jail and Dr. Leahy will serve the nursing home. The perks received by area businesses for the foster families were well appreciated. The YMCA has provided memberships paid for by a donation from the Stevens Point Brewery. Other perks were received from Arby's Burger King, McDonald's, Target, Rainbow Falls, and Wendy's. Private agencies are increasing their recruitment of foster homes. This could deplete our resources of foster homes.

Mr. Canales reported on the Long Term Care Division. There are 300 participants in Family Care as of today. We are on target with our projections. Currently negotiations are underway with the Sisters of St.

Joseph's Convent. Many of the residents are eligible for CCPC. Due to being a religious order, they are not required to have a nursing home license. It is anticipated 35 residents are Family Care eligible and a contract will be developed to allow them to continue to provide their own care through Family Care funding.

Ms. Jossie reported on the Division of Business Services. Ms. Jossie stated the billing amount is large for the third quarter due to the bill for school health contracts. The cash received is large for the same reason.

B. Report: Wisconsin Turning Point Process

Ms. Hladky reported the Turning Point Process is the Public Health Improvement Plan for 2000 - 2010. It will replace the Healthier People in Wisconsin document. The new document is more broader than the previous one. Rather than having a long list of goals to accomplish, the new document will prioritize the goals. Essential services will also be listed in a more broadly defined way. The plan will shape the funding and policy priorities for public health.

III. FISCAL ISSUES

A. Quarterly Budget Status

Ms. Jossie reported for the High Cost Account, Inpatient/Chemical Dependency is down due to decreased inpatient expenses. Children's Group/Residential Care also has decreased expenses due to less children in Group/Residential Care. Overall, some Community Aids funds will be transferred to the Regular Accounts. The reserve anticipated to be utilized will not be needed and an additional \$50,000 will be put in the reserve. The Regular account shows a shortfall in the Administrative/Business accounts primarily due to the repayment of CSDRB Personal Care dollars reported incorrectly last year. The amount to be repaid is anticipated at \$100,000. The Health accounts have increased revenues in the lab. Also, decreased revenues in Community Health are due to a decrease in immunizations. The Prenatal Child Care Coordination budget will show a small savings. The SMI Long Term Care Services accounts will have a savings due to revenues realized in case management. Restorative Care accounts anticipate COP revenue for home and financial management services. However, transportation and interpreter services expenses are higher than expected. The Foster Care Coordination budget has additional revenues from the CMO for recruitment and certification of adult family home

providers. The shortfall in Psychological Services is due to a shortfall in user fees due to staffing changes and ability to pay issues. Children and Family Purchased Services has a decrease in treatment foster care expenses as well as additional Community Reinvestment funds for the Intensive In-Home program. In the Family and Employment Support budgets, the Community Reinvestment budget is being closely monitored because of potential administrative dollars. Additional expenditures were revised in the Community Reinvestment and W2 budgets due to plans which were developed early in the year but not started until later this year. Mr. Jakusz questioned why the Family and Employment Support budget was revised and now the shortfall is almost equal to the revised budget amount. Ms. Jossie stated any changes to the budget are done quarterly in order to keep track of all the information. Mr. Medin questioned why the significant decrease in the psychological services revenue. Ms. Jossie stated the ability to get staff certified for our county causes a gap in funding. The services are still provided but cannot be recouped in some cases. Once the staff person is certified, then Medical Assistance portions of the cost for services can be recouped. Also, staff shortage of a nurse practitioner and psychiatrist also added to the loss of revenues. Ms. Bablitch stated for 2001 the revenues for psychological services was closely scrutinized and carefully budgeted.

Ms. Runnells stated the Long Term Care Services CMO accounts continue to vary. Those individuals who were non-CMO eligible have been moved off waiver program waiting lists. Overall, it is anticipated \$170,000 will be put in the reserve. Currently, the State is also looking at our capitated rate. Currently our rate is \$2,657 but it may be reduced to \$2,283 due to low cost clients in the CMO. Additional high cost clients will be moving into the CMO earlier than anticipated which will change this rate again. The anticipated rates for 2001 will be available in two weeks or so.

B. Quarterly High Cost Report

Ms. Jossie reported the Inpatient and Medical Detox budgets are well under budget utilizing only 41% and 86% respectively. The Community Based Care account is utilizing only 21% for the CSP and CBRF and only 17% for the IMD. General Assistance medical costs are down from last year; last year we had a high medical cost client receiving services. The out of home placements are down and the budgets are in good shape after three quarters.

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C. Action to Approve Vouchers

Ms. Jossie reported the vouchers are for two weeks. The Regular accounts totaled \$118,958.82, the High Cost accounts totaled \$67,157.92, Long Term Care accounts totaled \$236,901.40, and Portage House totaled \$1,736.20. There were no unusual expenses. A motion was made by Mr. Peterson and seconded by Mr. Jakusz to approve the vouchers. Motion carried.

IV. PERSONNEL ISSUES

A. Action to Authorize Position Refill

There are no positions to refill at this time.

V. ADJOURNMENT

The meeting adjourned at 5:55 p.m. The next meeting is scheduled for Monday, November 13, 2000 at 4:30 p.m. to discuss CMO issues.

Respectfully submitted,

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
NOVEMBER 13, 2000**

Present

Jim Clark
William Zimdars
Sandra Benz
Carole Holmes
William Peterson
Jeff Jagodinski
Walter Jakusz
Dave Medin

Excused

Bruce Froehlike
Ann Buck

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jennifer Jossie, Business Manager; Jim Canales, Long Term Care Coordinator; Lucy Runnells, CMO Business Manager; Mike Houlihan, Portage House Director; Susan Rutta, Administrative Assistant to the Director; Jessica Schmidt, Community Care of Portage County Program Manager; Patricia Tomlinson, Assistant Business Manager; Michael McKenna, Corporation Counsel.

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

I. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of October 24, 2000

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

B. Correspondence

Ms. Bablitch brought the Board's attention to the letter received by Patrick Cork, Northern Regional Office Area Administrator, regarding the 1999 Annual Report. Mr. Cork thanked us for the focus on program outcomes.

C. Director's Report

Ms. Bablitch reported the agency asked for \$55,000 exception for health insurance costs in the 2001 budget. The Right From the Start Coalition was also asking for \$164,000 to expand their programs. The Finance Committee decided to give an additional \$30,000 to the Right From the Start Coalition and \$55,000 to the Coalition instead of this Department. Right From the Start was concerned and didn't want to take away necessary funds from this agency. At the next Finance Committee meeting it was noted the Sheriff's Department received half of their exception. Therefore, the Finance

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Committee voted to give us half of the \$55,000 we were requesting as well as voted to give the Right From the Start Coalition another \$55,000. They expressed understanding that we may have a deficit in 2001. Since then, the agency has received \$65,000 from the Tobacco Settlement. From these funds, the agency will use the 10% administrative costs to help cover the \$27,500 the agency projects need.

D. Reports from Board Appointed Committees/Activities

Mr. Jakusz reported there were 191 children served in October. As of 4:00 p.m. today, the day care has served 101 children for November.

E. Period for the Board to Receive Public Comment

There were no public comments.

II. PROGRAM ISSUES

A. Review of Separation of Community Care of Portage County (Family Care/CMO) from the Health and Human Services Department and Action if Appropriate

Ms. Bablitch stated a memo was enclosed with the packet identifying the shared duties of the Department. Ms. Bablitch stated the County Board Chairman believed the best interests of the county would be served by separating the Department from the CMO since the agency is so large. Mr. Jagodinski commented it would be bad to split the agency before we know if the CMO pilot will continue.

Ms. Bablitch stated she met with Jim Canales, Lucy Runnells, and Jenni Jossie to discuss how to split the shared duties in the department. More analysis is still needed. Staff recommended developing a work group to look at each area of the Department to see how the work could be accomplished, what would be the benefits, the cost to separate, staff needed, etc.

Mr. Canales reported he has been in touch with State staff. State officials are comfortable with allowing the Board to act to oversee the CMO for now since the Board meets the requirements of 1/4 consumer representation. Mr. Canales stated ultimately there are three Boards which need to be developed. The Department on Aging Board needs 9 members which it already has and is overseeing the Aging and Disability Resource. There is a Long Term Care Committee of 17 members which needs to be developed

to overview the Resource Center and CMO and the CMO Board. Mr. McKenna stated he believes the requirements for the CMO Board is not a State decision but a Federal decision. Mr. McKenna believes the CMO should have a separate board overseeing it. Mr. Canales is meeting with federal officials and will inquire. Ms. Bablitch stated the State is saying for now, the Health and Human Services Board can be the overseeing Board for the CMO. Mr. Canales stated the COP Committee can act as the new 17 member Long Term Care Committee until the new Committee can be developed. 2001 contracts can be signed with their approval. Mr. Canales stated Fond du Lac County has a separate Board, LaCrosse County has retained their Health and Human Services Board as the overseeing committee, and Milwaukee County is a separate agency.

Ms. Bablitch stated the forming of the committees is still being considered by the Executive Committee. They are considering the CMO oversight and whether per diem should be paid to the Long Term Care Council. Mr. Canales stated the other counties are not paying per diem to their Long Term Care Committees. Mr. Canales stated the Long Term Care Committee is advisory in nature and oversees the program. This Committee reports to the County Board.

Mr. Clark made a motion to go ahead and recommend establishing the Advisory Board of 17 members as quickly as possible. Mr. Jakusz second this motion. Motion carried.

Mr. McKenna stated if it is the intent to separate the agency, a resolution to that effect may be a good compromise. Mr. Zimdars commented they are not sure if the agency should be separated yet. A great deal of discussion occurred regarding whether the Board should go ahead with the process of looking at separation and whether or not the State mandates separation.

Mr. Clark made a motion the Department draft a resolution recommending a feasibility study be done regarding separation of the agency and the CMO as well as outlining the duties currently being shared. A recommendation should be made by July 1, 2001 as to whether the CMO should be separated from the agency. Motion seconded by Mr. Jagodinski. Motion carried.

Mr. Medin commented the agency is less concerned with the procedural aspects of the programs but is more concerned with providing the best services to Portage County residents. The consolidation of Social Services and Health Services 25 years ago made a world of difference when providing services to an individual. Mr. Medin stated this may not meet the

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procedural aspects of a program but the welfare of people should be first.

III. FISCAL ISSUES

A. Action to Approve Vouchers

Ms. Jossie reported the vouchers are for two weeks for the Long Term Care and two weeks for the other accounts. The Regular accounts totaled \$225,280.06, the High Cost accounts totaled \$157,038.97, Long Term Care accounts totaled \$326,049.04, and Portage House totaled \$5,265.45. The vouchers include substitute services. A motion was made by Mr. Peterson and seconded by Mr. Jakusz to approve the vouchers. Motion carried.

IV. PERSONNEL ISSUES

A. Action to Authorize Position Refill

Mr. Houlihan stated the Program Assistant and a Counselor position will be vacant soon. He would like to start the process of refilling these positions as quickly as possible. Motion by Mr. Clark and second by Mr. Jakusz to approve refilling the positions. Motion carried.

V. ADJOURNMENT

The meeting adjourned at 5:10 p.m. The next meeting is scheduled for Tuesday, November 28, 2000 at 4:30 p.m. There will only be one meeting in December on December 12. The meeting scheduled for December 26 will be canceled.

Respectfully submitted,

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
NOVEMBER 28, 2000**

Present

Jim Clark
William Zimdars
Ann Buck
Sandra Benz
Carole Holmes
William Peterson
Jeff Jagodinski
Walter Jakusz
Dave Medin

Excused

Bruce Froehlke

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jennifer Jossie, Business Manager; Jim Canales, Long Term Care Coordinator; Mike Carder, Environmental Health Supervisor; Julie Hladky, Health Officer; Patricia Tomlinson, Assistant Business Manager; Tom Genisot, Thomas P. Melvin Grant; Nancy Prince, Cancer Control Grant

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

I. **INFORMATIONAL UPDATES**

Informational updates were provided to the Board by Youth and Family Services and Family and Employment Support.

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

A. Approval of the Minutes of November 13, 2000

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

B. Correspondence

Ms. Bablitch brought the Board's attention to the 2001 Board meeting dates included in the packet.

Ms. Bablitch read the letter by Jeff Jagodinski announcing his retirement effective December 20, 2000 from the County Board.

C. Director's Report

Ms. Bablitch and Ms. Hladky updated the Board on the flu clinics which will be held in December. Ms. Hladky stated high risk individuals were able to receive their vaccine from their doctors. The next phase is to offer the vaccine to persons age 65 and older and health care workers. The rest of the general public will begin receiving their vaccines hopefully starting on December 14. There have been no documented cases of flu reported to date.

Ms. Bablitch distributed the calendar available from Community Connections which promotes services provided by the agency. Ms. Bablitch stated churches and service organizations will be receiving this calendar as well as information about the agency and an offer to speak at groups on a variety of topics.

Ms. Bablitch informed the Board the second of the leadership lunches took place and focused on men's issues. The conversation was very interesting and fruitful.

D. Advisory Committee Report

Ms. Bablitch stated with Mr. Froehlke was unable to attend the meeting. This report will be postponed until the next meeting.

E. Reports from Board Appointed Committees/Activities

Ms. Holmes stated she has been requested to participate in the Hunger Prevention Partnership which is a follow up of the Hunger Summit. A motion to allow Ms. Holmes to attend these meetings from Mr. Jagodinski with a second by Mr. Clark Motion carried.

Mr. Jakusz reported he attended the Community Response Team meeting on November 16. The statistics are improving.

Mr. Jakusz reported to date this month 167 children were served in the day care.

Ms. Buck reported she attended the Permanency Planning Review. There are less children in foster care to review. Mr. Jakusz commented it seems the children in placement are going in the right direction.

F. Period for the Board to Receive Public Comment

There were no public comments.

III. PROGRAM ISSUES

A. Update: Tobacco Control Plan

Ms. Hladky introduced Tom Genisot who will be working on the Thomas T. Melvin Grant and Nancy Prince who is working on the Cancer Control Grant.

Ms. Hladky stated there are four sources of funding for tobacco control activities: CDC Funds, Thomas T. Melvin Grant, Tobacco Settlement Funds, and the Cancer Control Grant. The Cancer Control Grant is a three county wide coalition. Ms. Hladky stated she thought it best to have a supervisor to oversee these four areas of tobacco control. Ms. Prince has agreed to be the supervisor of these programs and personnel. The Tobacco Free Coalition will also be revitalized. A Steering Committee, full Coalition, and Standing Committees/Workgroups will be developed. The Tobacco Settlement Funds require representation from segments of the community such as schools, police, and health care. A Kick-Off event is scheduled for January. Ms. Hladky further stated education of the public does not seem to be as successful as policy changes such as smoke-free workplaces and restaurants, requiring vendors to check ID's when selling tobacco products, etc. The focus of the Coalition will be on policy changes. Mr. Medin questioned if the project will be funded in future years. Ms. Hladky stated currently they are asking for the same amount of funds for next year. Ms. Hladky stated the legislature will decide every biennium whether to spend some, more, or none of the settlement money.

B. Approval of Revised Enforcement Policy and Inspection Procedures for Restaurants, Schools, Retail Food Establishment, and Taverns

Mr. Carder reported this ordinance was approved by the Board years ago. There have been a lot of changes since it was approved. School kitchens are now included in the ordinance. Most of the changes are routine changes. Mr. Peterson moved approval of the ordinance revisions with a second by Mr. Jakusz. Motion carried.

IV. FISCAL ISSUES

A. Action to Approve Surcharge of \$5 Per Water Test for All Out-of-County Water Samples

Mr. Carder stated there has been a dramatic increase in out-of-county water tests being completed. The surcharge will cover the costs. The surcharge will take place effective January 1, 2001. A motion was made by Mr. Jakusz and seconded by Ms. Benz to approve the request. Motion carried.

B. Action to Approve Follow-Up Sampling Fee of \$30 for All Pools in Portage County After the Second Consecutive Unsafe Test

Mr. Carder stated the sanitarians are doing weekly bacterial tests on all pools in the county. If the pool has an unsafe sample, a repeat test is conducted. In some cases, an unsafe sample is being constantly collected and needing to be repeated. The pools are then shutdown until a safe sample is collected. In most cases the pool operators are working with the sanitarians to fix the problems, but some pool operators are not. A follow-up sampling fee of \$30 for a second consecutive unsafe test may make pool operators more likely to work harder to fix the problems. The follow-up sampling fee will take place immediately. A motion was made by Mr. Jakusz and seconded by Mr. Peterson to approve this request. Motion carried.

C. Action to Approve Vouchers

Ms. Jossie reported the vouchers are for two weeks. The Regular accounts totaled \$108,427.39, the High Cost accounts totaled \$11,116.32, Long Term Care accounts totaled \$674,031.08, and Portage House totaled \$794.93. There were no unusual expenses. A motion was made by Mr. Jakusz and seconded by Ms. Holmes to approve the vouchers. Motion carried.

V. PERSONNEL ISSUES

A. Action to Authorize Position Refill

Ms. Bablitch stated Peg Eble, school nurse, will be retiring on December 29, 2000. This position is vital to be refilled since it is the school nurse for SPASH. A motion was made by Mr. Jagodinski and seconded by Ms. Benz to approve refilling the position. Motion carried.

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VI. ADJOURNMENT

The meeting adjourned at 5:57 p.m. The next meeting is scheduled for Tuesday, December 12, 2000 at 4:30 p.m.

Respectfully submitted,

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
DECEMBER 12, 2000**

Present

Jim Clark
William Zimdars
Ann Buck
Sandra Benz
Carole Holmes
William Peterson
Jeff Jagodinski
Walter Jakusz
Dave Medin

Excused

Bruce Froehlke

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jennifer Jossie, Business Manager; Jim Canales, Long Term Care Coordinator; Julie Hladky, Health Officer; Patricia Tomlinson, Assistant Business Manager; Jim Riggerbach, Shared Services Coordinator; and Lucy Runnells, CMO Business Manager.

Mr. Clark called the meeting to order at 5:08 p.m.

Mr. Clark informed the Board of a new member starting in January 2001. The new Board member will be Richard Bishop. Mr. Clark also informed the Board that the County Board will be meeting on January 30 and March 30. There will be no County Board meeting in February.

I. INFORMATIONAL UPDATES

Informational updates were provided to the Board by the Division of Children and Family Services.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of November 28, 2000

A motion was made by Mr. Jakusz and seconded by Mr. Peterson to approve the minutes. Mr. Jagodinski requested a change from retirement from the Board to resignation. Motion carried with change approved.

B. Correspondence

Mr. Clark commented due to the complex materials being discussed at the Board meetings every effort should be made to attend Board meetings as scheduled.

Ms. Bablitch distributed the DHFS Strategic Plan for the 21st Century.

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Ms. Bablitch distributed the Christmas Card for staff to be signed by Board members.

C. Director's Report

Ms. Bablitch informed Board members the December 26 meeting has been canceled. The next meeting will be January 19, 2001 and the January 23, 2001 meeting will be a joint meeting with the Advisory Committee.

Ms. Bablitch stated a concern brought up by the Board regarding notifying the public of unsafe licensed facilities. This will be taken to the Food Safety Committee in April with an anticipated May 22 report date to the Board.

Ms. Bablitch informed Board members that Mike Carder would be very happy to take any Board member with him on an inspection so they may see first hand how an inspection is completed. Mike Carder should be contacted to make arrangements.

D. Advisory Committee Report

Ms. Hladky reported the Advisory Committee has two subcommittees. The Evaluation Committee studies internal programs. They are currently working on the WIC Program. A survey is being completed. The study should be done by early next year.

The Housing Needs Task Force held its last meeting last night. The report was fine tuned. A special Advisory Committee meeting will be held in January to approve the report and it will be brought to the Board at the January 23, 2001 meeting.

Ms. Hladky stated the Advisory Committee will be looking for another topic to study and is open for any suggestions regarding possible topics.

E. Reports from Board Appointed Committees/Activities

Mr. Jagodinski commented he would like to see the Board work hard in developing the drop-in center proposed by Ray Przybelski, Community Support Supervisor. He believes this type of center would work well with the Housing Needs Task Force recommendations.

Mr. Jakusz reported he attended the Community Funders meeting at the Library last week. He found the topic to be very interesting. Unfortunately there was not a large turnout, although some major funders did attend the meeting.

Mr. Jakusz reported the day care has served 72 children as of 4:30 p.m. today for this month. Last month they served a total of 188 children.

Ms. Buck commented day care arrangements need to be established at the Alternative School for single moms. Ms. Buck was wondering if our day care would be able to accommodate this population. Ms. Bablitch stated the day care at the building is for short term use only for clients having business in the building. Ms. Bablitch stated help may be sought through Family Preservation for an onsite day care at the school.

F. Period for the Board to Receive Public Comment

There were no public comments.

III. PROGRAM ISSUES

A. Update: Care Management Organization

Mr. Canales stated he has developed a form to report financial and statistical information regarding the CMO to the Board on a monthly basis. Mr. Canales provided the statistical information for this first report. A copy of the information is attached. Mr. Canales stated the \$1,137,000 risk reserve balance is a combination of four items: \$70,000 carryover funds, \$445,000 is the first capitated rate payment, \$540,000 is the invested cash, and \$77,000 is COP carryover from 1999. Currently only one complaint has been received which was resolved locally. Two grievances were filed with the state. Mr. Canales asked for any other information the Board would be interested in receiving. A request for the average rate amount per person for both comprehensive and intermediate level be included. Ms. Holmes also requested a short paragraph such as a mini case study.

B. Contract with DHFS to Share Risk Savings in 2001

Ms. Runnells stated this risk sharing clause was included in the 2001 contract. This clause states the county would share both profits and losses with the state. Ms. Runnells stated it is possible the Department will have a savings at the end of 2000. Ms. Runnells stated she has met with Bo DeDecker and it is personally felt that we not sign the contract. Ms. Runnells distributed a table showing how the losses and savings would be split if risk sharing is included. The bottom chart shows the difference between risk sharing and no risk sharing. The Department would be looking at a significant loss of revenues by using risk sharing. A motion was made by Ms. Buck and seconded by Mr. Jakusz to deny signing the contract including the risk sharing clause. Motion carried.

C. Action to Authorize Resolution Regarding Long Term Care Redesign

Ms. Bablitch distributed a copy of the resolution developed by the Corporation Counsel. This will be on the December 19 County Board agenda. The resolution states the 17 member Long Term Care Council will be established immediately. The Resource Center will conduct the Family Care assessments and case enrollment. The Health and Human Services Board will supervise the Care Management Organization in the interim with an audit to be completed by July 1 regarding the separation of the CMO from the Department. A motion was made by Mr. Zimdars and seconded by Ms. Benz to approve the resolution. Motion carried.

IV. FISCAL ISSUES

A. Action to Approve Vouchers

Ms. Jossie reported the vouchers are for two weeks. The Regular accounts totaled \$65,348.27, the High Cost accounts totaled \$107,371.05, Long Term Care accounts totaled \$297,099.61 and Portage House totaled \$472.41. There were no unusual expenses. A motion was made by Mr. Jakusz and seconded by Mr. Jagodinski to approve the vouchers. Motion carried.

V. PERSONNEL ISSUES

A. Action to Authorize Position Refill

There were no positions needing to be refilled.

VI. ADJOURNMENT

Mr. Clark presented a plaque to Jeff Jagodinski for his years of service to the Board.

The meeting adjourned at 6:00 p.m. The next meeting is scheduled for Tuesday, January 9, 2001 at 4:30 p.m.

Respectfully submitted,

Dawn Grasamkee
Recording Secretary

0599P