

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
JANUARY 9, 2001**

Present

Jim Clark
William Zimdars
Ann Buck
Carole Holmes
William Peterson
Bob Bishop
Walter Jakusz
Dave Medin

Excused

Sandra Benz

Absent

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; and Patricia Tomlinson, Assistant Business Manager.

I. INFORMATIONAL UPDATES

Informational updates were provided to the Board by the Shared Services and Adult Services.

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

Mr. Clark welcomed Richard Bishop.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of December 12, 2000

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

B. Correspondence

Ms. Bablitch stated an updated Board membership list was contained in the packet. This will also be updated to reflect the addition of Robert Woehr who will be joining our Board. An information sheet on Robert Woehr was distributed.

C. Director's Report

Ms. Bablitch stated there was nothing of particular note. Everything is going well so far.

D. Reports from Board Appointed Committees/Activities

Mr. Peterson stated he attended the Food Safety Advisory Committee. Training for non-profit groups will begin. The issue of publicizing reports on restaurants in some fashion will be reviewed.

Mr. Jakusz reported the day care served 158 kids in December. For the year 2000, 1,450 infants were served and 1,087 children ages 3-8 years old were served.

Mr. Jakusz reported he attended the Family Preservation and Support Services meeting. They decided what grant requests to make. Some requests had funding decreased in order to fill the dental health services grant request. More grant requests than funds available were received.

Ms. Buck stated she attended the Permanency Plan Review meeting. Nothing different from the other meetings to report.

Ms. Holmes stated she will be attending the Leadership Luncheon next week. She secured the Keynote Speaker, Nancy Bayne. She will also be representing the Board at the Hunger Prevention Partnership meeting on Thursday.

Mr. Jakusz questioned a brochure received by Dr. Fred Anderson who is providing counseling services as well as other services. Ms. Bablitch stated they will be reviewing this resource.

E. Period for the Board to Receive Public Comment

There were no public comments.

III. PROGRAM ISSUES

A. Action to Authorize Resolution on Core Public Health Funding

Ms. Hladky stated this resolution was drafted on suggestion from WALHDAB (Wisconsin Association of Local Health Departments and Board). A study committee, called WWW, formed by members of WALHDAB, WEHA (Wisconsin Environmental Health Association), and WPHA (Wisconsin Public Health Association) has been formed. One of their key recommendations is to gain financial support from the state for local mandated public health functions. Currently mandated programs are

unfunded by the state. Funding is being sought for the core public health functions. Mr. Medin questioned what the cost would be for full funding of core functions. Ms. Hladky stated it is estimated at about \$600,000. This would need to be new funds. Functions considered to be core functions are CDC control, community health assessments, and disease prevention activities. A motion was made by Mr. Zimdars and seconded by Ms. Buck to approve the request.

Discussion further occurred regarding whether this funding would be progressive in nature. Ms. Hladky said that would be the way it would most likely unfold. Mr. Medin suggested removing the word "full" from the last paragraph of the resolution. A motion was made by Mr. Medin and seconded by Ms. Holmes to amend the last paragraph of the resolution by removing the word "full." Motion carried.

IV. FISCAL ISSUES

A. Action to Approve Vouchers

Ms. Jossie reported the vouchers are for four weeks. The Regular accounts totaled \$242,604.29, the High Cost accounts totaled \$132,624.98, Long Term Care accounts totaled \$576,169.96 and Portage House totaled \$2,004.37. All substitute care expenses for December are included. There were no unusual expenses. A motion was made by Mr. Jakusz and seconded by Mr. Zimdars to approve the vouchers. Motion carried.

V. PERSONNEL ISSUES

A. Action to Authorize Position Refill

Ms. Bablitch stated the Fraud Investigator position has been vacant since September due to the resignation of the individual filling that position. An audit was completed to look at the duties and wage of this position. The audit has now been completed. A lower wage has been established for this position. The position is a 40 hour/week position. Motion made by Mr. Peterson and seconded by Mr. Bishop to approve the filling of this position. Motion carried.

Ms. Bablitch stated the resignation of one of the Adult Protective Services/Crisis Intervention workers has been received. A motion was made by Ms. Holmes and seconded by Mr. Bishop to refill this position. Motion carried.

Page 5

HHSB Meeting Minutes
January 9, 2001
Page 4

VI. ADJOURNMENT

Ms. Holmes stated she wanted to inform the Board of the loss of a great leader and volunteer to the community. Ms. Fran Eskritt passed away recently. Ms. Eskritt was a former member of the Advisory Committee as well as a member of the Long Term Care Committee. She will be greatly missed.

Ms. Bablitch informed the Board she will ask Bo DeDecker to speak at our next meeting concerning the Wisconsin Taxpayers Alliance regarding how counties compare to other counties in tax levy spending.

The meeting adjourned at 5:45 p.m. The next meeting is scheduled for Tuesday, January 23, 2001 at 4:30 p.m. This will be a joint meeting between the Board and the Advisory Committee.

Respectfully submitted,

Dawn Grasamkee
Recording Secretary

0599P

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

JANUARY 23, 2001

Present

Jim Clark
William Zimdars
Walter Jakusz
Dave Medin
Carole Holmes
Ann Buck
Bruce Froehlke
William Peterson
Robert Woehr
Sandra Benz
Richard Bishop
Judy Arneson
John Blanke
James Bowles
Eleanor Brush
Mary Croft
Connie DeCorte
Lois Feldman
Ed Hunt
Kristin Kleckner
Patsy Mbughuni
Clarence Milfred
Karen Trzebiatowski
Becci Wiegand

Excused

Helen Johnson
Lee Wendt

Absent

David Varney

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jim Canales, CCPC Director; Lucy Runnells, CMO Business Manager; Lauri Rockman, Family and Employment Services Coordinator; Julie Hladky, Health Officer; Jennifer Jossie, Business Manager; Ray Przybelski, Adult Services Coordinator; Jim Riggerbach, Shared Services Coordinator; and Patti Tomlinson, Assistant Business Manager.

I. INFORMATIONAL UPDATE

An informational update on the Hunger Summit was held.

Mr. Clark called the meeting to order at 4:55 p.m.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Introductions

Board members and Advisory Committee members were introduced. The new Board member, Bob Woehr, was welcomed.

B. Approval of the Health and Human Services Board Minutes of January 9, 2001

Mr. Jakusz moved to approve the minutes. Seconded by Mr. Woehr. Mr. Woehr also noted a correction of Mr. Bishop's name from Bob to Richard. Motion carried with correction noted.

C. Approval of Advisory Committee Minutes of November 20, 2000

Motion made by Ms. DeCorte and seconded by Ms. Arneson to approve the minutes. Motion carried.

D. Correspondence

Ms. Bablitch noted the updated Board membership listing contained in the packet on page 10.

E. Director's Report

Ms. Bablitch thanked the Advisory Committee on behalf of the staff for all their efforts for the Department.

Ms. Hladky announced to Advisory Committee members the need for a Membership Committee meeting to fill two positions and a possibility of three or four positions in May. The meeting is scheduled for January 29 at 4:00 p.m.

Ms. Bablitch stated there is a lot of office moving that will be occurring on the upper level. The waiting area has been remodeled and more offices will be moved to create more space.

Ms. Bablitch reported with the retirement of William McCulley a great deal of reorganizing of responsibilities is occurring. Personnel Department is auditing job classifications. Board members noted it is very important to reclassify jobs appropriately - considering the responsibilities Mr. McCulley had.

F. Reports from Board Appointed Committees/Activities

Ms. Holmes reported she attended the Leadership Forum on January 16. This was the third in a series. Nancy Behm and Mary Patoka were the speakers.

Ms. Holmes stated she will be attending the first meeting of the Hunger Prevention Partnership on Thursday.

Mr. Jakusz reported he and Ms. Buck attended the Permanency Planning Review Panel. This panel reviews all court ordered placements of children and young people in foster care and other out-of-home settings.

Mr. Jakusz reported he attended the FEMA Allocations meeting. They received a \$4,000 increase. Eight allocations will be made primarily for food and shelter.

Mr. Jakusz reported 154 children have been served to date for January in the day care.

G. Period for the Board to Receive Public Comment

There were no public comments.

III. PROGRAM ISSUES

A. Action to Review and Approve Advisory Committee Housing Needs Task Force Final Report

Mr. Froehke reported the Housing Needs Task Force reviewed housing needs of those individuals that "fall through the cracks." Page 17 lists those individuals who did the work on this Task Force. Page 19 provides a graphic description of the issues addressed. Progress has been seen since housing first became identified as an issue in Portage County. The need is by large effectively addressed. However, there is still great concern about those individuals who are most difficult to find homes for due to mental health issues, drugs, alcohol, etc.

Ms. Wiegand stated the Task Force focused on those challenging individuals. These individuals need housing and support to live successfully. Ms. Hladky reported there are 15 to 20 individuals that fall into this category in the community per quarter. Ms. Wiegand stated most of these individuals have already out-stayed their "welcome" at Salvation

Army, Turn of the Century, and other places. These individuals have difficulty living in structured areas. They would need 24 hour support to help deal with their daily issues. Ms. Wiegand stated an SRO would help serve these individuals who are non-compliant and hard to serve. Some kind of monitoring system would need to be developed as well. Currently these individuals are not eligible to receive services elsewhere in the community. A crisis bed is another resource that would be developed to assist this population. A great deal of discussion occurred regarding the costs and time needed for developing and running an SRO. Ms. Bablitch reported Mr. Jagodinski, former Board representative to the Committee, endorsed this report. A motion was made by Ms. Buck and seconded by Ms. Holmes to approve the Final Report. Motion carried. Staff will report back to the Board and Advisory Committee about implementation.

B. Quarterly Program Statistics (October - December 2000)

Ms. Rockman stated the Family and Employment Division statistics reflect increasing caseloads in MA, BadgerCare, and Child Care. The figures for Emergency Assistance are misleading in that statistics were not available from the Salvation Army at the time the report was compiled.

Ms. Hladky reported the Health Division is stable and figures are as expected. Ms. Hladky stated of concern about the number of Chlamydia cases reported for the quarter. This STD is increasing throughout the state. This will be looked into further. Ms. Hladky stated the WIC Program is now making breast pumps available free to breast feeding women in WIC. The Community Health Section is short two staff currently. One nurse is out on an extended medical leave and another nurse has retired. The Environmental Health Section will be working with the new food code starting February 1 and as such they expect it will take longer to complete inspections until everyone is more familiar with the code.

Ms. Bablitch reported on the Restorative Care Division. Our Level II foster homes are filled and as such there is a need to use contracted treatment foster care to place some children. Intakes continue to increase. Our child abuse/neglect investigations also are on the increase. In 1999 there were 600 reports and in 2000 there were 750. In 1999 there were 236 investigations completed compared to 320 in 2000. Ms. Bablitch reported unpaid staff (not including interns) saved \$18,000 for the Department in the fourth quarter. The Family and Youth Services Section has hired a mentor coordinator through a grant. These mentors will work with difficult teens.

Ms. Jossie reported there are a larger amount of open balances due to flu shots being given in the fourth quarter. Collections will be looked at on a county-wide level and we are assessing our relationship with State Collections. Corporation Counsel may be handling some of the hard to collect accounts. A credit card system is also being developed for payment for other county agencies that we could utilize. A new procedure for time and expense reporting for employees has been established and is in the process of being tested.

Mr. Canales reported the Long Term Care Division is working hard on Family Care. Currently there are 350+ members.

IV. FISCAL ISSUES

A. High Cost Report

Mr. Przybelski reported the inpatient costs are good for the year. Norwood was short staffed and unable to take many referrals in the second half of 2000. The savings found in the Community Based Care CBRF account is due to the shift of some clients to Family Care. The savings in the Community Based Care IMD is due to placement of a second individual not taking place until September. It was anticipated this individual would have been placed earlier than September.

Ms. Rockman reported the Medical Detox/Inpatient Chemical budget is over budget. The portion for Sacred Heart is the area that is exceeding the budget. Placements for St. Michael's are on target. The General Assistance account is under budget primarily due to low medical costs. Out of Home Placements are on target for the year.

B. Financial Report (October - December 2000)

Ms. Jossie reported the High Cost Accounts show a savings in SMI Residential due to transfer of individuals to Family Care. The Inpatient/Chemical Dependency account is over budget due to increased detox expenses. Inpatient/Mental Health is short on revenues but expenses are low as well. The account is anticipated to show a savings. Children's Group/Residential Care is showing a small savings due to fewer placements in residential and group homes, as well as corrections. The General Assistance budget is also showing a savings due to low medical expenses. Overall the High Cost accounts are anticipated to have a savings of \$105,000.

Ms. Jossie reported the Regular Accounts show a deficit in Administration/Business due to a repayment to CSDRB from 1998 for personal care services. The Health budget is showing savings due to increased revenues in environmental health, lab, PNCC, and staff savings. The Long Term Care SMI account is also showing a savings due to clients shifting to Family Care. The Restorative Care accounts show a small savings due to lower expenses and fewer foster care placements. Family and Employment Support is showing a deficit due to fewer administrative revenues for W2 and Community Reinvestment. A clarification on the W2 bonus has been received by the State. The performance bonus is not entirely unrestricted as we once thought. Overall the regular accounts show a deficit of \$59,000. Shifts can be done from Community Aids to the regular accounts if needed.

Ms. Runnells stated the CMO is showing a positive picture. Expenses must remain open for six months and as such the books will need to be closed with projected expenses.

C. Action to Approve Vouchers

Ms. Jossie reported the vouchers are for two weeks. The Regular accounts totaled \$181,946.42; High Cost totaled \$8,636.45; Long Term Care totaled \$141,280.11; and Portage House totaled \$1,215.85. There were no unusual expenses. Motion made by Mr. Bishop and seconded by Mr. Jakusz to approve the vouchers. Motion carried.

V. PERSONNEL ISSUES

A. Action to Authorize Position Refills

Ms. Bablitch reported a Bookkeeper II position and an Account Clerk II position were vacated due to acceptance of different jobs in the Department by these two people. A motion was made by Mr. Peterson and seconded by Ms. Holmes to approve refilling the positions. Motion carried.

VI. ADJOURNMENT

The meeting adjourned at 6:20 p.m.

Respectfully submitted,

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
FEBRUARY 13, 2001**

Present

Jim Clark
William Zimdars
Carole Holmes
William Peterson
Richard Bishop
Walter Jakusz
Dave Medin
Sandra Benz
Robert Woehr

Excused

Ann Buck
Bruce Froehlke

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jennifer Jossie, Business Manager; Jim Canales, Long Term Care Coordinator; Patricia Tomlinson, Assistant Business Manager; Clarence Hintz, County Board Chairman; Bo DeDeker, Finance Director; and Dan Barth, Portage County Jail.

I. INFORMATIONAL UPDATES

Informational updates were provided to the Board by the Shared Services and Adult Services.

Mr. Clark called the meeting to order at 4:59 p.m.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of January 23, 2001

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

B. Correspondence

Ms. Bablitch informed the Board Ms. Buck will be out for at least three meetings due to surgery. Well wishes for her speedy recovery were expressed.

Mr. Clark was asked by Board members if it would be possible to have the informational updates only once a month and that they be conducted as a whole group rather than two small groups. After much discussion it was

agreed the informational update will be done as one large group once a month starting in March.

Mr. Hintz stated he met with the new governor last week. They were informed there is no new funds for county government. There is a \$1.1 billion shortfall for 2001.

C. Director's Report

Ms. Bablitch reviewed the Kettl Commission summary report with Board members. Commission member, Ken Shibilski, will be attending the April 24 Board meeting to discuss this report.

Ms. Bablitch stated on June 8 a delegation of high ranking Chinese officials will be visiting our county and looking at social reform in a free market society as it relates to welfare reform. This is quite an honor for our county. Ms. Bablitch is looking for any Board members interested in being on a planning group to decide what to show this delegation and how to show it. Ms. Holmes, Mr. Bishop, Ms. Benz, and Mr. Zimdars were all interested in helping out. Mr. Jakusz may also be available. Ms. Bablitch will contact them with further information and a meeting date.

Ms. Bablitch informed the Board that Ms. Hladky has been asked to co-chair Turning Point's physical activities committee.

Ms. Bablitch stated her evaluation will be done on March 13. Mr. Clark requested that any duties Ms. Bablitch performed outside her scope as the Director of the department also be included.

D. Reports from Board Appointed Committees/Activities

Mr. Jakusz reported the day care served 211 children in January and 82 children to date in February.

E. Period for the Board to Receive Public Comment

Mr. Medin stated we are very honored to have some one with Mr. Barth's capabilities working in our county. Mr. Hintz stated the County Board is proud to have him here as well.

III. PROGRAM ISSUES

A. Update: PRISM Program/Department Services in the Jail

Mr. Barth stated the program was started about 15 years ago. In the 1990's his position was part-time and was contracted. About one year ago his position became a full-time county employee. Mr. Barth reported like all counties, we are struggling with the increased jail population. Mr. Barth stated his approach is to try to attack the recidivism rate. The jail only keeps people "off the streets" for an average of 23-25 days. Mr. Barth's goal is to get individuals to accept responsibility for why they are in jail and to change so they don't repeat the experience again. Mr. Barth stated about 85-90% of the individuals in the jail are there due to some type of abuse, whether it be alcohol or drugs or some other type of substance. Most individuals show anger at law enforcement, the judge, etc. rather than take responsibility for their own actions. Programs are offered at the jail for inmates. Mr. Barth feels the Breaking Barriers program is very effective. Other services are also available to inmates after they are released such as Ministry Behavioral Health, counseling, psychological/psychiatric services, etc. The goal is to motivate the individual to change while in the jail and the to attend services in the community when they are released. Post release support is done by Melissa Madlena of this department. The hardest problem is finding suitable housing for inmates when they are released. Due to priorities set for low income and single parents in the housing needs, inmates have no choice but to wait on very long waiting lists for affordable housing to become available. Mr. Barth stated with some substance abuse issues it is common to see relapses in individuals. Changes with some of these behaviors takes a long time and change is not seen rapidly. The only figure Mr. Barth stated he has is a 48% recidivism rate in the jail. This was given to him by Evan Hanson who stated it includes booked, bonded, and those coming back to serve their sentence. This compares with a 70% nationwide rate. Mr. Clark stated Mr. Barth received the Brother James Miller Award. Mr. Clark presented Mr. Barth with laminated copies of the articles written concerning this award. Mr. Clark invited Mr. Barth back to talk regarding this issue at any time.

IV. FISCAL ISSUES

A. Review: Wisconsin Taxpayer's Alliance Report Comparing County Expenditures

Mr. DeDeker reported this report compares counties against each other. Our county falls under the 50,000 to 500,000 range. In general government our county spend \$45.56 in 1999 which is under the median. For highway maintenance and construction, we spent \$116.62 which is well over the median and the highest for the state. Mr. Hintz commented the new bridge is included in this figure. Grants are not included in these figures. For judicial we spent \$16.32 which is under the median and public safety and concerns shows \$107.00 which is within the median. Health and human services shows \$260.41 was spent which is below the median. A wide range of expenses is shown here due to efficiency of other counties to get grants. Discussion occurred regarding hiring a grant writer that would work with both the schools and the county. It is felt this position would pay for itself in a relatively short period of time. A good example is a \$3.5 million grant received by North Central Technical Institute from Kraft regarding the education of food and nutrition. With this grant a state of the art facility was built on the campus. The county shows expenditures of \$36.90 for extracurricular services which is higher than the median. Mr. Clark questioned if the health and human services area reflects grants received. Mr. DeDeker stated it does. Mr. DeDeker distributed copies of PowerPoint presentation showing equalized valuation. A strong 2001 valuation was anticipated but this was reduced due to a drop in the farming property valuation. The tax levy history ranked the county as 51st in spending of tax levy monies back in 1988. The county has begun to climb in recent years. Mr. DeDeker projects the county to be about 38th or 39th in tax levy spending for 2000 and 2001. Due to calculations in the tax cap, the county is only able to raise the tax levy by 35¢. Discussion occurred regarding the effects of raising the tax levy for county citizens and the effect of the new government on states and counties. Mr. DeDeker informed Board members to contact him with any further questions or if clarification is needed.

B. Action to Approve Vouchers

Ms. Jossie reported the vouchers are for three weeks and include the payroll for January. The Regular accounts totaled \$194,861.24, the High Cost accounts totaled \$119,440.87, Long Term Care accounts totaled

HHSB Meeting Minutes
February 13, 2001
Page 5

\$689,720.40 and Portage House totaled \$2,907.19. A motion was made by Mr. Jakusz and seconded by Mr. Zimdars to approve the vouchers. Motion carried.

V. PERSONNEL ISSUES

A. Action to Authorize Position Refill

Ms. Bablitch stated the Lead Worker/Trainer position held by Pam Onstad has been vacated due to Ms. Onstad accepting a social worker position in Elderly Services Section. A motion was made by Ms. Holmes and seconded by Mr. Bishop to approve refilling of this position. Motion carried.

VI. ADJOURNMENT

The meeting adjourned at 6:05 p.m.

Respectfully submitted,

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
FEBRUARY 27, 2001**

Present

Jim Clark
William Zimdars
Carole Holmes
Bruce Froehlke
Richard Bishop
Walter Jakusz
Dave Medin
Sandra Benz
Robert Woehr

Excused

Ann Buck
William Peterson

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jennifer Jossie, Business Manager; Jim Canales, Family Care Coordinator; Patricia Tomlinson, Assistant Business Manager; Jessica Schmidt, CMO Project Manager; Julie Hladky, Health Officer; Sarah Janz, RN Service Coordinator; Jenny St. Aubin, UWSP Student; and Tara Braasch, UWSP Student.

I. **INFORMATIONAL UPDATES**

Informational updates were provided to the Board by the Tobacco Control Project.

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

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

A. Approval of the Minutes of February 13, 2001

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

B. Correspondence

Ms. Bablitch referred the Board to pages 7-9 in the packet. This letter indicates that Portage County has earned the Right of First Selection for the 2002-2003 W-2 contract. Ms. Bablitch commented the health benefits received by W-2 participants needed to be 30% and the county had 33% which is something the county cannot control. The wage rate needed to be at least \$6 per hour. Portage County achieved 123% for this area.

Ms. Bablitch distributed the 2001 Service Directory.

Ms. Bablitch distributed a report from the State Joint Committee on Finance general fund expenditure and revenue projections from the state budget. The report is a two year report.

Ms. Bablitch informed the Board Joe Llean, DHFS Secretary, joined Tommy Thompson in Washington, DC. He was replaced by Phyllis Dube. Ms. Bablitch distributed an article from Capitol Times regarding Phyllis Dube.

C. Director's Report

Ms. Bablitch reviewed the reorganization of the department. With the retirement of Bill McCulley, his duties were rearranged and distributed between David Pagel, Lauri Rockman, Ray Przybelski, Jerry Koeppel, and Jim Riggerbach. This necessitated in a review of their job descriptions as well. An audit was conducted by the Personnel Director for the proper grade level in November. The Personnel Director recommended a level 20 for Lauri Rockman and Ray Przybelski as well as a one grade increase for Jerry Koeppel, Jim Riggerbach, and David Pagel. The Personnel Committee reviewed this upgrades as well. They immediately passed the one grade increase as recommended for Jerry, Jim, and David. Ms. Bablitch reported Ray Przybelski had the most changes which would necessitate a four grade step up which members felt was never possible. Lauri Rockman's position necessitated a two grade step up. Overall a vote of 3-2 to increase these two jobs to grade 19 with a review in one year. Mr. Jakusz suggested this "review in one year" be stated in the Personnel Committee minutes so they are reminded of their statement.

Ms. Bablitch distributed a copy of the reorganization and reclassification request showing the savings to be gained. Ms. Bablitch stated about \$40,000 in savings will be realized with the reorganization. A motion was made by the Personnel Committee that they recommend to the Finance Committee that this \$40,000 savings be turned over to the County General in 2002. Mr. Froehke questioned if this is county policy. It was stated there is no policy.

Ms. Holmes commented this would be a disincentive for departments to have savings. Mr. Woehr reported the City initiated a policy of giving 50% of the savings back to the department for the next year. Ms. Jossie pointed

out that the \$40,000 saved did not necessarily come from the county tax levy. Some of the funds are Community Aids as well as other programmatic funds. Mr. Clark stated some official action from this Board could help with this decision.

D. Reports from Board Appointed Committees/Activities

Mr. Jakusz reported the day care served 182 children thus far in February.

E. Period for the Board to Receive Public Comment

There were no comments.

III. PROGRAM ISSUES

A. Community Care of Portage County Monthly Report

Mr. Canales distributed the monthly report. State funds for long term care will not be available. Originally \$33 million was requested but only \$10 million was approved. This may prevent Kenosha County for starting up as a pilot for Family Care. There are also no new funds available for those individuals in COP and Waiver slots under the "old" long term care funding. Currently Marathon County has 1,000 individuals on a waiting list for services.

Mr. Canales stated there are currently 356 individuals enrolled in Family Care. There are more women than men which will continue to increase. The number of individuals 80+ years will also continue to increase. Currently there are 12 individuals receiving 24 hour live-in support and 11 individuals in institutional placements. At times an institutional placement is cheaper than 24 hour live-in support. A decision to move an individual or have them remain in their placement is made by a team consisting of at least the client, service coordinator, and RN service coordinator. Mr. Canales stated they are averaging about 15 enrollments a month. Typically there are more enrollments in the winter months. Ms. Janz commented physicians are informing their clients of Family Care and encouraging they enroll. Mr. Canales stated the original comprehensive rate was \$2,624 per member.

The rate for 2001 is about \$2,400. A cost of living increase is built in to the rates. The intermediate rate is \$400 per month. The department is required

by contract to keep 15% of its operating expenses in cash reserves. Mr. Jakusz questioned what is being done for clients, if any, residing at River Pines. Mr. Canales stated they are not admitting any individuals currently. There are four clients residing there currently. They are keeping in close contact with them to help them with any concerns they may have.

IV. FISCAL ISSUES

A. Update: State Budget

Ms. Bablitch stated this item needs to be postponed as there is little information available currently.

B. Action to Approve Vouchers

Ms. Jossie reported the vouchers are for two and include the payroll for January. The Regular accounts totaled \$110,183.49, the High Cost accounts totaled \$18,908.05, Long Term Care accounts totaled \$266,066.59 and Portage House totaled \$1,423.85. A motion was made by Ms. Holmes and seconded by Mr. Bishop to approve the vouchers. Motion carried.

V. PERSONNEL ISSUES

A. Action to Authorize Position Refill

There were no positions to be refilled.

VI. ADJOURNMENT

Ms. Bablitch stated the department was approached by River Pines to contract for psychiatrist time of four hours. Dr. Maureen Leahy is considering this. This will not reduce her hours at our department but would be an increase of four hours.

The meeting adjourned at 5:55 p.m.

Respectfully submitted,

Dawn Grasamkee, Recording Secretary

0599P

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

AGENDA ITEM #I-A
March 27, 2001
Page 1

Present

Jim Clark
William Zimdars
William Peterson
Carole Holmes
Bruce Froehlke
Richard Bishop
Walter Jakusz
Dave Medin
Sandra Benz
Robert Woehr

Excused

Ann Buck

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jim Canales, Family Care Coordinator; Patricia Tomlinson, Assistant Business Manager; Julie Hladky, Health Officer; and Lucy Runnells, CMO Business Manager.

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

I. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of February 27, 2001

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

B. Correspondence

Ms. Bablitch referred the Board to pages 5-19 which summarizes the biennial budget for the Department of Health and Family Services.

Ms. Bablitch distributed an Application for Membership for the Tobacco Free Coalition. Those interested in serving or being a supporter should complete the application and return it.

C. Director's Report

Ms. Bablitch informed the Board she will be on vacation from March 19 - March 30. The next Board meeting scheduled for March 27 will consist of information about the dental sealant program and the new dental clinic. Ms. Hladky stated this dental sealant program, called Healthy Smiles, applies sealants to children in school. A student will be present and will have sealants placed during the meeting.

D. Reports from Board Appointed Committees/Activities

Mr. Clark stated the Space and Properties Committee will hold their meeting here next Thursday. A tour will be conducted to see all the changes made.

Ms. Bablitch stated maintenance has done a terrific job in rearranging the offices and are almost completely finished. Ms. Bablitch reported there is no more room available in the building for expansion.

Mr. Jakusz reported the day care served 191 children in February and 56 children to date in March.

Mr. Froehlke reported the Advisory Committee will be meeting next Monday. Ms. Bablitch stated the Advisory Committee Report will be on the next meeting agenda.

E. Period for the Board to Receive Public Comment

There were no comments.

II. PROGRAM ISSUES

A. Update: Healthy People Portage County

Ms. Hladky distributed the Community Health Plan 2000-2004. Ms. Hladky explained the project is a community health assessment and planning process. The committee was formed in 1999 and consisted of about 40 professionals in the community. They looked at illness and death in the county. Five key initiatives were developed from that group. Five teams were developed consisting of a chairperson from the community with a facilitator from the agency that would be the primary leader for those services. Ms. Hladky highlighted the five initiatives which were included in the packet. The Healthy Pregnancy group is working on adopting healthy habits prior to becoming pregnant and decreasing teen pregnancy. Mini grants for decreasing teen pregnancy will be available for schools. The grants are anticipated to be about \$500. The Chronic Disease Prevention group is looking an increasing exercise for adults and children. The Environmental Health team is looking at unsafe drinking water in the numerous private wells throughout Portage County as well as educating food safety for retailers, meal providers, and consumers. Another area they are working on includes banning open burning of yard waste and garbage as well as informing and educating the public on the effects and causes of air pollution. The Alcohol and Drug Use Prevention team is working on responsible alcohol distribution and access at employer-sponsored and

public events. The Prevention of Suicide and Depression group has had a slow start. They will be looking at reducing depression and suicide attempts and deaths by youth and adults. This group will be combining with the Mental Health Advocacy Committee.

B. Update: Family Care Contracting

Mr. Canales distributed a listing of service providers as well as an outline of the presentation. Mr. Canales reported service coordination is provided to members through the social workers and registered nurses. Care plans are developed and the social workers and registered nurses are responsible for arranging for, monitoring, and evaluating services. Prior to Family Care there were 22 service areas with 120 providers available. Now there are 34 service areas with about 240 providers. Another change is that all processing of claims now comes to the agency rather than to Medical Assistance. Randy Bestul is the Network Development Manager and is responsible for contract development, oversight, evaluation, troubleshooting, equipment and supply purchasing, and recruiting new providers. All our providers are kept informed via the quarterly newsletter. In the past we supplied them with the Question and Answer Documents which were done monthly prior to Family Care starting up. Meetings are held quarterly with service providers as well as being available to them to meet personally if necessary. The primary issues and problems seen thus far are the large number of claims each week. There are about 370 members which creates a large amount of claims. State delays in decision making has been a problem. Another major problem is certain service areas only have one provider available. We are required to give a choice. Being a rural community makes this harder. A good example is vocational services. Community Industries is the only provider in Portage County. We have also contracted with Waushara Industries in Wautoma as well as the Opportunity Development Center in Wisconsin Rapids in order to give residents living in those areas of Portage County access to another provider closer to home.

Ms. Runnells stated the State informs us what needs to be in our contracts. We are required to assure an appropriate range of services to members, be creative with the needs of the person, assure access to prevention and wellness, provide expertise in the targeted populations, contract with culturally competent providers, have services which are physically accessible and available in a timely manner, as well as allow for feedback and evaluation from members. Expected provider outcomes is new in the contracts. These are consistent with the needs identified in the service plan as well as offering an opportunity to evaluate and provide feedback regarding services received. Mr. Clark questioned with numerous providers providing the same service if we would run the risk of losing a provider if not

enough business is received. Mr. Canales stated that is possible. Mr. Bishop questioned if the facility currently under construction on the north side of town is contracting with Family Care. Mr. Canales stated they have not heard anything yet. Mr. Jakusz questioned if the disposable medical supplies includes needs. Mr. Canales stated it does but not the medications. Ms. Benz commented the hospital is very impressed with the communication it receives from the Department.

III. FISCAL ISSUES

A. Discussion and Possible Action on Reprioritization of Budget

Ms. Bablitch stated \$40,000 was saved due to the reorganization and decrease of one position. The Personnel Committee will ask the Finance Committee to decrease our 2002 allocation by this amount. Ms. Bablitch and Mr. Clark talked with Bo DeDecker, Business Administrator, about this. He believes this would not be a good incentive to save money. Mr. Jakusz stated he believes the \$40,000 could come from a variety of sources not just county tax levy. Ms. Bablitch stated that is true. Mr. Froehlke stated it has been established that this would be a bad precedence to set. Mr. Medin stated these funds could be used as seen fit such as adding an additional staff member. Mr. Clark commented money is saved with good management and should stay within the department. If additional staff would be needed, those funds could be utilized. Mr. Froehlke moved that any savings should be kept within the agency budget for redistribution as the Director and Board see fit. Mr. Peterson seconded the motion. Motion carried.

B. Action to Approve Vouchers

Ms. Tomlinson reported the vouchers are for two weeks. The Regular accounts totaled \$248,605.23, the High Cost accounts totaled \$115,894.06, Long Term Care accounts totaled \$550,738.41 and Portage House totaled \$1,452.07. A motion was made by Mr. Jakusz and seconded by Ms. Benz to approve the vouchers. Motion carried.

IV. PERSONNEL ISSUES

A. Action to Authorize Position Refill

Ms. Bablitch stated an Account Clerk II position was vacated by June Jeffson when she took another position. Another position was a full time psychiatrist held by Dr. Rupp. When she left, 16 hours were taken by Dr. Leahy. We would like to increase that by 8 more hours. A motion was

made by Mr. Bishop and seconded by Mr. Woehr to approve the requests. Motion carried.

Ms. Bablitch informed the Board Dr. Cannon had also taken 16 hours of Dr. Rupp's position. He contracted with us through November. Unfortunately due to family issues, he would like to leave us in early April. He is working on finding a replacement. He knows one individual graduating in June that may be interested in the position.

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

A motion was made by Mr. Jakusz and seconded by Mr. Clark to go into executive session. A roll call vote was taken with all approving.

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

On a motion by Mr. Zimdars and a second by Mr. Bishop the Board returned to open session.

The Board agreed that Ms. Bablitch's performance was acceptable and thanked her for her service. Mr. Clark will complete the evaluation form.

V. ADJOURNMENT

The meeting adjourned at 6:15 p.m

Respectfully submitted,

Dawn Grasamkee, Recording Secretary
0599P

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

AGENDA ITEM #I-A
April 10, 2001
Page 1

Present

Jim Clark
William Peterson
Carole Holmes
Bruce Froehlke
Richard Bishop
Walter Jakusz
Dave Medin
Sandra Benz
Robert Woehr

Excused

Ann Buck
William Zimdars

Also Present: Dawn Grasamkee, Recording Secretary; Patricia Tomlinson, Assistant Business Manager; Faye Tetzloff, Community Health Supervisor; Julie Hladky, Health Officer; Jennifer Jossie, Business Manager; Anne Hvizdak, Healthy Smiles Coordinator.

Mr. Clark called the meeting to order at 4:27 p.m.

I. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of March 13, 2001

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

B. Advisory Committee Report

Mr. Froehlke reported the Advisory Committee met last week. The Evaluation Committee is looking at the WIC Program. The final report should be ready for the next Advisory Committee meeting. Thus far, the Committee has found the work impressive in serving the program participants. The evaluation is well rounded and favorable. The Task Force on AODA issues is in the early stages of its report. It is anticipated it will be at least a year before a report is ready. They are finding that virtually any drug is available in town. There are a large set of problems to address. Tina Peters, who co-chairs Healthy People Portage County, reported their focus is on alcohol at social functions. The Task Force is looking at this problem as well as others. At the next Advisory Committee meeting they will be identifying new projects for the Advisory Committee to work on. Also, due to the large number of interested citizens to belong to the Advisory Committee, a change in the bylaws will be necessary. The Advisory Committee will be amending its bylaws in May as well as increasing its membership by six new members. Mr. Medin reminded Mr. Froehlke that

changes to the bylaws need to be approved by the Health and Human Services Board as well. Mr. Froehlke reported Becci Wiegand has resigned due to moving out of the area. Rev. Ed Hunt was unanimously approved to replace Ms. Wiegand as Vice Chair. The Board commented on the Advisory Committee's strength and the wide range of expertise.

C. Reports from Board Appointed Committees/Activities

Mr. Clark stated he attended the Community Response Team meeting. Pat Walters presented on helping those youth who fall through the cracks. The programs have been publicized. Due to the publicity, there are not enough staff to handle the large amount of service requests. An invitation will be extended to the County Board to see what this program is doing.

Mr. Jakusz reported the day care served 146 children so far in March.

Mr. Jakusz reported he attended the Permanency Planning Committee meeting on March 20.

D. Period for the Board to Receive Public Comment

Ms. Hladky distributed the finalized agenda for the Public Health Legislative Issues Breakfast which will be held on Friday, April 6.

Ms. Hladky also distributed copies of the AODA training being sponsored by Healthy People Portage County on Monday, April 30.

Mr. Clark informed the Board he will talk with Ms. Bablitch when she returns concerning the reason behind why staff needs to put their names on evaluations.

Mr. Woehr questioned if the \$40,000 savings issue has been discussed at Finance and Personnel yet. Mr. Clark stated this has been postponed until Ms. Bablitch returns from vacation. Mr. Froehlke stated he has also informed the Advisory Committee of this issue and encouraged them to talk with County Board members as well.

II. PROGRAM ISSUES

A. Update: Dental Sealant Program and New Dental Clinic

Ms. Tetzloff distributed an information sheet on Healthy Smiles Portage County. This information was contained in the grant application. Ms.

Tetzloff also distributed statistical information for Portage County. The goal of 80% of children will have dental sealants by the year 2010. Currently 74% have sealants to date. Unfortunately about 46% of the children screened have some decay present.

Ms. Hvizdak stated sealants are being placed on children in the second grade. Ms. Tetzloff stated the first dental clinic was held in Almond and was shown on Channel 9. Ms. Tetzloff played this portion of the broadcast. Ms. Tetzloff also reported the dental equipment was purchased by Delta Dental via a grant. Currently there are 20 sealant programs in the state.

Ms. Hvizdak stated she gives a presentation for the entire class. Each student is given a toothbrush as well as permission slips for the sealants to be applied. The process takes about 20 minutes per student. Ms. Hvizdak demonstrated the process on her child who volunteered to have the sealants placed. Mr. Jakusz questioned who is eligible for the program. Ms. Tetzloff stated every child in grade two. About 40% of the permission slips are returned. Of those not returned, a phone call is made to see if the parents had any questions or didn't understand the form. Most times it has been found that sealants were already in place. There is no charge for these sealants at this time. Ms. Hladky stated the schools have been wonderful in allowing us to disrupt the school day in order to place sealants on the children while in school. The sealant program is funded by grants from the hospital, Family Preservation, Ministry Fund from St. Joseph's Hospital, as well as state funds. Currently they are working to get reimbursement from Medical Assistance. The reimbursement rate is about \$20 per tooth. Ms. Holmes questioned the follow-up procedure. Ms. Hvizdak stated all of the children are given a follow-up or sealant result form. For those that did not return the permission form, a follow-up call is made with the parents. If work needs to be done to a child's teeth, a referral is made to Dr. Whiting if the child has no dentist. Wautoma Dental Services also is accepting referrals. If a family is in dire need of assistance, Operation Bootstrap will issue a voucher for dental services. A nationwide pamphlet was distributed. Ms. Tetzloff stated St. Michael's is in the process of building a dental clinic. This will be a good resource for the community.

III. FISCAL ISSUES

A. Action to Approve Vouchers

Ms. Jossie reported the vouchers are for two weeks. The Regular accounts totaled \$57,370.64, the High Cost accounts totaled \$25,743.99, Long Term Care accounts totaled \$489,124.61 and Portage House totaled \$570.01. There were no unusual expenses. A motion was made by Mr. Jakusz and

Page 4

HHSB Meeting Minutes
March 27, 2001
Page 4

seconded by Mr. Froehlke to approve the vouchers. Motion carried.

IV. ADJOURNMENT

The meeting adjourned at 5:15 p.m

Respectfully submitted,

Dawn Grasamkee, Recording Secretary
0599P

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

Present

Jim Clark
Ann Buck
William Peterson
William Zimdars
Carole Holmes
Richard Bishop
Walter Jakusz
Dave Medin
Sandra Benz
Robert Woehr

Excused

Bruce Froehlke

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Patricia Tomlinson, Assistant Business Manager; Julie Hladky, Health Officer; Jennifer Jossie, Business Manager; Jim Canales, CCPC Director; David Pagel, Family and Employment Supervisor; Lauri Rockman, Children and Family Coordinator; and Barb Hunt, Community Connections Coordinator.

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

I. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of March 27, 2001

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

Mr. Woehr questioned if the carryover of the \$40,000 was addressed at the Finance Committee Meeting held last evening. Ms. Bablitch stated this was not. She has talked with Mr. Dedekker who said this may be taken up at a later time.

B. Correspondence

There was no correspondence.

C. Director's Report

Ms. Bablitch stated a luncheon will be held on June 8 from 12:00 to 2:00 p.m. when the Chinese delegation comes to review our "welfare system." If any Board members can attend, that would be wonderful.

Ms. Bablitch informed Ms. Benz and Ms. Holmes that the next planning meeting for the Chinese delegation visit will be held on April 25 at 1:30 p.m. Check with the reception desk for the room.

Ms. Bablitch stated the question of signing evaluation forms for an employee's supervisor was brought up. She stated it has been done both ways. Currently the preference is to sign so if a problem arose it can be addressed by the supervisor doing the evaluation. If the Board wishes the Director evaluation to be anonymous that is certainly how it will be done. Ms. Bablitch thanked the Board for the good evaluation.

Ms. Buck thanked the Board for all the good wishes and appreciated the bouquet of flowers. Ms. Buck stated she spent 10 days in the Portage County Health Care Center for therapy. She stated the food was excellent and the home is very well run. Ms. Buck stated we should be proud of the care individuals receive at the Health Care Center.

Ms. Bablitch gave the Board an update on the management pay plan. During the last negotiations it was decided to give Family Care staff more money. Ms. Bablitch stated she had not been in favor of this. Ms. Bablitch further stated she talked with Therese Frieberg on the status of the non-union pay plan review. The Personnel Committee is in favor of this review and a firm has been selected to review the pay plan. It is currently "on hold" until other matters are resolved.

D. Reports from Board Appointed Committees/Activities

Mr. Peterson reported he attended the Food Safety Committee. A long discussion was held regarding publishing inspection reports. The issue is very complicated and will be discussed with the Health and Human Services Board. There is a new 154 page code. The new code will be presented to the Board at a future date. The new code is very complex and sanitarians are still sorting through the changes.

Ms. Holmes stated she will be attending the Hunger Prevention Partnership meeting on Thursday, April 12, and will have a report at the next meeting.

Mr. Jakusz reported there were 175 children served in the day care in March and 94 children to date this month.

E. Period for the Board to Receive Public Comment

Mr. Peterson stated he received two calls concerning who paid for the ad for the Health Care Center in the paper. This comes out of the Health Care Center's budget.

II. PROGRAM ISSUES

A. Update: Current Welfare Reform Issues

Ms. Rockman distributed a recent editorial about welfare reform.

Ms. Rockman stated in Portage County most participants remained on public assistance (Food Stamps, Child Care, and/or Medical Assistance). They just left cash assistance.

A study was completed about one year ago which showed 75% of Portage County participants are working full time with about ½ of those below the federal poverty level. The average income for a family of three on AFDC was about \$6,200. For the same family with W2 cash assistance they earned about \$7,500. The average earned income for that same family is about \$14,000 now. This is still slightly below the federal poverty level but more than when the family was receiving AFDC.

The state is looking to move toward training individuals. Portage County has done that all along. There are funds available for the Job Center programs; the Moving Up! Program, which teaches soft skills to individuals to help them move up in their employment; as well as a new program which will work on assessment of skills and training being done through joint collaboration between the Business Council, UWSP, and Midstate Technical College. The Skills Enhancement Program through CAP Services is still being funded by this agency as well.

Mr. Bishop reported an article concerning DMD Auto Repair talks of an individual who is teaching high school students how to repair vehicles. He is doing this on his own.

B. Action to Authorize Reorganization in Family and Employment Support Section and Forward to Personnel Committee

Mr. Pagel stated two vacancies caused the current proposed restructuring. A current Economic Support Case Worker position held by Karen Vacha will become vacant with her posting into the Fraud Investigator position. A request to refill this vacant position is being made.

request to refill this vacant position is being made.

HHSB Meeting Minutes
April 10, 2001
Page 4

Secondly, the Lead Worker position held by Pam Onstad was vacated due to her accepting a position with the Family Care project. Over the years this position has changed tremendously as well as a great deal of responsibility was added. The proposal is to take this position and split lead responsibilities among three current staff and to upgrade those three staff positions from case workers to lead workers. They will continue to carry a caseload but with a $\frac{1}{3}$ reduction.

A request is also being made to add two additional case worker positions, one for Economic Support and one for Elderly Services. One authorized position would replace the current vacation Onstad position. This would cover the $\frac{1}{3}$ reduction in three existing case workers as well as add one new position. Ms. Bablitch feels this is a better way to do this so that one person is not responsible for all training, policy procedures, etc. as it has been in the past.

Ms. Benz questioned the pay differential between the case worker and lead worker. Mr. Pagel stated it is about 50¢ an hour. Mr. Jakusz asked if the funds will be available. Mr. Pagel stated it is anticipated funds will be available this year and next year as well. Mr. Medin asked how many individuals currently work in each area. There are five Economic Support workers, three Elderly workers, and three Workforce Development workers. The proposed changes will have an upgrade for one person in Workforce Development with staffing remaining at three, an additional Elderly worker and upgrade increasing the staff to four, and an upgrade in Economic Support with staff remaining at five.

Mr. Woehr questioned if it is the intent to follow the Personnel Policy route for this request. Ms. Bablitch stated it will be taken to the Personnel Committee next week if approved by the Board. She was told by Therese Frieberg the decision will be made then. She was also informed a precedent has been set for this way of reorganizing which was done by the Library.

Mr. Woehr moved to approve the recommendation of three reclassifications and the creation of one position as well as refilling the vacant Economic Support worker. Mr. Bishop seconded the motion. Motion carried.

Mr. Woehr would like his concern that this type of request may be in violation of the Personnel Policy to be included in the minutes.

III. FISCAL ISSUES

A. Action to Authorize Submission of Grants

Ms. Rockman introduced Barb Hunt, Community Connections Coordinator. Ms. Hunt stated a grant for the Focusing on Success program was submitted. The Focusing on Success program is conducted by Peggy Lay. A homework center will be opening in the Premier Building. The space was donated. Grants were written to help pay for the resources needed in the center. A donated van will be used to transport the students. Volunteers are being utilized to help tutor the students.

The Hunger Prevention Partnership program has also submitted a grant. The Fighting Hunger in Wisconsin grant was found on-line. This grant will help reduce the usage of emergency/crisis food resources and develop resources to enable at risk households to access food resources to avert a crisis. Programs which will be piloted include community education and awareness through a curriculum developed at Jackson School. It is hoped this program will be expanded to other schools. The Community Garden Seed to Seed program will also receive funds if the grant is approved. The Bean Soup program will be a fund raiser. The Restaurant Gleaning Project is a program that will take unused foods from restaurants, package them, and use them in the mobile pantry.

Mr. Woehr questioned the use of computer games in the Focusing on Success Program. Ms. Hunt stated these will be used to reward performance which most of these students have never experienced. A motion was made by Mr. Jakusz and seconded by Mr. Bishop to approve the grants. Motion carried.

B. Action to Approve Vouchers

Ms. Jossie reported the vouchers are for two weeks. The Regular accounts totaled \$148,908.53, the High Cost accounts totaled \$111,744.15, Long Term Care accounts totaled \$413,788.69 and Portage House totaled \$594.58. The monthly payroll is included. A motion was made by Mr. Peterson and second by Mr. Zimdars. Motion carried.

IV. PERSONNEL ISSUES

A. Action to Authorize Leave of Absence

Mr. Canales stated Linda Weitz is requesting a second leave of absence to complete her master's degree. No cost to the county is associated with this

leave of absence. A motion was made by Mr. Clark and seconded by Ms. Holmes. Motion carried.

B. Action to Authorize Limited Term Employee for Leave of Absence

Mr. Canales stated an LTE will be needed to fill Ms. Weitz's position while she is on leave. Mr. Canales stated he has a feeler on some one currently. A motion was made by Ms. Holmes and seconded by Mr. Bishop to approve the request. Motion carried.

C. Action to Authorize Position Refill

The only position refill was the vacated position by Karen Vacha which was addressed in the reorganization in Family and Employment which was approved earlier in the agenda.

V. ADJOURNMENT

The meeting adjourned at 5:37 p.m

Respectfully submitted,

Dawn Grasamkee, Recording Secretary
0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
APRIL 24, 2000**

Present

Jim Clark
Ann Buck
William Peterson
William Zimdars
Carole Holmes
Richard Bishop
Walter Jakusz
Dave Medin
Sandra Benz
Robert Woehr

Excused

Bruce Froehlke

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Patricia Tomlinson, Assistant Business Manager; Julie Hladky, Health Officer; Jennifer Jossie, Business Manager; Jim Canales, CCPC Director; Lauri Rockman, Children and Family Coordinator; Jessica Schmidt, CMO Project Manager; Ray Przybelski, Adult Services Coordinator; and Lucy Runnells, CMO Business Manager.

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

I. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of April 10, 2001

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 stated the AODA contract should have bids for services completed every three years. It has been at least five years since bids were received. Carole Holmes, Richard Bishop, Robert Woehr, and Sandra Benz volunteered to be on the bid committee. The committee will have about four meetings with the first meeting to be in June. A notice will be sent when the first meeting is held.

Ms. Bablitch informed Board members that Sandra Benz and Bruce Froehlke were re-appointed to the Board for another three year term.

Ms. Bablitch stated the Family and Employment reorganization was taken to the Personnel Committee. Mr. Gifford referred to comments made at the County Board meeting concerning where the funds will come from. The reorganization has been tabled until May 2 until specifics are given about ongoing finances.

Mr. Woehr stated at the last County Board meeting the Personnel Policy regarding reclassification procedures was tightened up.

Ms. Bablitch stated a state mandate was received for all counties to do a complete review of their child welfare system. This is in preparation for a federal review. This review will consist of statistics, program review, and input from community meetings. It also involves the court system and the District Attorney's Office in addition to our Department. The report is to be completed by the end of June but an extension will be requested as Judge Fleishauer cannot meet until May 25. The Judge, District Attorney, our Department and others form the Leadership Team for review implementation. The Board will be involved extensively as well.

Ms. Bablitch informed the Board the Family and Employment Section received a Certificate of Appreciation for having a 100% food stamp accuracy rate. This was issued for no errors in issuance in 2000. Portage County was one of 38 counties/tribes to receive the award.

D. Reports from Board Appointed Committees/Activities

Mr. Jakusz reported there were 183 children served in the day care in April.

Mr. Jakusz reported he and Ms. Buck attended the Permanency Planning Review last week. This was a long session as will be the next session. The reviews are very interesting.

Ms. Holmes stated she attended the Hunger Prevention Partnership meeting. An update was presented by all the committees. Ms. Rockman stated a newsletter will be forthcoming that will include the innovative strategies being discussed. Ms. Holmes stated it was very interesting to hear each committee's different ideas on topics and for this discussion to generate new ideas.

E. Period for the Board to Receive Public Comment

There were no public comments.

II. PROGRAM ISSUES

A. Update: Radon in Portage County

Ms. Bablitch stated this update will be presented at the next meeting due to a scheduling difficulty for Mr. Carder.

B. Report: First Quarter Program Statistics

Ms. Bablitch stated the report is in a new format with charts and graphs to help show trends.

Ms. Rockman reported two new services being reported on for the Division of Children and Family Services are Youth Mentoring and Post Release Inmate Services. The caseload for Economic Support has steadily increased. The fraud investigation services figures do not show up since this position has been vacant since November. Statistics for Financial Wellness are now being shown since the agency took this program over in January. AODA statistics are also being included to help show the statistics in this population area. Ms. Rockman highlighted the Division initiatives and the problems being faced by the Division.

Ms. Hladky stated the larger increases in community health services are normal trends for the various quarters. There is a proposal to make chicken pox vaccinations mandatory for school attendance. The percentage of unsafe coliform and nitrate bacteria has also been included to help show any large increases in unsafe samples. A grant for a Senior Farmers' Market Nutrition Program was received but only to provide the drafts. After talking with the other grant provider for the Farmers' Market Nutrition Program (Ministry Fund), it was agreed administrative funds could be used from that grant to administer the senior FMNP. The Tobacco Control Program has held three youth events. These are promoted by the radio stations and attended by DJ's of the station as well. Mr. Medin questioned if the meeting on limiting alcohol at events has been held. Ms. Hladky stated this is scheduled for next week.

Mr. Przybelski stated the referrals for psychological services is up. The agency is providing four days of psychiatry services. A large influx may be related to the fact Rice Clinic is losing one of their psychiatrists. The lack of psychiatrists is a community issue affecting both us and the hospital as well. Dr. Cannon will be resigning his position as of the end of June. The number of jail contacts is being kept by Dan Barth. Missed appointment statistics are also being tracked. It was suggested by Mr. Bishop to call on some of the missed appointments to find out why the appointment was missed and

possibly some sort of change can be made. Mr. Przybelski stated it is common for a percentage of appointments (as high as 25%) to be missed according to most county agencies and private practices.

Ms. Bablitch reported the Shared Services Division statistics are fairly usual. Volunteers continue to save the county a large amount of money. The child welfare review is a large project that will need to be completed.

Ms. Jossie reported there is nothing unusual in the Accounts Receivable Section statistics. The large amount of bad debt to write off in March is due to a guardian exhausting the client's funds on other medical bills leaving no funds available to pay the bill with the Department. Computerization of staff logs continues to be worked on. Mr. Jakusz questioned if we are looking at other collection agencies to improve our collections. Ms. Jossie stated yes since we are dissatisfied with the current collection agency.

Mr. Przybelski reported the mental health inpatient budget is having a better than average quarter. Traditionally, inpatient stays tend to be weather related, winter months tend to have higher inpatient stays.

Ms. Rockman reported the medical detox budget is under budget. Two individuals have been authorized at Sacred Heart but the bills have not been received yet.

Mr. Przybelski reported community based care accounts are doing okay. The higher costs in the IMD are related to non-covered medication costs at Trempealeau Health Care Center.

Ms. Rockman reported a large collection was received in General Assistance. Out of home placements are also a little under budget.

C. Report: Community Care of Portage County

Mr. Canales stated the CMO has been operating for one year as of the end of March, with 211 original members. As of 3/31/01, the CMO was up to 388 members. Most of the new members are elderly, with many being 80 years and older. The majority of members are living in their own homes. 46 members direct their own care. The county is required to offer this option to members. If the county was not involved with Family Care, there would be a waiting list of over 200 adult individuals for LTC services. Prior to Family Care implementation, there were 50 providers of LTC services. There are now 150 providers. A biennial meeting was held for providers last week and was attended by 35-40 providers. The local Long Term Council, which was appointed by the County Board, will meet for the first time on Thursday.

Ms. Buck questioned if the county has been assured the State will respond fiscally as promised. Mr. Canales stated according to the 2001/2003 budget they will but they may not fund non-MA eligible individuals. Finally, Mr. Jakusz asked if some of the providers offer more than one service. Mr. Canales stated they do and that CCPC encourages the development of new providers in Portage County.

III. FISCAL ISSUES

A. Year End 2000 Budget (Excluding Family Care)

Ms. Jossie reported all the high cost accounts had a surplus except for chemical dependency. None of the reserve was applied to high cost accounts. An additional \$106,857 will be added to the reserve bringing the balance to \$186,331. The regular accounts show a deficit in Administration/Business Services due to a repayment of half of the MA deficit reduction CSDRB personal care overpayment. An error occurred in the 1998 cost report which was discovered in 2000. The revenue came in during 1999 and was recorded in 1999. One-half of the overpayment was paid back in 2000 and the other \$50,000 being paid back in 2001. Public Health had additional CSDRB MA deficit reduction revenue in PNCC and lab expenses were decreased and revenues increased. As such they came in with a surplus of \$21,897. Long Term Care (SMI) had a surplus of \$82,407 primarily due to shifting of clients to Family Care and the addition of revenues not previously budgeted which were once part of the long term care budget. Restorative Care shows a deficit of \$75,758 due to a shortfall in psychological services revenues due to not having a permanent psychiatrist available. Family and Employment also had a deficit of \$154,972. This was due to W2 revenue shortfall (2000 bonus restrictions and 1998 profit loss), an increase in child care respite, administrative funds lower than anticipated due to decreased expenses, and the discontinuation of the FSET 50/50 optional program. Overall, the regular accounts have a deficit of \$156,727. A transfer of \$78,364 of Community Aids and \$78,363 of county tax levy from the high cost account will close the regular accounts to zero. Mr. Medin questioned the use of high cost reserves to balance regular accounts. Ms. Bablitch stated Community Aids and tax levy are flexible and can be shifted and historically the Finance Committee has stated to transfer funds from high cost in order to balance the budget.

B. Report: 2000 Audit

Ms. Jossie stated we are audited once a year, usually the auditors come in late fall and early spring. The auditor tests the accuracy of vouchers, accruals, reviews contracts, expense reports -- generally the entire agency

accounting. Accounts receivable is reviewed annually to determine what realistically will be collected. The auditor's have noted that our Accounts Receivable account is overstated in previous audits and the current audit. For the past few years, \$100,000 is put into the AVR allowance account to reduce the Accounts Receivable balance. The auditor suggested by 2002, this amount could be reduced to \$18,000. Overall, this was a fine audit.

C. First Quarter Budget Report

Ms. Jossie stated the decrease in state revenues is due to the placement of a county resident in a non-funded IMD slot. We are on a waiting list for a funded slot. Also, there is an increase in IMD ancillary expenses. It is too early to project the chemical dependency budget. The four county consortium will not be funded resulting in a projected surplus in the Mental Health inpatient account. Children's Group/Residential Care show the state held youth aids contract funding and expenses being removed from the budget. Overall the high cost accounts project applying \$27,623 of the reserve. The regular accounts reflect the \$50,000 CSDRB MA Deficit reduction repayment to EDS in Administration/Business Division. Public Health reflects a savings due to the addition of tobacco settlement funding. Adult Services shows a deficit due to a over estimation of revenues from cost share and COP revenues. Shared Services shows no change. Children and Family Services are projected to have a deficit of \$7,838 due to a shortfall of revenue for the Monitor program. Community Reinvestment funds originally budgeted for the program were not approved by the state. Overall a \$90,000 deficit is anticipated.

Ms. Runnells reported the Long Term Care program is showing no variance projected. There is not yet a good handle on revenues and expenses yet.

B. Action to Approve Vouchers

Ms. Jossie the \$105,357.99 in Administration/Business under the regular accounts reflects the CSDRB MA deficit reduction payback to the state in the amount of \$100,543.28. A motion was made by Mr. Bishop and second by Ms. Benz. Motion carried.

IV. PERSONNEL ISSUES

A. Action to Authorize Position Refill

Ms. Bablitch stated originally there were three social workers and one RN positions requested for the CMO in 2001. It is felt that an additional RN is needed and the request is to change one of the authorized social worker

positions to an RN. A motion was made by Mr. Jakusz and seconded by Mr. Bishop to approve this request. Motion carried.

V. ADJOURNMENT

The meeting adjourned at 5:55 p.m

Respectfully submitted,

Dawn Grasamkee, Recording Secretary

0599P

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

AGENDA ITEM #I-A
May 22, 2001
Page 1

Present

William Zimdars
Bruce Froehlke
William Peterson
Carole Holmes
Richard Bishop
Walter Jakusz
Dave Medin
Sandra Benz
Robert Woehr

Excused

Jim Clark

Absent

Ann Buck

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Patricia Tomlinson, Assistant Business Manager; Julie Hladky, Health Officer; Jennifer Jossie, Business Manager; Jim Canales, CCPC Director; Lauri Rockman, Children and Family Coordinator; Lucy Runnells, CMO Business Manager; Mike Carder, Environmental Health Supervisor; Todd Jelinski, Professional Services Group; and Andrew Phelps, SPASH Student.

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

I. INFORMATIONAL UPDATE

An informational update was provided by Ken Shibilski, Village of Plover President, on the Kettl Commission.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of April 24, 2001

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

B. Correspondence

Ms. Bablitch distributed a copy of the Achievement Center's annual report.

Ms. Bablitch stated an updated organizational chart was included in the packet.

C. Director's Report

Ms. Bablitch informed the Board the luncheon for the Chinese delegation will be held on June 8. Mr. Medin, Mr. Zimdars, Ms. Holmes, and Mr.

Peterson stated they could not attend.

Ms. Bablitch stated the County Board is undergoing a strategic planning process for the next 10 years. Ms. Bablitch is one of the members. This will be facilitated by the UW Extension. Mr. Woehr stated his concern that this meeting was a violation of the open meeting law since no notification was received concerning it. Ms. Holmes stated this meeting should have been announced at the County Board meeting.

D. Reports from Board Appointed Committees/Activities

Ms. Holmes stated she and Ms. Benz attended the planning meeting for the Chinese delegation. Several high ranking officials and University representatives will be looking at welfare reform in a free market society.

Mr. Jakusz reported 211 children were served in the day care in April. There have been 82 children served so far in May.

E. Period for the Board to Receive Public Comment

There were no public comments.

III. PROGRAM ISSUES

A. Update: Radon in Portage County

Mr. Carder reported he read the article on pages 15 and 16 in the packet. He felt this was a very informative article. Mr. Carder stated radon is a radioactive gas which is naturally occurring which seeps into homes. It is the largest cause of lung cancer. Radon can be dealt with by closing off cracks with caulk or sealants. A video concerning sub-slab depressurization is available from the Department. It is encouraged that all new homes being built have their sub-slab sealed. Building techniques brochures are also available. The eastern third of the county has the highest levels of Radon. Test kits are available from the Department as well. The short term charcoal test costs \$8. This test can be affected by moisture. If Radon is present, the charcoal will change color. A more reliable long term test, the Alpha Track, costs \$20. This takes a test over a three to six month period of time. It is not affected by moisture. Mr. Carder distributed a handout concerning Radon measurements in Wisconsin. If the test shows over 20 pCi/L that indicates large amounts of Radon are present and something needs to be done immediately. There are lots of printed material available concerning Radon.

B. Action to Authorize a Waiting List: Children Age 3-17 With Physical or Developmental Disabilities

Mr. Canales stated Long Term Care has relatively few waiting lists. Currently there are 120 children served in the Physical/Developmental Disabilities area between the ages of 0 to 21 years. Due to Family Care, there are no waiting lists for adults anymore. A cap on funds such as COP and CIP, Family Support Program, and Waiver funds means less children can be served by the county. There are only two full time social workers working with this population. There are essentially two programs in this area -- Birth to Three which serves children 0 to 3 years of age, and then those children ages 3 to 18 years. Services will continue for children in the Birth to Three program. Assessments for services to children ages 3 to 18 years will be completed. They will then be placed on the waiting list for service coordination. Ms. Bablitch stated a new position request for this area would help solve the problem. Unfortunately, county tax levy funds would be involved in paying for this position. Mr. Bishop asked if the problem is only not having the staff available to work with the family or if services is the problem. Mr. Canales stated it is not having staff available. It is anticipated between two to three children will be placed each month on the waiting list. Mr. Medin questioned if children are removed from the list once they reach 18. Mr. Canales stated in some cases they are since they are then eligible for Family Care. A motion was made by Mr. Froehlke and seconded by Ms. Holmes to approve the waiting list. Motion carried.

IV. FISCAL ISSUES

A. Year End 2000 Budget - Community Care of Portage County

Ms. Runnells reported the Long Term Care budget has to show both CMO and non-CMO breakdowns. The bottom line shows a surplus of \$113,716 for 2000. Of this, \$14,621 is non-CMO and \$99,095 is CMO savings. The CMO savings will go into a non-lapsing account. In addition, the CMO must also keep track of cash on hand. Ms. Runnells likened the way the cash to having a checking account, savings account, and credit card. The Cash Reserve is the savings account. The Cash Account is the checking account and the Individual Service Plan is the credit card. Page 21 shows an example of who funds are brought in and paid for over time.

B. Action to Approve Vouchers

Ms. Jossie stated the vouchers are for two weeks. They include the payrolls for foster care. The regular accounts total \$172,065.27. The high cost accounts total \$99,160.28. The Long Term Care accounts total

Page 4

HHSB Meeting Minutes
May 8, 2001
Page 4

\$369,814.72. Portage House totals \$317.53. Portage House is only for one week since the vouchers weren't received yet. A motion was made by Mr. Jakusz and second by Mr. Peterson to approve the vouchers. Motion carried.

V. PERSONNEL ISSUES

A. Action to Authorize Reclassification and Forward to Personnel Committee

Ms. Bablitch stated she still believes the entire county non-union pay plan needs review. Ms. Bablitch stated Ms. Rutta's position has gradually changed over time. A change to the requested class of 12 should be made. Ms. Bablitch stated the reclassification take effect in 2002. Mr. Medin moved to approve the request with a second by Ms. Holmes. Motion carried.

B. Action to Authorize Position Refill

There were no positions to be refilled.

VI. ADJOURNMENT

The meeting adjourned at 6:06 p.m

Respectfully submitted,

Dawn Grasamkee, Recording Secretary

0599P

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

AGENDA ITEM #I-A
June 12, 2001
Page 1

Present

Jim Clark
William Zimdars
Bruce Froehlke
William Peterson
Carole Holmes
Richard Bishop
Walter Jakusz
Dave Medin
Sandra Benz
Robert Woehr

Excused

Carole Holmes

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Julie Hladky, Health Officer; Jennifer Jossie, Business Manager; Jim Canales, CCPC Director; Ray Przybelski, Adult Services Coordinator; Jim Riggenbach, Shared Services Coordinator; and Jerry Koeppel, Youth and Family Services Supervisor.

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

I. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of May 8, 2001

A correction to the minutes was made to show Ms. Buck as excused. A motion was made by Mr. Jakusz and seconded by Mr. Zimdars to approve the minutes with the correction. Motion carried.

B. Correspondence

Ms. Bablitch reminded Board members to return their RSVP for the luncheon with the Chinese delegation.

C. Director's Report

Ms. Bablitch distributed the survey results of a community awareness study. This was done by a graduate student at UWSP. This survey will be used to help the Department better educate the public about the services offered. The Advisory Committee will be looking at this as a future project to work on.

Ms. Bablitch informed the Board Ms. Hladky is moving ahead with the community planning on the influenza pandemic. Mr. Clark stated he heard there will be delays with the flu shots again this year.

Ms. Bablitch stated both she and Ms. Jossie attended the Finance Committee meeting regarding the year end budget report. More attrition was realized than budgeted. They also informed the Finance Committee of the repayment of \$50,000 in 2000 and the payment of \$50,000 for 2001.

Mr. Woehr questioned what the correspondence is on the Space and Properties agenda. Ms. Bablitch believes this is a letter she sent thanking the Maintenance Department for their help on the rearranging of office space.

D. Advisory Committee Report

Mr. Froehlich reported the Advisory Committee met last night. They accepted the report from the Evaluation Subcommittee on the WIC Program. This will be on the Board's agenda for approval in the future. Generally the report was favorable. In an effort to look at the program closely, 41 interviews were conducted. It was found that people were more comfortable using the Farmer's Market vouchers on the Market Square than they were using the WIC vouchers in the supermarkets. The AODA Subcommittee anticipates at least one year's worth of work prior to making any report to the Advisory Committee. The meetings of this subcommittee are held the third Thursday of every month from 2:00 to 3:30 p.m. at the Ruth Gilfry Building if anyone is interested in attending. The Evaluation Subcommittee will be taking on a new topic which will be discussed at the next meeting. Amendments were made to the bylaws to allow for more membership. There were quite a few applications received for membership and rather than have to choose between these very remarkable applicants, a change to the bylaws to increase the membership was made. Six new members were added to the Advisory Committee. A formal discussion regarding marketing the services of the Department will be done at the next meeting. Another topic will be to look at what happens to children as they pass through our foster care system.

E. Reports from Board Appointed Committees/Activities

Mr. Jakusz stated he and Ms. Buck attended the Permanency Planning meeting. Some stories are very sad but overall it is very interesting.

Mr. Jakusz stated he and Mr. Clark attended the Community Response Team meeting. They broke up into small groups. The main topic of concern is money management. Mr. Clark stated transportation is also a concern. Ms. Bablitch stated the increase of Hispanic people moving to the area is also growing and apparently we are not preparing as a community for them. Mr. Bishop questioned if the Hmong population is decreasing. Mr. Jakusz

stated according to the statistics they are. Many are now more self-sufficient and moving to larger cities.

Mr. Jakusz reported 185 children were served in the day care so far in May.

Mr. Clark and Mr. Zimdars attended the Leadership Lunch meeting. The program was very good. The Section Chief, Bureau of Aging and Long Term Care spoke regarding planning for services for the aging population. Mr. Zimdars stated Janet Zander also gave a good presentation about local issues. Ms. Bablitch stated a small but concerning issue is transportation for people to visit their spouses in nursing homes as well as attend church services.

Ms. Benz stated she attended the Chinese Delegation planning meeting last Monday. Everything is under control.

Ms. Buck stated she attended the State Advisory Committee meeting. Transportation for the elderly and disabled is also a concern. There is no transportation available on evenings and weekends, especially Sunday. Portage County has covered all these areas for available transportation. A great deal of discussion occurred regarding the various types of transportation available for people in the county. The city has the most available whereas the outlying areas such as Bancroft, Amherst, Rosholt, etc. have almost none available.

E. Period for the Board to Receive Public Comment

Mr. Woehr stated his concern regarding the Strategic Planning meeting was a legal meeting. He missed seeing the announcement in the paper. Mr. Clark stated the next meeting is scheduled for May 31.

II. PROGRAM ISSUES

A. Action to Approve New Advisory Committee Members and Bylaws

Ms. Bablitch stated the bylaws change needs to be amended first, then the new Committee members can be approved. A correction to the memo is the membership size should be changed to 25 rather than 23. A motion was made by Mr. Jakusz and seconded by Ms. Benz to approve the bylaw change to 25 members. Motion carried.

Mrs. Bablitch stated the new Advisory Committee members are Lois Drees, Amy Heart, Elizabeth Kurszewski, Jack Mrozinski, John Pacyna, Tony Patton, and Bonnie Soik. Ms. Hladky noted stated Kathy Davies and Dan

Barth are not members of the Advisory Committee. A motion was made by Mr. Jakusz and seconded by Ms. Benz to approve the new members. Motion carried.

B. Update: Adult Services - Emergency Detentions

Mr. Przybelski distributed an outline explaining the definitions and procedure for emergency detentions. Chapter 51 covers the emergency detentions procedure. The chapter is written with client rights in mind and to allow for clients to receive treatment against their will. The definition of a "substantial" disorder and "grossly impair" the individual's functions are hard to define. Each judge applies their own definition to these terms. A proper subject for detention must be able to be rehabilitated. There are three ways to obtain an emergency detention. The first is a 51.15 Emergency Detention. This is initiated by law enforcement. They will make the determination and do not have to consult with anyone else concerning the individual. The second is a 51.20 Three Party Petition. Three individuals must sign an affidavit of what they witnessed. The third option is a Director's Hold. This is used for when a patient is in voluntary placement and wants to leave against doctor recommendations.

There are five standards of commitment. They are dangerousness to self, dangerousness to others, impaired judgement, unable to satisfy basic needs, and the fifth standard. The fifth standard is applied for through the Attorney General's office. This is used for individuals who have been in the system before and are not availing themselves of treatment. Usually an established pattern is formed. The role of the Department is when an individual is detained during work hours, a call is placed to Intake to find a hospital for the individual. If the detainment occurs after work hours, the Crisis Center is then contacted to find an available bed for the individual. Once an individual is detained, a probable cause hearing must take place and the individual can be placed up to 14 days from the original commitment date. During a final hearing, the agency must arrange for two exams to be completed. One must be done by a psychiatrist and the other by another psychiatrist, doctor, or psychologist. The agency must arrange for witnesses to be present and also coordinate transportation of the client with the Corporation Counsel. If an individual is committed, they are committed for six months to the 51.42 Board. The Board will dictate the type of treatment they will need, moving the individual to a less restrictive placement as soon as possible, and get the individual on psychotropic medication. At the end of six months, the Department can go back and request a recommitment for a period of up to one year if there are grounds for a recommitment. If there are no grounds, then the commitment is terminated. There were 41 commitments done last quarter. This week five

new commitments were done. These five were all new cases. Unfortunately most of the cases are involving young people (under age 35).

C. Update: Child Welfare Review

Mr. Riggerbach informed the Board the state has been instructed to complete a comprehensive analysis of the child welfare program. All 72 counties will be completing this analysis. The report is due by June 30, 2001. An extension will be requested since the team who will provide direction for this process cannot meet until May 25. Most of the counties will also be requesting extensions as well since the report was not given to the counties until early April. A statistical form will be completed. The team providing direction for this review consists of Ms. Bablitch, Judge Fleishauer, Brian Formella from the District Attorney's Office, as well as school superintendents and law enforcement. Community meetings must be held to examine program outcomes in four areas. They are: child safety, permanency, out of home care, and family well being. Mr. Riggerbach stated he believes four community meetings will need to be held, one for each topic.

D. Update: Community Care of Portage County

Mr. Canales stated the membership is up by 12 from last month. The trend towards more older members continues. Most live in their own homes as well. The self-directed supports component is a requirement. Only 43 members are doing this currently to some degree. Many still are utilizing case management services by the Department. The risk reserve is up slightly and hopefully this will continue. The website for Community Care of Portage County is running and is located at www.co.portage.wi.us. The Lewin Group is a consulting group evaluating Family Care. A report should be available in a few months. The second round of member outcome interviews will be starting soon. About 100 members will be interviewed concerning whether the Department helps support and reach a member's outcomes. High cost cases are anticipated to increase with more grievances being filed. Some people wish to live in their own homes with 24 hour in-home support. This is not cost effective. It is anticipated a nursing home would cost \$36,000 to \$40,000 per year while in-home supports would cost \$150,000 to \$200,000 per year. Discussions with the state will need to be done regarding this issue. If the state mandates us to honor the request of these people to live at home, funding is grossly insufficient.

Page 6

HHSB Meeting Minutes

May 22, 2001

Page 6

III. FISCAL ISSUES

A. Action to Approve Vouchers

Ms. Jossie stated the report date needs to be changed to 5/22/01. The regular accounts total \$86,837.68. The high cost accounts total \$22,999.09. The Long Term Care accounts total \$443,751.60. Portage House totals \$1,530.91. A motion was made by Mr. Peterson and second by Mr. Bishop to approve the vouchers. Motion carried.

IV. PERSONNEL ISSUES

A. Action to Authorize Limited Term Employees

Mr. Koepfel stated the mentors are all college students and are paid \$7.50 per hour. The LTE request concerns the paying of the five mentors currently in place. The Corporation Counsel stated they must be county employees. To correct this problem, it is requested the mentors be LTE employees from February to June 1, 2001. After that date, we are considering paying a stipend per visit for mileage and activities. A motion was made by Mr. Jakusz and seconded to Mr. Zimdars to approve the limited term employee request. Motion carried.

B. Action to Authorize Position Refill

Ms. Bablitch stated the Assistant Business Manager, Patti Tomlinson, will be resigning as of June 22 to take a job at the University as Director of Scholarships and Employee Relations. This position will need to be refilled. A motion was made by Mr. Jakusz and seconded by Mr. Zimdars to approve the position refill request. Motion carried.

V. ADJOURNMENT

The meeting adjourned at 6:00 p.m

Respectfully submitted,

Dawn Grasamke, Recording Secretary

0599P

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

AGENDA ITEM #II-A
June 26, 2001
Page 15

Present

Jim Clark
William Zimdars
Carole Holmes
William Peterson
Carole Holmes
Richard Bishop
Walter Jakusz
Dave Medin
Sandra Benz
Robert Woehr

Excused

Bruce Froehlke

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Julie Hladky, Health Officer; Jennifer Jossie, Business Manager; Nancy Prince, Tobacco Control Supervisor

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

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

A. Approval of the Minutes of May 22, 2001

A correction to the minutes was made by Ms. Buck to state that Portage County has transportation available but not on evenings and weekends. The rural areas are not covered. A motion was made by Mr. Jakusz with a second by Ms. Benz to approve the minutes with the corrections. Motion carried.

B. Correspondence

Ms. Bablitch distributed the Making Wisconsin Work for Kids issue papers issued by the Wisconsin Council on Children and Families.

C. Director's Report

Ms. Bablitch reported the County Board members receive a quarterly report on the agency which is taken from the quarterly statistics. So far she has not received a lot of feedback from the County Board regarding whether this information is helpful.

Ms. Bablitch reported there was a little flood in our health/lab area in the lower level. Maintenance is not sure where the water is coming from. They are continuing to look into this.

Page 16

HHSB Meeting Minutes
June 12, 2001
Page 2

D. Reports from Board Appointed Committees/Activities

Mr. Woehr reported he attended the AODA Request for Proposal meeting on June 4. This was attended by Lauri Rockman, Jenny Jossie, Sandy Benz, Carole Holmes, Chris Okray, and Gail Chapman as well. They went through the proposal document and made changes as necessary. The last RFP was done in 1995 and was awarded to Ministry Behavioral Health with two extensions to this RFP. Mr. Woehr stated they will be deciding how much service we can give to potential clients. Ms. Jossie reported according to the language with the funding, the amount of services cannot be reduced but can either stay the same or increase. Mr. Woehr stated the amount will be determined at budget time. The RFP is scheduled to be sent out by June 20. Mr. Woehr stated another meeting may be held to review the RFP one last time prior to making it available for bidding. Ms. Bablitch stated she has written to the Corporation Counsel regarding how to establish guidelines for placing individuals on waiting lists.

Mr. Jakusz stated there were 233 children served in the day care in May. As of 4:30 p.m. today, there were 116 children served in June.

Ms. Benz reported the Chinese delegation meeting was held on Friday, June 8. Ms. Benz distributed copies of the program that was used. The conversation tables worked out very well with a good exchange of information. The county should be proud to be selected as a host site for this delegation. Ms. Buck commented this meeting was a good example of showing how much we are more alike than different.

Ms. Holmes reported the Leadership meeting was held on May 15 in the Pineries Room of the Library. The topic was the needs of the elderly. There are two more Leadership meetings scheduled. She complimented the staff for organizing these forums.

Mr. Zimdars reported he attended the Focusing on Success program two weeks ago. A lot of kids have signed up for the program. He was pleased everything available has been donated by area businesses.

E. Period for the Board to Receive Public Comment

There were no public comments.

II. PROGRAM ISSUES

A. Update: Tobacco Cessation Services

Ms. Prince stated there were not many programs available in Portage County about one year ago. The only program offered was through SAINTS and was held sporadically. There are now more programs and services available which are free to anyone needing them at no expense to the taxpayer. Ms. Prince distributed a brochure of the "You Can Quit" tobacco cessation program. Ms. Prince stated relapse is the main problem. It has been found that having a strong social support is very successful. This is combined with better problem solving skills to help people find something else to do rather than smoking along with needing several attempts before you can be smoke-free. Ms. Prince gave an overview of the programs offered. The first group is "You Can Quit" which met last evening. There were over 20 people in attendance. The second group is for individuals who are thinking about quitting but are not ready to yet or for those individuals interested in helping someone to quit. This is a one time class for one hour. The Quit Line is the third program available. This has been available since May 1. They had received 4,000 calls after starting up on May 1. To date, there have been over 5,000 phone calls. There are 25 individuals manning the Quit Line. Another program is a pilot at the Rice Clinic which asks every patient if they are tobacco users. If so, they are given a brief intervention. This is not a free program and is not covered by insurance. As far as programs for youth, a grant from DPI was given to the Stevens Point School District. This cessation program will be offered in the schools and is gender specific – meaning females will be taught by a female teacher, and males taught by a male teacher. It has been found that making the program gender specific has a higher success rate. Mr. Medin commented that having smoking directly outside the building sends a negative message to the public. Ms. Bablitch stated the receptacles are near the door to prevent cigarette butts from being thrown all over the side walk. Mr. Woehr stated attempting to make non-smoking areas more geographical in location is very difficult. Mr. Medin questioned if a sting operation will again take place as it did about six months or a year ago. Ms. Prince stated there are very complex laws regarding sting operations. She will be attending a training on July 10 regarding sting operations. Ms. Holmes stated a report on this training would be very interesting.

B. Action to Support Restoring Full Funding for the Wisconsin Tobacco Control Board

Ms. Bablitch stated a letter was drafted concerning protecting the funding for tobacco control efforts. Ms. Hladky stated this is a unique opportunity to deal with the leading cause of death and disability and having the funding to do it.

Ms. Hladky stated the cigarette tax is proposed to be raised 9¢ which will not make it a detriment to teenagers from smoking. The selling of the tobacco settlement funds will be used to meet the State budget deficit. The letter is asking that 2¢ of the 9¢ cigarette tax increase be allocated to the Tobacco Control Board to replace the funds that were lost in cuts by the Joint Finance Committee. The letter also asks for the establishment of an endowment from the Master Settlement Agreement to provide ongoing funding for the Tobacco Control Board. A motion was made by Mr. Peterson with a second by Ms. Holmes to approve the motion. Motion carried with Mr. Woehr voting nay.

C. Action to Authorize Submission of Grant

Ms. Bablitch stated the Community Reinvestment Funds will not be available as of December 31 to fund the Mentoring Program. A grant for \$23,108 will be submitted to the American Family Insurance Group to fund this program. A motion was made by Mr. Jakusz and seconded by Mr. Peterson to approve this request and forward the notification to the Finance Committee. Motion carried.

D. Update: Health and Human Services 1999-2002 Strategic Plan

Ms. Bablitch stated the strategic plan summarizes what has been accomplished thus far. Ms. Bablitch stated the first initiative involves competitive quality services by maximizing the use of technology. It has three parts. Part one has been accomplished. Part two was a recommendation for the agency to have its own data processing support. Ms. Bablitch felt this would not be in the best interests of the department since the programs used are so intertwined with other county agencies. It has been attempted to hire another individual in data processing to work specifically with our department which was refused. The third component covers improved technology. This is accomplished as funds allow. The optical imaging portion is still a problem due to no funds available to help this be done more rapidly.

The second major initiative has two parts and involves improving understanding and visibility of agency services.. Part one is completed. Part two is being worked on. The Advisory Committee will be establishing a subcommittee to work on developing a better communication plan.

The third initiative has three parts and involves staff development and staff input. The first part is ongoing in that this is limited by funds available. More internal training is being developed to help reduce the costs of training. Part two is being worked on as well. Training for managers is done more informally. Establishing an assessment tool, conducting the assessment, and reporting results is very expensive and sufficient funding is not available at this time. Mr. Clark recommended staff be surveyed as to involvement in decision making.

The area of personal safety is completed for the building but off-site security is still being worked on. The fourth initiative has three parts as well and involves the collaborative efforts in the agency and with the private and public partners. The first part is ongoing as well with most areas completed. A concern regarding the photo directory was voiced by staff. Ms. Bablitch stated this would be for new employees only and not available to the public. The coordinated delivery of services for consumers continues to be worked on when there are multiple providers. Communication between partner agencies is very good. Ms. Bablitch asked the Board if they wanted to be more involved in the planning process of new programs. The Board felt the staff are the experts in this area and the Board should not be involved unless the staff ask for assistance from the Board.

III. FISCAL ISSUES

B. Action to Approve Vouchers

Ms. Jossie stated the vouchers are for three weeks and include the substitute care vouchers issued in May. The regular accounts total \$209,382.77. The high cost accounts total \$117,994.23. The Long Term Care accounts total \$882,212.71. Portage House totals \$1,299.78. Mr. Clark questioned if the phone issue has saved money. Ms. Jossie stated the contract with Ameritech included an \$80/hour fee as well as limited availability of the technician. Having maintenance do the phone systems has helped. A motion was made by Mr. Peterson and second by Mr. Bishop to approve the vouchers. Motion carried.

IV. PERSONNEL ISSUES

A. Action to Authorize Position Refills

Ms. Bablitch stated there were no positions for refill at this time.

V. ADJOURNMENT

Ms. Bablitch stated the next meeting on June 26 will start at 4:30 p.m. and be held in the WIC area. It will entail the Advisory Committee evaluation of the WIC Program. New position requests will also be done at this meeting as well as the analysis of the separation of the CMO from the Department. The meeting adjourned at 5:50 p.m.

Respectfully submitted,

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

Present

Excused

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

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Julie Hladky, Health Officer; Jennifer Jossie, Business Manager; Jessica Schmidt, CMO Program Manager; Lucy Runnells, CMO Business Manager; Mike Carder, Environmental Health Supervisor; Jim Canales, Family Care Coordinator; and Allen Berrett, Food Safety Advisory Committee.

I. INFORMATIONAL UPDATE

An informational update regarding the evaluation of the WIC Program was presented to the Board.

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

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of June 12, 2001

A correction to the minutes was made by Ms. Buck to show she was present for the June 12 meeting.

Mr. Woehr made a correction to the minutes to show Richard Bishop was also present at the AODA RFP meeting.

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

B. Correspondence

Ms. Bablitch stated this is the International Year of the Volunteer. A packet of sunflower seeds were given to all volunteers as well as the Board.

C. Director's Report

Ms. Bablitch informed the Board the staff is currently working on the budget for next year. More information will be provided regarding the various programs.

D. Reports from Board Appointed Committees/Activities

Mr. Clark reported he attended the Family Preservation meeting. Ms. Krems, Ms. Bablitch, and Mr. Clark are developing a plan to present information to the County Board at their meetings. They will give an overview and information regarding programs in place to assist people in Portage County.

Mr. Jakusz reported he cannot attend the Family Preservation meetings due to conflicts with the Permanency Planning meeting. Ms. Holmes stated she would attend the Family Preservation meetings in Mr. Jakusz's place.

Mr. Jakusz reported there were 204 children served in the day care during the month of June.

Mr. Jakusz reported he and Ms. Buck attended the Permanency Planning meeting. This was a lengthy meeting. There were one or two cases in which no good solution can be found. Most of these cases involve very difficult to place children due to severe mental illness, developmental disabilities, or physical disabilities.

Mr. Woehr reported the AODA RFP has been distributed. Both he and Ms. Holmes reviewed the final RFP prior to sending it to Ken Tronnier for bids. The bidding process will be a two envelope process. The bids are due back on August 10. The committee will then go through the proposed services. During the Board meeting, they will open the second envelopes which will contain the dollar figures and make a selection/recommendation at that time.

E. Period for the Board to Receive Public Comment

There were no public comments.

III. PROGRAM ISSUES

A. Report: Publicizing Food Service Inspection Data - Action if Appropriate

Ms. Hladky introduced Al Berrett to the Board. Mr. Berrett was the Health Officer prior to Ms. Hladky. Mr. Berrett serves on the Food Safety Advisory Committee and is the chairman.

Mr. Carder reported the topic of making food service inspections available to the public was discussed. A key point during the committee's discussion was that providing only a number or letter score may oversimplify the inspection. The committee discussed four options -- 1) publishing the scores in the newspaper, 2) award restaurants the are operating safely and sanitary, 3) making inspection reports available on the County's website, and 4) posting a copy of the inspection report in the restaurant. Mr. Carder stated with the onset of the new inspection report he feels they Department would need at least a year to compile data. The committee then feels having the entire report available on the website would be the best solution. Utilizing the web would allow the entire report to be available and for people to make their own conclusions. The new code is 180 pages in length and it was implemented rapidly without allowing for preparation to set up databases for information collecting and tracking purposes. In addition, the restaurants were not given a copy of the new code. The Department made copies for all the operators in Portage County. Mr. Woehr questioned at what point would a restaurant have been closed under the old system. Mr. Carder reported there were specific criteria to follow. The old system called for a conditional license to be issued if a score was below 60. A restaurant could only be closed if there was no further enforcement means available. Mr. Froehlke questioned if the Department was prepared to also accept option 1 of publishing reports in the newspaper. Mr. Froehlke stated it is more likely people will see the report in the newspaper rather than the web. He also suggested the story be written by Mr. Carder in order to make sure the correct interpretation is placed on the reports. Mr. Carder stated this involve a great deal of work and time in order to write the story every time a report is published. Currently, the reports are public record and the newspaper could come in at any time and look over any report it wished to. They have not done this in the past. Ms. Bablitch stated this issue could be brought back to the March 12, 2002 meeting for Board action. This would allow Mr. Carder a year to gather the data necessary to make an informed decision.

B. Review: Separation of CMO - Action if Appropriate

Ms. Bablitch stated her proposal recommends leaving the CMO within the same building for now. In addition, requesting additional space in the

Capital Improvement process for the CMO. When space is secured, make the CMO its own department. The County Finance Director agrees with this recommendation. Currently the CMO budget is separate from the rest of the agency budget. Mr. Bishop stated the costs would still be there even with the separation of the CMO. Ms. Bablitch stated if the State decides to bid out the CMO services in the future, then the CMO should be separated from the agency. Mr. Peterson moved to recommend the CMO remain a part of the department at this time. Mr. Woehr seconded the motion. After further discussion, Mr. Woehr suggested amending the motion to state the CMO should remain with the department until the pilot is completed as well as ask for additional space from Space and Properties. The amended motion carried.

IV. FISCAL ISSUES

A. Action to Approve Vouchers

Ms. Jossie stated the vouchers are for two weeks. The regular accounts total \$73,845.90. The high cost accounts total \$35,637.32. The Long Term Care accounts total \$349,494.48. Portage House totals \$408.75. A motion was made by Mr. Zimdars and second by Ms. Benz to approve the vouchers. Motion carried.

V. PERSONNEL ISSUES

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

Ms. Bablitch stated there are three new positions being requested. None of the requested positions will need county tax funding.

Mr. Canales stated the first position is a HSS1 Social Worker position for the Division of Long Term Care. This position would work with children with developmental and physical disabilities as well as non-CMO adults. A waiting list needed to be implemented to serve children. A correction to the memo on page two should reflect \$18,000 in anticipated new revenues. This position would be fully funded and not need county tax funding. This would also eliminate the need for the waiting list which has been established. A motion was made by Ms. Holmes and seconded by Mr. Jakusz to approve the position. Motion carried.

Ms. Runnells stated the next two positions are for two Account Clerk II positions in the CMO. There are more claims than anticipated as well as more complicated procedures to follow. There are 420 members in the CMO currently each having a minimum of two to three services which produces

claims every month. The funding for these positions would come from the capitated rate. No county funds are involved in these positions. A motion was made by Ms. Holmes and seconded by Ms. Benz to approve the two new positions. Motion carried.

Ms. Bablitch informed the Board that Mr. Canales requested new CMO social worker and nursing position requests for next year. She turned down Mr. Canales as currently the department has vacant positions waiting to be filled for the CMO. However, if needed, we could request positions out of sequence in 2002.

B. Action to Authorize Position Refills

Ms. Bablitch stated there are three positions needing to be refilled at this time. A full time Account Clerk II in the accounts receivable area has been vacated by Trish Niemczyk. She will be taking a position with the Family and Employment Section. Also, two half time positions have been vacated by Cathy McCorkell -- an Account Clerk II position in the fiscal area and the WIC Aide in the WIC section. Ms. McCorkell has also accepted a position in the Family and Employment Section. A motion was made by Ms. Holmes and seconded by Ms. Benz to approve the position refill requests. Motion carried.

VI. ADJOURNMENT

The meeting adjourned at 6:15 p.m

Respectfully submitted,

Dawn Grasamkee, Recording Secretary
0599P

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

Present

Jim Clark
William Zimdars
Carole Holmes
William Peterson
Carole Holmes
Ann Buck
Richard Bishop
Walter Jakusz
Dave Medin
Sandra Benz
Robert Woehr

Excused

Bruce Froehlke

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jennifer Jossie, Business Manager; Jim Canales, Family Care Coordinator; Jerry Koeppel, Youth and Family Services Supervisor; Jim Riggerbach, Shared Services Coordinator; Jane Kellerman, Home and Financial Manager; Jane Grose, Home and Financial Manager; Cyndi Nelson, Mentor Coordinator; Jan Connor, Mentor; Kaela Anderson, Mentee; and Michelle Fitch, Mentor.

Mr. Clark called the meeting to order at 4:35 p.m.

I. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of June 26, 2001

A correction to the minutes was made by Mr. Woehr on page 2, Section D, last paragraph. Mr. Woehr stated during the August 27 AODA RFP committee meeting, they will open the second envelopes and then present their selection/recommendation to the Board at their meeting of August 28. A motion was made by Mr. Jakusz and seconded by Ms. Benz to approve the minutes with the corrections. Motion carried.

B. Correspondence

Mr. Clark reported he and Ms. Bablitch met with County Board Chairman Clem Hintz and it was determined to leave the Family Care program in the same status it is now. Ms. Bablitch assured them Bo Dedeker is comfortable with the separate accounting system. Mr. DeDecker reported to Ms. Bablitch he had also told this to Chairman Hintz. Therefore, the Family Care program will continue with operations as they are done currently for a year or two until more definite direction is set by the State as to adequate funding being available and satisfaction with the model.

C. Director's Report

Ms. Bablitch stated a separate subcommittee will need to be formed from the Board consisting of at least four members. There are definite guidelines that must be followed such as having $\frac{1}{4}$ of the committee representing older individuals, physically disabled, and developmentally disabled. A proposal will be presented at the next Board meeting.

Ms. Bablitch reported the Family Preservation and Support Services Initiative will begin making three minute presentations to the County Board. This will start in January.

Ms. Bablitch stated page 6 of the packet shows the narrative information that will be included with the budget. Ms. Bablitch asked if the Board had any other information they would like to be reported on. Mr. Clark suggested including highlighting changes made from last year to the program. Ms. Holmes suggested changing the wording of Effect of Deletion to Impact of Deletion. Ms. Buck questioned if the outcomes evaluations will match the goals. Ms. Bablitch stated not all the programs have outcome evaluations completed as of yet since this process just started. That information could be contained once all the programs have their outcome evaluations completed.

Ms. Bablitch stated the Energy Assistance Program will begin to solicit new proposals. Two representatives from the Board are needed to be on the RFP committee. It is anticipated no more than three meetings will be needed. Ms. Benz and Mr. Woehr volunteered to be on this committee.

Mr. Woehr questioned the status of the web page for the Department. Ms. Bablitch stated the Family Care portion of the web site is up and running. Ms. Bablitch stated the home page and frequently asked questions are done for the Department. She will check with Data Processing on the status.

D. Reports from Board Appointed Committees/Activities

Mr. Jakusz reported a parent was present when he checked in at the day care. The parent commented she is very appreciative of this service and it allows her to complete her business at the department uninterrupted. There were 225 children served in June and 73 in July as of today.

Ms. Holmes stated she and Mr. Clark attended the June 28 Long Term Care Council meeting. The meetings are primarily informational thus far. There is very good attention paid to the program and the information is well done and well planned.

E. Period for the Board to Receive Public Comment

There were no public comments.

II. PROGRAM ISSUES

A. Update: Shared Services

Mr. Riggerbach distributed a handout on services provided by the home and financial managers. Mr. Riggerbach can an overview to the services. The home and financial managers work with clients who are being served by the Department. Money management is a large portion of their caseload. Ms. Kellerman commented they are working with those individuals who are in great debt. They will assist them in developing a budget, tracking spending, paying bills, and negotiating with creditors. Ms. Grose stated this could be a short or long term service.

The representative payee function is part of their duties. The Department is appointed the client's representative payee for Social Security funds. This allows more control for the home and financial manager.

Ms. Buck questioned if there are already services in the community available to help individuals with money management. Ms. Kellerman stated there are but most charge a fee. The clients they are working with have serious problems which may be behavioral, physical, or serious mental illness. Some individuals can be seen daily, weekly, or monthly.

Household management involves helping individuals with organizing their household, cleaning, shopping, laundry, supervising children, and other family responsibilities. Most of these referrals come from child neglect referrals. These are court ordered services.

The independent living skills training is provided to developmentally disabled, mentally ill, or elderly individuals. They will help to teach basic living skills and help to find housing. There is also a program for foster children as well. These are for those children age 15 or older. They will help the teens transition successfully into independent living as adults. The first class of eight was held. The course is an eight week program. It is a state required program. The participants are given a \$75 savings account to start out as well as \$125 to shop for household items at the completion of the course. The program is state funded.

Parenting skills training consists of a STEP (Systematic Training for Effective Parenting) class. These are court ordered services. . The classes are taught twice a year and consist of a seven week course.

Supervised visits is another duty performed by the home and financial manager. These are court ordered services as well. It will entail the home and financial manager being present during the visitation, taking notes, instructing the parents, and testifying. The visits generally start here in our supervised visitation room and as the visits improve, the location is changed to the home, and eventually the monitoring of the visits will discontinue.

Lice eradication is another service provided. They will work with community health to help the family deal with chronic lice problems. They will help the family by cleaning the home, shampooing the hair, and understand how to prevent reoccurrence.

B. Update: Mentoring Program

Mr. Koeppel introduced Cyndi Nelson, the Coordinator of the mentor program. Ms. Nelson stated currently there are 12 matches of mentors with mentees. Group activities are planned. The matches have volunteered for Special Olympics and have been rewarded with a trip to Wisconsin Dells. All the mentors are volunteers and are reimbursed \$40 for expenses and mileage. Not all the mentors will accept the \$40 reimbursement since they are volunteering to do this program. The Office of Justice Assistance has approved a grant of \$26,158. Other grants will be looked at as well to help fund the program. Ms. Nelson stated her policies have been looked at by Mike McKenna of Corporation Counsel and have been approved. Some future group activities including a fishing trip as well as a private day at the cranberry marshes for swimming and fishing. Some fund raising events for the program are also being developed. January 2002 is National Mentoring Month. The word will be out in the community. An article will be appearing in the Pointer newspaper. Ms. Nelson stated she communicates regularly with Sue Martens of Big Brothers/Big Sisters. The mentoring program works primarily with high risk behavior children. Referrals come from the Youth and Family Services section and consist of at risk youths, child abuse/neglect victims, or siblings of high risk children. Communication is ongoing with Big Brothers/Big Sisters to prevent any duplication of service. Mr. Woehr questioned if the mentors are covered by the county insurance if an accident should occur. Ms. Nelson stated they are since they are considered a volunteer. Ms. Buck questioned if a background check is done on mentors. Ms. Nelson stated a face to face interview is conducted, an application is completed, three referral letters are completed, and a criminal records check is done. Ms. Buck questioned if the health

background of an individual is also looked at such as TB. Ms. Nelson stated it is not but she will check to see if that type of information can be included in the application.

A mentee showed us some of the activities she has completed with her mentor. The mentor stated she meets with her match about once a week or however often she wants to meet. Michelle Fitch stated she is an original mentor from the start of the program and had her first match in February. She is mentoring a 9 year old boy and they would meet for 2 to 10 hours per week. She is currently mentoring an 11 year old boy. Ms. Fitch stated this is a great opportunity to spend time with a child 9 to 12 years of age. She feels they have a very positive impact on them. She has seen her mentee go from having a lot of discipline problems and low grades in school to having no discipline problems and satisfactories or excellents on his last report card. Ms. Fitch stated she is interested in helping children and it makes not difference to her whether she is paid or not.

C. Update: Family Care - CCPC

Mr. Canales distributed the June CCPC report. Mr. Canales reported there were 14 new members in June. A large increase was found in CBRF placements. This is a benefit to the taxpayers since it is cheaper than nursing home placement. There are contracts with 19 CBRF's. The contract contains a set rate and most of the homes have limited slots available. There continues to be more comprehensive members than intermediate. The rates have stayed the same from May. The Long Term Council is currently meeting and the meetings are educational in purpose currently. The State Budget has been passed by the Assembly, Senate, and Joint Finance. If no changes are made by the Governor, then Kenosha County will become a pilot county. Additional funds are also budgeted for other counties without a CMO to help offset waiting lists.

III. FISCAL ISSUES

A. Action to Approve Vouchers

Ms. Jossie stated the vouchers are for two weeks. They include substitute and child foster care payments. The regular accounts total \$97,559.09. The high cost accounts total \$103,386.45. The Long Term Care accounts total \$517,447.67. Portage House totals \$399.28. A motion was made by Mr. Jakusz and second by Ms. Benz to approve the vouchers. Motion carried.

Page 7

HHSB Meeting Minutes
July 10, 2001
Page 6

IV. PERSONNEL ISSUES

A. Action to Authorize Position Refills

There were no positions to be refilled.

V. ADJOURNMENT

The meeting adjourned at 5:40 p.m

Respectfully submitted,

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
JULY 24, 2000**

AGENDA ITEM #I-A
August 7, 2001
Page 1

Present

Jim Clark
William Zimdars
Carole Holmes
William Peterson
Ann Buck
Richard Bishop
Walter Jakusz
Dave Medin
Sandra Benz
Robert Woehr

Excused

Bruce Froehlke

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jennifer Jossie, Business Manager; Julie Hladky, Health Officer; Ray Przybelski, Adult Services Coordinator; and Lucy Runnells, CMO Business Manager.

I. **INFORMATIONAL UPDATE**

An informational update was presented to the Board by the Psychological Services Section regarding depression.

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

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

A. Approval of the Minutes of July 10, 2001

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

B. Correspondence

Ms. Bablitch informed the Board page 8 of the packet is an updated organizational chart.

Ms. Bablitch distributed a copy of the 2001 Annual Report to the citizen members. The County Board members will receive their copy in the July County Board agenda

C. Director's Report

Ms. Bablitch stated the August 14 meeting will be canceled due to a possible County Board meeting.

Ms. Bablitch stated the September 11 meeting will be canceled due to a County Board convention. The budget meeting will be held October 1 and October 2. There is still a regularly scheduled meeting on September 25. Due to the closeness of the budget meeting, the September 11 meeting will be rescheduled for September 12 as well as still holding the regular meeting on September 25.

Ms. Bablitch reported Bo DeDeker is still working on obtaining a grant writer position for the County. This was taken to the Finance Committee and they refused the request. The Strategic Planning Committee will bring this position forward again. It is felt enough funds would be generated to cover the position.

Ms. Bablitch stated the September 25 meeting will include capital improvements requests.. The primary issue for Health and Human Services is space.

Mr. Clark questioned how the pay study for administrators is going. Ms. Bablitch reported it is still with the Personnel Committee. An RFP was developed and three firms responded. A firm was selected but the study is on hold. It is felt if the recommended changes cannot be implemented, management would feel worse than they do now.

D. Advisory Committee Report

Ms. Hladky stated the Advisory Committee met last week. Mr. Clark was present and informed the Advisory Committee how appreciative they are of their work. A presentation was given by Jennifer Oelke regarding Community Connections, Financial Wellness, and the Welcome Basket programs. Dan Barth updated the group on the AODA Task Force. The Housing Needs Task Force has completed its report and steps have been implemented. A new topic will be selected. The Evaluation Committee will be reviewing adolescents who were in the substitute care system. There were two suggested topics for a new task force. One is the lack of transportation and the other is the public's awareness of services offered by the Department. After much discussion, it was felt the transportation issue should be studied next. This will relate to the Smart Growth Initiative currently being done.

E. Reports from Board Appointed Committees/Activities

Ms. Holmes stated she attended the Leadership Lunch which was on adolescents. It was very helpful. There is one more Leadership Lunch scheduled for September 19 concerning minorities.

Ms. Buck stated she and Mr. Jakusz attended the Permanency Planning Committee. This was a good meeting with more positive results than the last meeting.

Mr. Jakusz reported there were 190 children served so far in July at the day care.

Mr. Woehr reported the RFP's have been sent out. He suggested every member pick up their own proposal to allow time to review them prior to the Board meeting. Ms. Bablitch will make sure Board members have a copy as soon as possible.

F. Period for the Board to Receive Public Comment

There were no public comments.

III. PROGRAM ISSUES

A. Second Quarter Program Statistics

Ms. Bablitch stated the Family Care statistics were given at the last meeting.

Ms. Hladky stated the Health Division is experiencing its normal ups and downs. Ms. Hladky stated she will check on the 9,202 screenings for school and day care shown in the second quarter for 2000. This is quite high. There was one Haemophilus Influenzae invasive disease reported. The influenza vaccine is now being administered to infants due to the risk of meningitis. Ehrlichiosis has just become reportable since 2001. This is a tick born illness. Ms. Hladky distributed updated statistics for the WIC program. The program is stable. The lab shows ordinary statistical information. Mr. Woehr questioned the difference in private well tests. Ms. Hladky stated the owner asks for which tests they want and primarily they only want coliform bacteria tests. Ms. Hladky stated a grant was received to increase immunization practices. The staff will be entering immunization data for two Portage County school districts this summer. Hand held computers are being utilized by Environmental Health for food service inspections which will allow them to print the results at the site they are inspecting. The Farmer's Market Nutrition Program is going well. Additional funding is being sought to meet the demand for the vouchers. Ms. Hladky stated the presentation concerning the limited influenza vaccine supply given by Faye Tetzloff is on display. Due to the lack of unsafe samples, pools and beaches will be tested bi-weekly rather than weekly.

Ms. Bablitch stated the service requests are up in the Division of Children and Family Services. Mentoring matches have also increased. The increase in the Economic Support active caseload is due to BadgerCare and Family Care. There are no figures for Fraud Investigation as there is no fraud investigator presently. Ms. Bablitch stated the figure for Persons Served by Ministry Behavioral Health on page 27 should be 461.

Mr. Przybelski reported regular referrals of 14 to 16 new Community Support clients per month comes to 60 new cases a year. These people are in need for longer term services and rarely leave the program. There is currently no waiting list but eventually this amount of new clients per year may cause problems. The jail contacts shown for last quarter are for March only. A logging system is now being utilized. Missed appointments continue to be a concern in the Mental Health Clinic. The largest concern is the lack of psychiatry time available to all county residents. St. Michael's is also experiencing problems. There is a lack of psychiatrists statewide.

Ms. Bablitch stated the Shared Services Division shows over 1,000 intakes conducted in the quarter. A volunteer driver was also lost due to moving out of state. An increase in volunteers will be shown in the next quarter due to the oversight of not including the Advisory Committee, Food Safety Committee, and others in the number of volunteers.

Mr. Woehr questioned who has the authority to write off debts. Ms. Jossie stated the fiscal staff as well as the Accounts Receivable manager. Typically only those under \$500 to \$1,000 are written off. Due to a slower than anticipated response from the collections agency, we are working with the County Finance Director in pursuing new collection agencies.

B. Action to Authorize Subcommittee for Family Care CMO

Mr. Clark moved to approve the suggested members of Ann Buck, Bill Zimdars, Janis Ribbens, Walter Jakusz, and Richard Bishop. Seconded by Ms. Holmes. Motion carried.

IV. FISCAL ISSUES

A. Second Quarter Budget Report

Ms. Jossie reported notations for the deficits are noted on the report. The High Cost accounts are looking at a savings of \$8,315. The regular accounts are looking at a deficit of \$109,864. The last portion of the repayment of CSDRB overpayment has been done. This results in a deficit of \$48,000 for Administration/Business. The \$2,430 savings in Public Health is due to additional tobacco funding. The \$19,100 savings in Adult Services is due to a decrease in expenses for crisis intervention as well as contract savings. A deficit of \$8,961 is anticipated in Shared Services. This is due to shifting a position from the CMO back to the agency to better bill for services. Children and Family Services is anticipating a shortfall of \$52,536. This is due to the open Fraud Investigator position, a restriction on W2 bonus funds, shortfalls in Community Aids, case management shortfalls, and the monitoring program funds not approved.

Ms. Runnells reported the CMO anticipating a savings of \$242,196. Currently there are two to three cases pending very large cost of care plans. If the plans are successful, they will cost about \$100,000 per person. Concerns regarding these high cost clients will be discussed with state officials.

B. High Cost Report

Mr. Przybelski stated the amount of the Mental Health Inpatient budget is about 40% spent. Two additional people were added to long term care facilities.

C. Action to Approve Vouchers

Ms. Jossie stated the vouchers are for two weeks. They include one week of claims for the CMO. The regular accounts total \$141,749.71. The high cost accounts total \$28,035.62. The Long Term Care accounts total \$427,047.37. Portage House totals \$1,459.71. A motion was made by Mr. Jakusz and second by Ms. Benz to approve the vouchers. Motion carried.

V. PERSONNEL ISSUES

A. Action to Authorize Limited Term Employee for Division of Children and Family Services

Ms. Bablitch stated this position is for a half time position up to 520 hours to design and implement the Community Hunger Awareness Campaign and Earned Income Tax Credit. It will be funded by Community Reinvestment funds. Mr. Woehr questioned if the position will be terminated at the end of the year. Ms. Bablitch stated either the end of the year or after 520 hours are used, whichever comes first. A motion was made by Ms. Holmes and seconded by Mr. Woehr to approve the request. motion carried.

B. Action to Authorize Position Refills

There were no positions to be refilled.

VI. ADJOURNMENT

The meeting adjourned at 6:28 p.m

Respectfully submitted,

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
AUGUST 7, 2000

AGENDA ITEM #I-A
August 29, 2001
Page 1

Present

Jim Clark
William Zimdars
Ann Buck
Richard Bishop
Walter Jakusz
Dave Medin
Sandra Benz

Excused

Carole Holmes
William Peterson
Robert Woehr

Absent

Bruce Froehlke

Also Present: Judy Bablitch, Director.

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

I. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of the Minutes of July 24, 2001

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 solicited Board members to interview for the Assistant Business Manager position. Mr. Bishop agreed to do this on behalf of the Board.

Ms. Bablitch reported we would not be bidding the energy contract this year. Program manager, David Pagel, is ill and not expected back to work full time for a while. With other responsibilities, we are unable to staff this RFP process this year. The contract will be bid again in 2002.

Ms. Bablitch asked when Board members who are part of the CMO subcommittee could meet. The meeting was set for August 22 at 12:00 noon.

Arrangements were made to give the AODA bids to Board members.

Ms. Bablitch announced she is chairing a subcommittee on public policy and legislative advocacy for the Hunger Prevention Partnership. The group is looking at the concept of a living wage ordinance. There will be a conference call August 14 at 1:30 p.m. to talk with county administrator from Eau Claire about their ordinance. Board members were invited to attend.

Page 2

HHSB Meeting Minutes
August 7, 2001
Page 2

Mr. Jakusz announced that July 251 children utilized the children's agency day care and thus far in August, 91 children used the facility.

Mr. Clark stated Mr. Hintz had asked him to be on the Health and Human Services State Advisory Committee. Mr. Jakusz had been on some state committees and recommended Mr. Clark do this.

D. Period for the Board to Receive Public Comment

There were no public comments.

II. PERSONNEL ISSUES

A. Action to Authorize Position Refills

On a motion by Mr. Jakusz and a second by Mr. Bishop, the refill of the WIC Interpreter position was approved.

III. ADJOURNMENT

Mr. Clark announced that the County Board would meet at 7:00 p.m. on August 28. The Board decided that they would proceed with their August 28 meeting since it did not conflict with the County Board meeting.

Ms. Bablitch reminded the Board that the first meeting in September will be September 12 not September 11.

The meeting adjourned at 5:00 p.m.

Respectfully submitted:

Judy Bablitch
Director

0599P.SAV

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
AUGUST 29, 2000**

AGENDA ITEM #1-A
September 12, 2001
Page 1

Present

Jim Clark
Carole Holmes
William Zimdars
William Peterson
Ann Buck
Robert Woehr
Richard Bishop
Walter Jakusz
Dave Medin
Sandra Benz

Excused

Bruce Froehlke

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jim Canales, Family Care Director; Julie Hladky, Health Officer; Jenny Jossie, Business Manager; Lauri Rockman, Children and Family Coordinator; JoAnne Griffin, Ministry Behavioral Health; and Deb Knippel, Ministry Behavioral Health.

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

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

A. Approval of Health and Human Services Board Minutes of August 7, 2001

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

B. Correspondence

Ms. Bablitch stated pages 3 and 4 of the packet show the numbers of children served in the day care since its inception.

Ms. Bablitch stated a memo was included in Board packets showing the changes in the service delivery system since 1995. Clem Hintz, Dick Purcell, and Jim Gifford were also sent this memo. Previous memos outlined changes prior to this date. This information was prepared to show that the Department adapted to changing program needs and funding.

Ms. Bablitch distributed copies of the new agency brochure. She asked Board members to let her know of any areas in the community to have the brochure placed. They are available at the library, churches, schools, and will be placed at clinics and hospitals.

Ms. Bablitch distributed a copy of a memo sent to all managers regarding setting program priorities. This procedure was established in 1986 and is updated as needed. Programs are reviewed and this system is applied to guide discussion. Programs are then discussed with the managers and the Board as needed.

Ms. Buck questioned if the Amish community is decreasing in the area. Ms. Bablitch stated they are. Ms. Bablitch stated she has been told it is because families feel there are not suitable young people for marriage. Ms. Hladky commented she has heard it is due to the variation between conservation and liberal families and families are seeking out like minded Amish communities.

C. Director's Report

Ms. Bablitch stated managers are hard at work on the budget.

Ms. Bablitch reported Ms. Jossie is doing reference checks on those who applied for the Assistant Business Manager position. Mr. Bishop attended these interviews as well.

Ms. Bablitch stated Bruce Froehlke voice mailed her with his need to be excused from this meeting. He also suggested he may need to be replaced since he is unable to attend most of the meetings. Ms. Bablitch discussed this with Ms. Rockman and Ms. Hladky. They stated in April, Rev. Ed Hunt will most likely be voted Chair of the Advisory Committee. Mr. Woehr questioned if Mr. Hunt would be able to serve on the Board since his spouse is working at the agency. Mr. Clark suggested looking at this issue. The Board bylaws state the chair of the Advisory Committee is to be a member of the Board. Further discussion on this issue will be needed.

D. Reports from Board Appointed Committees/Activities

Ms. Buck reported she and Mr. Jakusz attended the Permanency Planning meeting. This was a very good meeting and not as depressing as others.

Mr. Clark stated he, Mr. Jakusz, and Mr. Bishop attended the teleconference call with the County Administrator in Eau Claire regarding living wage. Eau Claire has over 100 contracts requiring living wages. A variety of services is included in the contracts. A great deal of discussion occurred regarding the teleconference. Ms. Bablitch will include copies of the materials sent as well as a model of the ordinance which will be on the next Board agenda. Her subcommittee continues to work on this issue.

Mr. Jakusz stated he and Mr. Clark attended the Community Response Team meeting. This meeting also discussed the living wage. Mr. Clark stated he, Jeff Jester, and Jerry Gargulak will get together to discuss developing a program to speak with 18 year olds to tell them what it means to be 18 regarding legal issues and finances.

Mr. Jakusz stated the first CCPC Governing Committee meeting was held. It was attended by himself, Mr. Zimdars, Ms. Buck, Mr. Bishop, and Janis Ribbens. There are three more meetings scheduled for this year. The first meeting consisted of background information on CCPC as well as the role of the Governing Committee.

Mr. Jakusz reported 260 children have been served so far this month in the day care.

Mr. Woehr reported the AODA RFP Committee met three times. Three organizations sent in proposals. The RFP was divided in three sections: adults, adolescents, and community education and prevention. The three bidders were Professional Services Group (Kenosha), Ministry Behavioral Health, and Recovery Counseling (both of Stevens Point). Candid discussions were held and all were given a fair chance since the bids were a two envelope process. The actual dollar amounts were not opened until after discussion was held on the proposals of the various programs. Ms. Benz stated a terrific job was done by the RFP Committee which included Mr. Woehr; Mr. Bishop; Ms. Holmes; Gail Chapman, Assistant Area Administrator; Guy Connor, Advisory Committee; and Chris Okray. Ms. Benz asked that a copy of these minutes be sent to them as well.

E. Period for the Board to Receive Public Comment

There were no public comments.

II. PROGRAM ISSUES

A. Discussion and Possible Action on AODA Contracts (Alcohol and Other Drug Abuse)

Ms. Rockman stated this was a two envelope process. The proposals were reviewed first and then the bids were looked at. Ms. Rockman distributed a handout concerning the bid figures received for the RFP. There was only one bidder for the adult services portion of the RFP. This was Ministry Behavioral Health. The Committee is recommending Ministry Behavioral Health receive this portion contingent upon negotiation of the bid figure. There were three bidders for the adolescent services portion of the RFP. These were Ministry Behavioral Health, Recovery Counseling, and Professional Services Group.

One proposal was not completed properly and did not include the proper budget form, audit, or the required Purchasing signature. Another proposal had inadvertently forgotten to answer some of the questions. The Committee is recommending the Professional Services Group be awarded this portion of the RFP. They have a good track record when working with adolescents and have more wrap around services. The figures will need to be negotiated as well. Mr. Clark questioned what happens if negotiations break down. Mr. Woehr stated this will be brought back to the Board and re-bidding may occur or discussions will be held with the Finance Committee to convince them additional funds would be needed. There were two bids received for the Community Education and Prevention portion of the RFP. The Committee was not comfortable with either proposal. A suggestion was made by Ms. Bablitch to bring this portion in-house and to contract with an individual to provide the service. Mr. Woehr stated the Committee felt similar services are already being provided in house and as such felt this could be done in-house as per Ms. Bablitch's suggestion. A motion was made by Mr. Woehr to accept the Committee's recommendations of awarding the Adult Services portion to Ministry Behavioral Health, the Adolescent Services portion to Professional Services Group, and the Community Education and Awareness portion as an in-house program contingent on the Department and Board's negotiations for appropriate dollar amounts. Mr. Bishop seconded the motion. Motion carried. It was also suggested that Mr. Woehr be present at the negotiations of the figures as well.

III. FISCAL ISSUES

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

Ms. Bablitch distributed a memo and project request form requesting a space study be completed in the Department. Ms. Bablitch stated after discussing this with Chuck Kell he suggested a space study be completed. He anticipated it would cost between \$10,000 and \$16,000 for the study. Mr. Clark questioned what the study would tell us that we don't already know. Ms. Bablitch stated it would tell us where and how much to expand. Mr. Woehr wondered if the study would be based on current programs or take projections into account. Ms. Bablitch stated most of the functions we do are mandatory and how many staff are needed to do them is the issue. Family Care is the most consistently growing area in the building currently. However, a competent firm can make better projections than staff. A motion was made by Mr. Woehr and seconded by Ms. Benz to recommend a space study be completed. Motion carried unanimously.

B. Action to Approve Vouchers

Ms. Jossie stated the vouchers are for five weeks. The Regular accounts total \$279,718.04, High Cost accounts total \$143,408.90, Long Term Care accounts total \$975,479.46, and Portage House totals \$2,524.58. This also includes the substitute care payroll. A motion was made by Mr. Jakusz and seconded by Mr. Zimdars to approve the vouchers. Motion carried.

Mr. Woehr questioned the status of the budget. Ms. Jossie stated she would have a better answer at the next meeting. Ms. Bablitch stated they are still looking at a deficit at this point.

IV. PERSONNEL ISSUES

A. Action to Authorize Position Refills

There were no position refills.

V. ADJOURNMENT

The next meeting will be held on Wednesday, September 12 due to the County Board convention from September 9 to September 11. Ms. Bablitch stated part of this meeting will be in closed session to discuss lay offs.

The meeting adjourned at 5:25 p.m.

Respectfully submitted:

Dawn Grasamkee
Recording Secretary

0599P.SAV

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

Present

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

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jim Canales, Family Care Director; Julie Hladky, Health Officer; Jenny Jossie, Business Manager; Lauri Rockman, Children and Family Coordinator; Mike Carder, Environmental Health Supervisor; Jerry Koeppel, Youth and Family Services Supervisor; Ray Przybelski, Adult Services Coordinator; Susan Rutta, Administrative Assistant; LeAnn Chase, Director of Special Education/Elementary Principal at Tomorrow River Schools; Jerry Bohren, Stevens Point School District; Connie Negaard, Ben Franklin School; Fred Wollenberg, CESA 5; Mary Baird-Barnes, PJ Jacobs; Chuck Graham, Ben Franklin School; Therese Frieberg, Portage County Personnel Director; Michael McKenna, Portage County Corporation Counsel; Joseph Reed, Tomorrow River School District; and Pete Sippel, Amherst High School Principal.

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

I. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of Health and Human Services Board Minutes of August 29, 2001

A motion was made by Mr. Jakusz and seconded by Ms. Benz to approve the minutes. Mr. Woehr clarified the county's nepotism policy. Ms. Bablitch stated the concern regarding Ed Hunt being on the Board seems satisfactory to the Corporation Counsel because Barb Hunt is not an employee of the agency. However, if it became a reality some standards could be set. Mr. Woehr also clarified the possible actions if negotiations breakdown with the AODA RFP on

page 4 of the minutes. Mr. Woehr stated the RFP could be brought back to the Board for re-bidding, discussions could be held with the Finance Committee to convince them of additional funds, or services could be reduced to only the mandated level required by law. Motion carried with the stated corrections.

B. Correspondence

Ms. Bablitch stated a letter from Clem Hintz and Jim Clark appeared in the Portage County Gazette thanking the Employees Foundation for the services provided through Kids Day at Camp and their other activities.

C. Director's Report

Ms. Bablitch stated the living wage issue will be on the next agenda.

Ms. Bablitch reported the first community discussion regarding child welfare issues was held and well attended. The next community discussion will be held on Tuesday, September 18 from 4:30 to 6:00 p.m. at the Charles M. White Library.

D. Reports from Board Appointed Committees/Activities

Mr. Peterson stated he attended the meeting on Tobacco held during the convention. He stated there will be no funds for 25 years from the tobacco settlement due to it being used elsewhere in the state's budget. It was also brought up that there are no known smokefree township meetings anywhere in the state. The other meeting Mr. Peterson attended was regarding nursing homes. There are no funds in the budget to help nursing homes. There has been \$108 million taken from the nursing home reserves to help with the budget. Mr. Peterson provided informational materials to Ms. Bablitch.

Mr. Jakusz reported he attended the Juvenile Justice meeting and the Mental Health meetings. He reported the Mental Health meeting was good.

Mr. Jakusz reported there were 273 children served in the day care in August and 82 children so far in September.

Mr. Woehr reported he attended the Ethics and Conflicts of Interest meeting as well as the Outcomes Based Budgeting meeting. Ms. Bablitch reported this is the direction our Department is heading.

Mr. Woehr reported he will be attending the contract negotiations for the AODA RFP negotiations.

Mr. Froehlke reported the Advisory Committee will be meeting on Monday and will discuss a volunteer to replace Mr. Froehlke at Board meetings he can't attend. Mr. Froehlke apologized for being unable to attend many meetings due to his schedule. The Advisory Committee will also be working on the lack of transportation which relates with the county-wide planning going on currently.

E. Period for the Board to Receive Public Comment

Ms. Hladky distributed a handout concerning the West Nile Virus. Two birds have tested positive for this virus in Milwaukee. A surveillance system has been established. St. Michael's lab does check for the virus when anyone reports symptoms of meningitis or encephalitis. The Department is a collection site for any dead birds. It is recommended the community take normal precautions such as making sure there is no standing water since the virus is passed on from mosquitos. The majority of people infected do not get sick and don't know they have the virus. The symptoms include flu-like feelings with a rash.

II. FISCAL ISSUES

A. 2001 Budget Update

Ms. Jossie distributed a copy of the 2001 budget project. The High Cost accounts are projecting a savings of \$103,000. Inpatient costs are down and Children's Group and Residential Care costs are lower than anticipated. The county no longer participates in the four county consortium. Participation is not in the best interest of the county since costs are divided by population and Portage County would bear the larger portion of the costs due to the larger population. Ms. Jossie reported the Regular accounts are projecting a \$63,000 deficit. Most of this deficit is the \$50,000 repayment to the state for an overpayment they gave us.

B. Action to Approve Vouchers

Ms. Jossie reported the vouchers are for two weeks and include the adult and child substitute care payments. The Regular accounts total \$140,728.36, High

Cost accounts total \$137,368.66, Long Term Care accounts total \$658,117.69, and Portage House totals \$1,636.46. A motion was made by Mr. Jakusz and seconded by Mr. Petersen to approve the vouchers. Motion carried.

III. PERSONNEL ISSUES

A. Action to Authorize Position Refill(s)

There were no position refills.

IV. PROGRAM ISSUES

A. Review of Potential Changes in Programs for 2002

Ms. Bablitch reported proposed changes for the 2002 budget. New guidelines stated W2 agencies must share administrative expenses with the Job Center. A cost sharing plan will be started. With the budget constraints being experienced, \$15,000 will be eliminated to fund the Resource Assistant, which is a leased position. The Job Center is also considering moving to a less expensive building.

Ms. Bablitch stated they are considering contracting the Fraud Investigator functions. This has been communicated to the AFSCME union. Ms. Bablitch reported they believe they have found a firm to do this work.

Ms. Bablitch reported the Vesper program is a cooperative effort between CESA 5, school districts, and social services departments to help difficult children remain in school and the community. Portage County is considering not participating as several other prevention programs have been initiated and funding for 2002 is a serious problem. However, school systems feel very strongly this program should stay intact.

Fred Wallenberg of CESA 5 gave background information on the Vesper Program. This program is primarily a program that tries to meet county needs to prevent out of home costs by having at-risk students attend school. It entails having a teacher pick up each student and transport them to and from the Vesper School. The program is for children ages 12 to 15 years old. Repetition is used to help students think to the logical end of their actions. Previous students help teach new students.

Mr. Bishop asked what the success rate of the program is. Mr. Wollenberg stated about 2/3 of the students stay out of corrections, are employed, and not in out of home placement. Mr. Koepfel stated Portage County had placed 16 students since 1998. Out of those 16, five are involved in the adult court system and four are involved in the juvenile justice system.

Jerry Bohren stated the students sent to this program are the most difficult to serve and have severe behavioral problems children who are not appropriate for our local Alternative School. There are no mental health day treatment programs available in Portage County for these students. A concern is what to do with these students if the program is cut. Mr. Bohren stated most of these students will require homebound education if the program is cut since they will not be able to handle them in the school system.

Ms. Bablitch clarified they are not saying the program is not good but there are other service priorities that must be met as well and this program is lower on the priority list. Ms. Holmes stated that unfortunately priorities have to be set and hard decisions must be made.

The estimated cost per student is \$12,500 for the program alone and does not include the social work time.

Joseph Reed gave an example of a student currently involved in the Vesper program. LeAnn Chase stated the program is a benefit to the children and has an impact on the entire school.

Mr. Woehr stated he would like to see, in writing, the long range impact of this program prior to any decisions made.

Connie Negaard reported the program helps to make schools safe. It helps to prevent dangerous situations in the school. The school is not sure what other programs are available for these students if the program is cut.

Mr. Przybelski stated there is mental health commitments or detaining them for inpatient treatment at Winnebago or Mendota if the student is a danger to themselves or others.

Page 18

HHSB Meeting Minutes
September 12, 2001
Page 6

Chuck Graham reported he has worked for 12 years at Ben Franklin and feels this program is very helpful and the least costly program available. He stated unfortunately there are failures as with most programs.

Ms. Bablitch stated additional potential cuts include bed holds at Crossroads as well as cuts in both the Family Training and Professional Services programs. The Right From the Start Coalition is bidding the contract out for Family Resource Centers rather than automatically continuing with Children's Service Society. Rather than allocating the \$12,000 of IV-E funds to the Family Resource Centers, this will be used to fund internal programs.

Mr. Clark stated these possible budget cuts will be discussed thoroughly during the budget deliberations.

V. CONTEMPLATED EXECUTIVE SESSION

A. Action to Go Into Closed Session in Accordance with Wisconsin Statutes 19.85(1)(c)

A motion was made by Mr. Jakusz and seconded by Ms. Holmes to go into closed session. A roll call vote was taken with all voting aye.

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

A motion was made by Mr. Peterson and seconded by Mr. Bishop to return to open session.

VI. ADJOURNMENT

The meeting adjourned at 7:00 p.m.

Respectfully submitted:

Dawn Grasamkee
Recording Secretary

0599P.SAV

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
SEPTEMBER 25, 2000**

Present

William Zimdars
Bruce Froehlke
Carole Holmes
Robert Woehr
Richard Bishop
Walter Jakusz
Dave Medin
Sandra Benz

Excused

Jim Clark
William Peterson
Ann Buck

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jim Canales, Family Care Director; Jenny Jossie, Business Manager; Lauri Rockman, Children and Family Coordinator; and Lucy Runnells, CMO Business Manager.

I. INFORMATIONAL INFORMATION

An informational update was given to the Board regarding the Birth to Three and Early Intervention programs.

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

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of Health and Human Services Board Minutes of September 12, 2001

A motion was made by Mr. Jakusz and seconded by Mr. Woehr to approve the minutes. Mr. Woehr questioned the Living Wage update that was to be on this agenda. Ms. Bablitch stated the Living Wage update will be postponed until the Public Policy Subcommittee has analyzed it. Motion carried.

B. Correspondence

There was no correspondence.

C. Director's Report

Ms. Bablitch stated the living wage issue is postponed due to a subcommittee meeting on October 17. An in-depth analysis will be done and more information will be available.

Ms. Bablitch stated the Assistant Business Manager position has been filled. Joanne Ash has been hired. She was previously with the Oneida Tribe. She will be starting October 10. An authorization was requested of Personnel to start her at a higher rate. She will be starting at Step F wages.

Ms. Bablitch stated three new positions are before the Personnel Committee meeting on October 1. One is a Developmental Disabilities case manager for children and the other two are CMO business positions. No county tax levy is attached to any of these positions.

Ms. Bablitch stated the Budget meeting is scheduled for October 1 and 2. An agenda was distributed. The meeting will start at 4:30 p.m. and end at 6:30 p.m. on October 1. If needed, the meeting will continue on October 2 at 4:30 p.m.

D. Advisory Committee Report

Mr. Froehlke reported the Advisory Committee met last week. There are three committees in progress right now. Kristen Kleckner was appointed to attend the Board meetings when Mr. Froehlke is unable to attend. Ms. Kleckner will not have voting rights nor be able to be part of the quorum.

E. Reports from Board Appointed Committees/Activities

Ms. Rockman stated David Pagel will be back to work on October 1 and will work part time.

Mr. Jakusz reported the day care served 160 children to date in September.

Mr. Jakusz reported he attended the Permanency Planning meeting last week Tuesday. There were four young people reviewed. The meeting was interesting again.

Ms. Benz stated on September 18 and 20 she attended the child welfare

meetings. These meetings were well attended, informative, and interesting. She is impressed with all the available resources. Ms. Bablitch stated the final community meeting is scheduled for October 11 at 4:30 p.m.

Ms. Holmes stated she attended the Family Preservation meeting on September 18. The speaker was from the YMCA who spoke on non-traditional before school day care. This program helps to transition children to school.

Ms. Holmes stated she attended the Leadership Lunch. The speaker was from Madison and talked about minorities. This was the last in a series of six. A survey will be sent out to ascertain continued interest.

F. Period for the Board to Receive Public Comment

There were no public comments.

III. PROGRAM ISSUES

A. Review of Programs that Help Prevent Out of Home Placements

Ms. Rockman distributed a handout of programs that provide prevention and intervention services for youth as well as treatment groups available for youths and their parents. Comparative outcomes for Vesper School and Intensive Supervision programs were also distributed. Ms. Rockman reported many services are in place in the agency. Some have restricted funded sources. Currently, the budget for the Intensive Supervision program is \$130,000 and a reduction of \$26,430 is anticipated. The Family Training Program is reduced by \$75,000. The Vesper Program has been eliminated with a reduction of \$35,000. These programs are targeted to at-risk kids to help avoid out of home placements. The groups available are run several times a year. The comparative outcomes show statistical information for the past four years. Mr. Medin questioned which program has the worker that will go and get the child out of bed if necessary. Ms. Rockman stated that is the Youth Monitor. The Intensive Supervision program conducts most of their services in the home and works with those children most in danger of out of home placement. They are available 24 hours a day, seven days a week. Two other programs should be added to the chart. They are the Crisis Intervention worker and Family Based Intervention. Ms. Rockman reported the reduction to the Family Training Program is due to the end of Community Reinvestment funds. A great deal of discussion occurred regarding the programs. Ms. Bablitch stated three

exemptions will be requested in regard to the budget. They are for retirement costs, increased computer services, and the Vesper Program. If the exemption is not approved for the Vesper Program, it is anticipated the children will be transferred back to the school district at the semester break.

IV. FISCAL ISSUES

A. Action to Authorize CCPC Investments

Ms. Runnells stated she would like to place additional funds in CD's to help equal the 15% of the capitation revenues required by the state. The CD's maturity dates will be staggered as well to allow for access to ready cash if there are any cash flow difficulties. A motion was made by Mr. Bishop and seconded by Mr. Woehr to allow \$700,033 be invested in CD's.

B. Action to Approve Vouchers

Ms. Jossie reported the vouchers are for two weeks while the Long Term Care vouchers are for one week. The Regular accounts total \$163,810.80, High Cost accounts total \$10,236.08, Long Term Care accounts total \$586,386.12, and Portage House totals \$702.78. A motion was made by Mr. Jakusz and seconded by Ms. Benz to approve the vouchers. Motion carried.

V. PERSONNEL ISSUES

A. Action to Authorize Position Refill(s)

There were no position refills.

B. Action to Authorize Temporary Services

Ms. Jossie stated the request is for 20 hours per week of a temporary service to help out in the Accounts Receivable and Fiscal sections. This is due to two current vacancies, one in each section, as well as maternity leave that will happen soon. As the vacancies are filled, the position will be reduced. Ms. Holmes moved to approve the request. Seconded by Mr. Woehr. Motion carried.

HHSB Meeting Minutes
September 25, 2001
Page 5

VI. ADJOURNMENT

The meeting adjourned at 6:00 p.m.

Respectfully submitted:

Dawn Grasamkee
Recording Secretary

0599P.SAV

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
OCTOBER 1, 2001

Present

Bill Zimdars
Sandra Benz
David Medin
Carole Holmes
Bruce Froehlke
William Peterson
Richard Bishop
Robert Woehr

Excused

Jim Clark
Ann Buck
Walter Jakusz

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; Barb Hunt, Community Resource Supervisor; Patti Jauch, Accounts Receivable Supervisor; Jerry Koeppel, Youth and Family Services Supervisor; Suzanne Oehlke, WIC Director; Ray Przybelski, Adult Services Coordinator; Rodger Ricketts, Mental Health Supervisor; Jim Riggerbach, Shared Services Coordinator; Lauri Rockman, Family and Employment Services Coordinator; Faye Tetzloff, Community Health Supervisor; Sue Chapman, Achievement Center; Chuck Graham, Stevens Point School District; Jerry Bohren, Stevens Point School District; Cate Bard, psychologist; and Bernadette Bashinski, Nurse Practitioner.

The meeting was brought to order by Mr. Zimdars at 4:30 p.m.

I. REVIEW OF PROPOSED 2002 DEPARTMENT BUDGET

Ms. Bablitch stated this was another hard year to budget. Ms. Bablitch stated the management staff did a wonderful job with the budget. The proposed budget meets the needs of the community and is conservative. Reductions were made in staff and contracted services. There were revenues problems for this budget as well. The state fees either remained the same or were reduced. The county budget guideline of a 3% increase did not cover the salary and fringe increases. There was a new format used this year to give more information. Ms. Bablitch asked for any suggestions to help understand the budget better. The budget will be presented to the Finance Committee on Monday, October 8. The Board will hold its regular meeting on October 9 to address any concerns which may arise from the Finance Committee. On November 13, the budget will be presented to the County Board.

A. Budget Overview

Ms. Jossie reviewed the Supplementary Schedules. Transfers were made due to the refinement of the separation of the Family Care budget from this. Exemptions were also included in the regular accounts of \$30,000 for retirement and \$31,924 for increased data processing costs. The high cost accounts include a \$35,000 exemption for Vesper. The overall net is 3.0%. The revenue chart on page Sup-3 reflects the reduction in Community Aids. There are no additional state funds and a reduction in the W2 contract. The user fees were also lower due to the change in the Medical Assistance case management policy which does not allow us to bill for children in out of home placement who were not eligible for IV-E funds. The 10 year history reflected on page Sup-4 shows a major decrease in revenues and expenses for 2002 which reflects the deletion of Family Care out of the HHS budget.

Sup-12A to Sup-12E is the proposed fee schedule. Ms. Jossie stated a correction needs to be made on page Sup-12A under Social Worker Services - Human Services Specialist I. The correct proposed fee should be \$54 per hour. Also on page Sup-12E under Other Services by Appointment - Communicable Disease Exam, the proposed fee should be \$33. Mr. Woehr questioned if we bill for no shows for appointments. Ms. Bablitch stated at this time they do not but this could be looked into. Ms. Bablitch stated Sup-14 shows a breakdown of the townships, villages, and city residents served and their respective populations.

B. Review of Administration/Business Budget

Ms. Bablitch stated overall there has been no major changes in the administration of the agency. We are the fiscal agent for Family Preservation and Right From The Start. Family Preservation will be allocating the budget funds later in the year. The Right From the Start Committee is currently in the process of bidding out the Family Resource Center program. Ms. Jossie reported computer costs are shown in the Business Management budget. The Accounts Receivable budget bad debt allowance was decreased to \$25,000 from \$100,000 because our accounts receivable is more accurately stated. The Fiscal Services budget reflects a decrease in a contracted employee from 25 hours to 20 hours per week starting January 1 and a decrease to 10 hours per week beginning April 1, 2002..

C. Review of Adult Services Budget

Mr. Przybelski stated the Adult Services Coordinator budget is new and has no history. Portage House received a significant increase in their state grant which will be locked in for two years with the possibility of renewing this grant for an additional five years. The Psychological Services budget reflects the elimination of the supervisor position in the Mental Health Clinic as well as a 10 hour decrease in the nurse practitioner position. Adult Protective Services and Crisis Intervention are two services shifted into the Adult Services budget and as such have no history. The SMI Case Management budget reflects a 17.5% increase in case management fees due to the hard work by the staff and an increase in the amount of referrals to the program.

Dr. Ricketts addressed the concern of eliminating the supervisor position in the mental health clinic as well as reducing the nurse practitioner position. Dr. Ricketts stated he felt this would negatively impact the mentally ill clients receiving our services. He would like to see the nurse practitioner position retain full time status since it is less expensive to keep clients maintained rather than needing to place them in more costly inpatient treatment centers. Dr. Ricketts proposed freezing the cuts for a year and look at the difference in programming issues. The major problem with people accessing services is to the stigma attached to those needing mental health services. Dr. Ricketts stated his top priority would be to keep the nurse practitioner on full time followed by maintaining the supervisor position if possible.

D. Review of Children and Family Services Budget

Ms. Rockman stated there was no change made to the Chemical Dependency budget since they are currently going through the RFP process. The Mentor Program grants reflects five months remaining on the grant. Ms. Rockman stated they are in the process of applying for grants to extend this program. The 10% match for this program was reflected in the 2001 budget. The Community Connections and Financial Wellness budgets were transferred to the Shared Services Division and reflect the lay off of the contracted position currently working in those programs. The Wisconsin Works budget reflects the change in the contract with the Job Center. The Resource Assistant position funding has been discontinued. There are no more Community Reinvestment funds available. Mr. Woehr questioned if a contracted position has been found to do the Fraud program. Ms. Rockman stated they are currently in negotiations on this.

Ms. Rockman commented Wood County may be charging less for the social worker time in the Vesper program. This has not been confirmed at this point.

Mr. Bohren distributed copies of the school district newsletter and statistical information on the Vesper program. Mr. Bohren stated there were 10 students involved in the Vesper program last year.

E. Review of Public Health Budget

Ms. Hladky stated there are very few changes in the division with the exception of the elimination of the lab services. Two programs, Prenatal Child Care Coordination and WIC, are having difficulty with revenues keeping pace with expenses. Child and Family Incentive funds help these programs tremendously. Funds which will be available for 2002 for the tobacco programs are unknown at this time. The budget was prepared with an estimation of funds. Some programs which were grant funded from the state are now provided under the Consolidated Contract. There are specific goals which must be met in order to receive the entire funds requested. If a goal is not met, then some funds must be returned. The Farmers Market Nutrition Program comprises of three separate "pots" of funds. Each portion of the funds is used for a specific group of people to receive vouchers (i.e., WIC, seniors, and others). Currently there are only two funding sources but a third is being looked for (for "others"). Mr. Woehr questioned if the rates for the School Health budget are per child. Ms. Hladky stated each school district contracts with the department for a specific amount of hours and we charge them our direct costs.

F. Review of Shared Services Budget

Mr. Riggerbach stated the Shared Services Division contains intake, child protective services, home and financial management, foster care, and support services. The Access Services budget has absorbed the Community Connections program. The Child Abuse and Neglect Prevention budget has been changed from a fiscal calendar to a calendar year budget. The revenue increase reflected in the Foster Care Coordination budget reflects the billing to the CMO for the time to recruit, train, and license providers who are serving CMO clients.

G. Review of Long Term Care Budget

Mr. Canales stated that 2002 will be the third year of operation of the CMO. The CMO has been operating in the black since 2000. Ms. Runnells distributed two

replacement sheets for pages LTC-Sup 1 and LTC-Sup 2. LTC-Sup 2 also includes the two new positions in the Business area of the CMO. The purchased services figure reflects all contracted services to serve members. LTC-Sup 3 and LTC-Sup 4 show a breakdown of where the revenues and expenses are contained. LTC-Sup 5 shows a breakdown of CCPC expenses. The state requires only 7% to be used for administrative fees. Ms. Runnells stated the Administration and Business Support budget includes the new personnel. We must also recognize the depreciation and amortization for all CCPC equipment and the computer system. A separate computer system for Family Care is used but it is linked into the county system. The Children with Disabilities/Non-CMO Adults budget appears in the regular accounts budgets. No significant changes are indicated. A concern was raised regarding the large amount of Stevens Point residents being served in this budget compared to other areas. Ms. Runnells stated this is where the clients are living. The Department on Aging serves 50% city residents and 50% county residents. It is possible a lack of transportation and outreach may be affecting this numbers, and will be studied. The Community Care of Portage County budget shows all services to members. The 2002 capitated rate has not been established yet. The budget was based on the best estimation of what that rate will be. The rate does not remain steady and is constantly changing as new members are added. The same applies for the expenses for services.

H. Review of High Cost Budget

Ms. Jossie stated there is a \$35,000 exemption included in the high cost budgets for the Vesper Program. Ms. Rockman reported the Chemical Dependency Inpatient Detox budget has no significant changes. Sacred Heart's alcohol treatment and program has closed and required a shift of costs in the budget. The Children's Group/Residential Care is where the Vesper Program is located. The General Assistance budget was developed on a five year average. Mr. Przybelski stated the Mental Health Inpatient does not have a lot of changes. This account can be unstable. A shift of \$20,000 from Norwood to St. Michael's was made due to more patients being placed at St. Michael's and that St. Michael's is able to bill Medicaid. The SMI Residential Services budget shows a significant increase for room and board at Crossroads. Only 10 beds rather than 12 beds have been contracted with Crossroads due to the utilization history. The projected reserve account balance at the end of 2001 is approximately \$285,000.

I. Action to Adopt 2002 Fee Schedule

A motion was made by Mr. Medin and seconded by Ms. Holmes to approve the fee schedule as presented with the two corrections stated earlier. Motion carried.

J. Action to Adopt 2002 Health and Human Services Budget and Forward to Finance Committee

Mr. Woehr stated he would like to see to what level a program is mandated in the statutes. Ms. Bablitch stated only few of the statutes indicate a specific level. Mr. Woehr moved to approve the budget and forward to the Finance Committee. Motion seconded by Ms. Holmes. Motion carried.

II. ACTION TO ADJOURN

The meeting adjourned at 6:23 p.m. The next meeting will be Tuesday, October 9, 2001 at 4:30 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
OCTOBER 9, 2001**

Present

Jim Clark
William Zimdars
William Peterson
Carole Holmes
Robert Woehr
Richard Bishop
Walter Jakusz
Dave Medin
Sandra Benz

Excused

Ann Buck
Bruce Froehlke

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jim Canales, Family Care Director; Jenny Jossie, Business Manager; Patricia Jauch, Accounts Receivable Supervisor; Kristin Kleckner, Advisory Committee.

I. **INFORMATIONAL INFORMATION**

An informational update was given to the Board regarding Bioterrorism.

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

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

A. Approval of Health and Human Services Board Minutes of September 25, 2001

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

B. Correspondence

There was no correspondence.

C. Director's Report

Ms. Bablitch reported on charging for "no shows" in our Mental Health Clinic. Ms. Jauch stated about two years this was attempted. The charge was \$25 per no show. No third party sources will pay for no shows and most of the clients are on

a sliding fee scale and thus would not pay for no shows due to their inability to pay. Those with an ability to pay didn't respond to the bill they were sent and felt they should not be paying for something they didn't receive. Collection agencies will not accept anything below \$50 for collections. Small claims cost \$70 in addition to staff time and would not be worth pursuing no show costs in this manner. Our procedure at this time is to call clients to remind them of their appointments. This has improved the situation.

Ms. Bablitch introduced Kristen Kleckner from the Advisory Committee. She will be attending the meetings that Mr. Froehlke will not be able to attend.

Ms. Bablitch requested opinions from the Board regarding the Chemical Dependency Services. It was determined the Department would do the Community Education and Awareness portion of the RFP. Since this decision was made, another grant has become available for Ms. Rockman to work on regarding juvenile delinquency. This grant will require a lot of Ms. Rockman's time. Ms. Bablitch questioned if the Board would like us to outline the specifics of what the Department would like regarding Community Education and Awareness and give Ministry Behavioral Health an opportunity to write a plan to complete this portion of the RFP. The plan would need to be submitted by December 1. If the plan would be approved, they would receive this portion of the RFP for one year. There was general agreement to proceed with this idea. Mr. Woehr stated they would be meeting with Ministry Behavioral Health regarding negotiations for their portion of the RFP they have received on the 19th. He felt if this needed to be done, it should be placed as an action item on the next agenda since the RFP assignments were passed as an action item on a previous agenda.

Ms. Bablitch distributed a copy of the rankings of the Capital Projects which was distributed at the Capital Improvements meeting this afternoon. There are two main groups for funding and the Department study fell into the third group. It was felt that with the CMO being a pilot currently and the uncertainty if it will remain in our building that any space study should be put off until this has been determined. This space study has been put on hold until after September 2002 when the Governor reviews the results of the Family Care evaluation.

D. Reports from Board Appointed Committees/Activities

Mr. Jakusz reported the day care served 183 children in September and 75 have been served so far in October.

Ms. Benz reminded the Board the last Child Welfare Assessment public meeting will be on Thursday, October 11 from 4:30 to 6:00 p.m. at the Charles White Public Library.

E. Period for the Board to Receive Public Comment

There were no public comments.

III. FISCAL ISSUES

A. Update: Finance Committee Budget Review and Action as Appropriate

Ms. Bablitch reported no decisions were made on any budgets at the Finance Committee meeting. The Department included three exemptions. The exemption for data processing needed to be refined and was corrected to reflect \$3,000 less. The information the exemption was based on was received in a letter which contained only the costs of data processing and not the equipment. We will get the necessary information. This is a uncontrollable cost by all County Departments. There were no comments made on the Retirement exemption. Ms. Bablitch stated Jerry Bohren gave a presentation regarding the Vesper exemption. The impression that costs would be greater due to all of these children being in out of home placement was given. Ms. Bablitch clarified this is not true and not all of these children would be in out of home placement. Joe Reed of Amherst was also present and spoke in support of the Vesper program. The committee felt the Vesper program was not a proper exemption. The Department will be funding this program through the end of the year. Mr. Woehr stated he felt the Finance Committee should accept the budget as it was acted upon and approved by this Board. Ms. Bablitch stated these exemptions were not acted upon and it is possible additional funds may be made available or we may be allowed to come in with a budget over the requested 3% increase. A decision has not yet been made. Ms. Bablitch stated a discussion was held regarding the high cost funds. It was suggested a cap be placed on the high cost funds at an amount that was not determined.

B. Action to Approve Vouchers

Ms. Jossie reported the vouchers are for two weeks while the Long Term Care vouchers are for three weeks. The vouchers also include the substitute care payroll. The Regular accounts total \$125,573.65, High Cost accounts total \$158,286.96, Long Term Care accounts total \$396,595.47, and Portage House

Page 11

HHSB Meeting Minutes
October 9, 2001
Page 4

totals \$192.73. Mr. Clark questioned whether residents help defray the cost of the telephone at Portage House. Ms. Jossie stated this amount is a three or four month total since that is the way the billing is done and that residents to help defray this cost. Mr. Woehr questioned the amount of travel in the regular accounts. Ms. Bablitch stated there are two county vehicles which are charged to the employee travel account. Also, not everyone turns in their travel vouchers regularly. The month of September contains a lot of regional meetings as well. A motion was made by Mr. Woehr and seconded by Ms. Benz to approve the vouchers. Motion carried.

IV.. PERSONNEL ISSUES

A. Action to Authorize Position Refill(s)

The Shared Services Assistant in the Shared Services Division has been vacated due to the employee taking the vacant position in the Accounts Receivable Section. This position will need to be refilled.

A second request is for work study students to help out in the Accounts Receivable Section to do filing. These students would be reimbursed with W2 funds which are available.

A motion was made by Mr. Peterson and seconded by Mr. Bishop to approve the refill and the work study students. Motion carried.

V. ADJOURNMENT

The meeting adjourned at 5:30 p.m.

Respectfully submitted:

Dawn Grasamkee
Recording Secretary

0599P.SAV

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
OCTOBER 23, 2001**

Present

Jim Clark
William Zimdars
Bruce Froehlke
William Peterson
Carole Holmes
Robert Woehr
Dave Medin
Sandra Benz

Excused

Ann Buck
Richard Bishop
Walter Jakusz

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jim Canales, Family Care Director; Patricia Jauch, Accounts Receivable Supervisor; Julie Hladky, Health Officer; Ray Przybelski, Adult Services Coordinator; Lucy Runnells, CMO Business Manager; Lauri Rockman, Children and Family Services Coordinator; Jim Riggerbach, Shared Services Coordinator; Joanne Ash, Assistant Business Manager; Amy Heart, Hunger Prevention Partnership; and Alison Mansavage, student observer.

I. INFORMATIONAL INFORMATION

An informational update was given to the Board by Judge Thomas Flugaur regarding the Justice Coalition.

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

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of Health and Human Services Board Minutes of September 12, 2001, October 1, 2001, and October 9, 2001

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

B. Correspondence

There was no correspondence.

C. Director's Report

Ms. Bablitch introduced Joanne Ash, the new Assistant Business Manager, to the Board.

Ms. Bablitch reported there was no action taken on the agency budget at the Finance Committee last evening. The Finance Committee will meet again prior to the next County Board meeting. The Finance Committee did approve the exemptions requested for data processing and retirement. Additionally, they allowed us a 1% increase to fund the Vesper Program (\$30,126). Ms. Bablitch stated the Department will be working with the Vesper Program regarding changes.

Ms. Bablitch stated the November 13 Board meeting may be canceled. The next meeting would then be November 27.

Ms. Bablitch stated a question was raised concerning having a cap on our high cost accounts. Ms. Bablitch reported she believed a policy was in effect concerning a cap on the high cost accounts. The policy states 25% of the gross budget of accounts can be put in the reserve. Currently there is \$285,000 in the reserve for 2001. The cap would be \$358,000.

D. Reports from Board Appointed Committees/Activities

Ms. Holmes reported the VISIONS dinner was an unbelievably gratifying event. Ms. Bablitch commented Ms. Holmes did an outstanding job as the emcee. Ms. Rockman also was a recipient of an award.

Ms. Benz stated the final meeting on the Child and Family Welfare Assessment was completed. A good presentation was given and suggestions were made. Ms. Bablitch stated a summary of the assessment will be presented to the Board at the December 11 meeting.

Ms. Holmes introduced Alison Mansavage, a SPASH student observing the meeting for a class assignment.

E. Period for the Board to Receive Public Comment

There were no public comments.

III. PROGRAM ISSUES

A. Quarterly Program Statistics

Ms. Rockman stated requests for youth and family services are down this quarter. Economic Support requests are up dramatically primarily due to MA/BadgerCare referrals and an increase in the Food Stamp caseload. The increase in Workforce Development Services is due to another Moving Up! session held and the Assessment Center. Respite Care is over budget. There is a high demand for respite care services. Emergency Services requests continue to increase, especially for food and housing assistance. The Youth Advocacy Program now has 20 children involved. The Job Center is looking for an alternative location due to the high rent being paid currently. Mr. Froehlike questioned if the increase in caseload size for Economic Support is being managed. Ms. Rockman stated the vacant positions have been filled and training has started. Due to the amount of time it takes to train an individual, the caseload is being managed to the best of their ability. After these individuals are fully trained, the caseload will be distributed for better management. It will be monitored as time goes on.

Ms. Hladky reported there were very few changes. The School and Day Care Screenings number of 2,921 for the third quarter 2000 is in error. The 2,938 for fourth quarter 2000 for immunizations is correct. This is due to the flu vaccine being administered. Analysis of the large increase in Intake for this quarter indicates no trend or problem. The large number of lyme disease reports the quarter reflects a seasonal trend. This quarter a waiting list needed to be established for the Farmer's Market Nutrition Program. Ms. Benz questioned if those individuals on the waiting list will be the first ones served next year. Ms. Hladky responded she is not certain at this point but that was a good idea. The two rabies cases confirmed were in bats. The exposed individuals have received their series of shots. Ms. Hladky reported the Department was a drop off site for dead birds associated with the West Nile Virus. No birds were dropped off. Ms. Hladky stated there were three incidents today in the state of suspected anthrax. There was a coordinated response from all agencies involved. Two samples have been sent in and both were negative. Ms. Hladky stated she has been spending almost all her time on potential anthrax scares and the collaboration needed between agencies.

Mr. Przybelski reported referrals to the Mental Health Clinic are up. The referrals to the Community Support Program are up as well. There were 37 emergency detentions this quarter which continues the dramatic increase for this year. The

number of missed appointments has gone down this quarter. Mr. Froehlke questioned why increases in referrals to the mental health clinic are good but increased referrals to the Community Support Program are not. Mr. Przybelski stated individuals in the Mental Health Clinic are there for short periods of time and we have adequate staff to handle the cases. Individuals referred to the Community Support Program are there long term and remain on caseloads for years requiring monitoring regularly. The same is true for Adult Protective Services cases. These require monitoring on a regular basis as well.

Mr. Riggerbach reported the intake contacts this quarter were significantly higher than the third quarter last year. The number of miles and hours provided by volunteer drivers has decreased this quarter. Two more drivers were gained recently. There were 12 children placed in foster care this quarter. All requests for children and adult foster care were able to be met but three respite foster placements were not able to be met. The recent report of the suspected sexual abuse of a child showed a good example of all the agencies working together to remedy this situation.

Ms. Jauch reported the statistics reflect the state guidelines of not being able to bill case management for individuals in foster care, if IV-E eligible or not. The agency has formed a committee to work on the Health Insurance Portability and Accountability Act (HIPAA). Mr. Woehr questioned if attempts were made to collect on written off accounts showing the statute of limitations has expired. Ms. Jauch responded the agency tried various times including working with Corporation Counsel prior to turning them over to the collection agency who then attempted to collect as well.

Mr. Canales reported there are 451 members enrolled in Family Care. The 80+ year age level shows the trend continuing with older adults enrolling. A correction in the member living arrangement for own home/apartment should be 327 for this quarter and 289 for last quarter.

B. Update - Living Wage Project

The Hunger Prevention Partnership feels a living wage ordinance could be very helpful. The living wage would vary by counties. There are various wages to calculate a living wage. Page 48 of the packet shows various living wage ordinances in Wisconsin, the wage rate, and covered employers. A timeline for the creation of a living wage ordinance is on page 47. This would also include tax credits not being taken advantage of by people. Ms. Bablitch stated the ordinance

could be brought to the County Board in 2002. Mr. Froehlke questioned if this has been discussed with the Business Council. Ms. Heart stated not yet but they are optimistic the Business Council would agree this is beneficial to have. Mr. Peterson commented he believes a problem could develop with the county contracts if they are required to offer certain set wages. The Board authorized the study committee to continue.

C. Action to Review Prevention/Community Education Component of AODA Grant

Ms. Bablitch stated this is the same item as was discussed at the last meeting and has been brought for action. Ms. Rockman stated this is only an option to be considered. A motion as made by Mr. Woehr and seconded by Ms. Holmes to approve the request. Motion carried. Mr. Woehr stated he would be available to help with develop and review the plan.

IV. FISCAL ISSUES

A. Action to Approve Vouchers

Ms. Runnells reported the vouchers are for three weeks while the Long Term Care vouchers are for two weeks. There are no unusual expenses. The Regular accounts total \$192,597.11, High Cost accounts total \$10,928.85, Long Term Care accounts total \$179,717.71, and Portage House totals \$132.16. A motion was made by Ms. Benz and seconded by Mr. Woehr to approve the vouchers. Motion carried.

V.. PERSONNEL ISSUES

A. Action to Authorize Changing Authorized Position from Human Services Specialist 1 Social Worker to Human Services Specialist 1 Nurse

Ms. Bablitch stated a correction to the agenda should show a Human Services Specialist 1 Nurse not a II. Ms. Bablitch stated this has been done in the past as it is difficult to anticipate workload. A motion was made by Mr. Clark and seconded by Ms. Holmes to approve the request. Mr. Woehr questioned if the subcommittee approved this request. Mr. Canales stated the subcommittee doesn't meet until November and this request is needed now. Motion carried.

Page 7

HHSB Meeting Minutes
October 23, 2001
Page 6

B. Action to Authorize Limited Term Employee for WIC Program

Ms. Bablitch stated there are funds available for this position. Mr. Woehr wondered about the accuracy of the job description because it doesn't seem possible for someone to be able to keep policies current when they'll only be here for such a short time. A motion was made by Mr. Clark and seconded by Mr. Froehlke to approve the position. Motion carried.

C. Action to Authorize Position Refill(s)

There were no position refills.

VI. ADJOURNMENT

The meeting adjourned at 6:10 p.m.

Respectfully submitted:

Dawn Grasamkee
Recording Secretary

0599P.SAV

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
NOVEMBER 27, 2001**

Present

Excused

Jim Clark
William Zimdars
Ann Buck
Richard Bishop
Bruce Froehlke
William Peterson
Carole Holmes
Robert Woehr
Dave Medin
Sandra Benz

Also Present: Dawn Grasamkee, Recording Secretary, and Jenny Jossie, Business Manager.

I. INFORMATIONAL INFORMATION

An informational update was given to the Board by Shared Services on Foster Care.

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

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of Health and Human Services Board Minutes of October 23, 2001

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

B. Reports from Board Appointed Committees/Activities

Mr. Woehr stated he met with Lauri Rockman, Jenny Jossie, and Judy Bablitch on October 24 regarding the plan for the prevention and education portion of the AODA RFP. The plan is to be returned by December 1 from SAINTS. This will hopefully be finalized during the December 11 meeting. They have also looked at negotiating the price for the adult portion of the AODA RFP. Bo DeDekker stated a fee for service charge should be utilized. Unfortunately, this means funds may run out in 2002. Professional Services will be doing the children's portion of the RFP. They are ready to start and are being introduced to the court system.

Ms. Buck stated she attended her last meeting of the Bureau of Aging. The 2003-2005 state plan was discussed. Main topics include the congregate and home delivered meals, transportation, and senior residential communities. The Bureau would like to see the services consumer driven at the county level.

On November 14 Ms. Buck attended the CCPC meeting along with Bill Zimdars. Mr. Zimdars was elected temporary chair. The request to use laptop computers away from the building was approved. An overview of the cost share and room and board rating system was given.

Ms. Buck stated she also attended the Permanency Planning Review Panel meeting. Only three children were reviewed at this time.

Ms. Holmes stated she attended the Long Term Care Council on October 26.

Mr. Clark stated he attended the Community Response Team meeting. There is a need for help and supplies at Bootstrap. A brochure has been mailed reflecting the current statistics and to make people aware of the needs in the county.

Mr. Froehlke stated the Advisory Committee has met. The meeting was routine and there were no major issues to report on.

Ms. Holmes introduced Alison Mansavage, a SPASH student observing the meeting for a class assignment.

C. Period for the Board to Receive Public Comment

There were no public comments.

III. PROGRAM ISSUES

A. Action to Replace Health and Human Services Board Member on Permanency Plan Panel, Care Management Organization Subcommittee, and Community Response Team

Mr. Clark reviewed the three committees to be filled. He stated to let Judy Bablitch know if you are interested in serving on any of these committees.

B. Discussion about Memorial for County Board Supervisor Wally Jakusz

Mr. Clark stated the YMCA Day Care is being considered to have a memorial plaque placed on the wall outside the room utilized by the day care. Funds could be used to have a computer and software for use by the children in the day care. The cost of the software should be \$15 to \$30 rather than \$25 to \$50 per package. Mr. Clark suggested tabling this issue until the next meeting to find out if the day care will be in its permanent location or will be moving.

IV. FISCAL ISSUES

A. Action to Update Fee Schedule

Ms. Jossie stated the 2002 fee schedule would need to be changed to reflect Achievement Center services. This is due to the implementation of the Birth to Three Program which must show parental cost share on the Individualized Family Service Plans. In most cases these fees would be paid by Medical Assistance or adjusted based on the ability to pay. The fees must be listed individually on the fee schedule. A motion was made by Mr. Woehr and seconded by Mr. Bishop. Motion carried.

A. Action to Approve Vouchers

Ms. Jossie reported the vouchers are for five weeks. They also include the October payrolls. The Regular accounts total \$336,288.55, High Cost accounts total \$168,911.12, Long Term Care accounts total \$1,584,180.23, and Portage House totals \$4,341.07. Mr. Clark asked if the budget is on track for this year. Ms. Jossie stated it is. Mr. Woehr questioned the operating costs amount in Portage House. Ms. Jossie stated this also includes some October payments that were done as well as general operating expenses. A motion was made by Mr. Zimdars and seconded by Ms. Benz to approve the vouchers. Motion carried.

V.. PERSONNEL ISSUES

A. Action to Authorize Position Refill(s)

There were no position refills.

Page 7

HHSB Meeting Minutes
November 27, 2001
Page 4

VI. ADJOURNMENT

Mr. Clark stated he will not be present at the next meeting of December 11. Mr. Zimdars will be gone as well. Mr. Clark stated if he understands the procedures correctly, the next senior member of the Board would preside over the meeting. This means Mr. Peterson would be the chair of this meeting. The meeting adjourned at 5:20 p.m.

After the meeting concluded, Ms. Benz stated she would be interested in serving on the Community Response Team. Mr. Bishop stated he would be interested in serving on the Permanency Plan Panel. Ms. Benz stated she will also gather the child care statistics. There were 216 children served in October and 181 children served to date in November.

Respectfully submitted:

Dawn Grasamkee
Recording Secretary

0599P.SAV

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
DECEMBER 11, 2001**

Present

William Peterson
Ann Buck
Richard Bishop
Carole Holmes
Robert Woehr
Dave Medin
Sandra Benz
Kristin Kleckner (in Bruce Froehlke's absence)

Excused

Jim Clark
William Zimdars
Bruce Froehlke

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jenny Jossie, Business Manager; Joanne Ash, Assistant Business Manager; Julie Hladky, Health Officer; Jerry Koepfel, Youth and Family Services Supervisor; Suzanne Oehlke, WIC Supervisor; David Pagel, Family and Employment Supervisor; Ray Przybelski, Adult Services Coordinator; Lauri Rockman, Children and Family Services Coordinator; Faye Tetzloff, Public Health Supervisor; Clarence Hintz, County Board Supervisor; Sandra Curtis, Emergency Management; Dick Purcell, Portage County Finance Department; Craig Flagel, Data Processing; Angie Jakusz, Data Processing, Joanne Griffin, Ministry Behavioral Health; Michael McKenna, Corporation Counsel; Theresa Frieberg, Personnel Department; J. Blair Ward, Assistant Corporation Counsel; Bo DeDeker, Portage County Finance Department; Bill McCulley, retired Portage County employee; and Daryl Kurtenbach, retired Portage County employee.

I. INFORMATIONAL INFORMATION

An informational update was given to the Board regarding the Health Insurance Portability and Accountability Act (HIPAA).

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

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of Health and Human Services Board Minutes of November 27, 2001

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

Page 2

HHSB Meeting Minutes
December 11, 2001
Page 2

B. Correspondence

Ms. Bablitch stated page 8 contains the tentative meetings dates for the Board scheduled through May 28. The May 14 and 28 dates may change due to the reconfiguration of the Board in April.

C. Director's Report

Ms. Bablitch stated Ms. Holmes will be leaving the state and this is her last meeting. A plaque was presented to Ms. Holmes for her years of service to the Health and Human Services Department.

Ms. Bablitch stated there will be no more meetings in December due to the Christmas holidays. The next meeting will be January 8, 2002.

Ms. Bablitch stated funding for General Assistance has been reduced retroactive to 2000. This information was given to the Department after the budget had already been presented. The allocation received from the State is \$5,000 to \$7,000 less than anticipated.

Ms. Bablitch stated page 9 and 10 of the packet is information regarding the Intoxicated Driver Program. The state is currently out of compliance for underage tobacco buying in 2001. There is a \$10 million penalty for states out of compliance. It is proposed \$3 million be taken from IDP funds to settle the balance. Currently 28 counties are affected by this proposal. If this proposal passes, there will be less funds to provide alcohol services to adults and prevention activities.

Ms. Bablitch stated the issue of taking home laptop computers by CCPC staff has been resolved. All staff will be allowed to take these computers on home visits and when on call.

D. Advisory Committee Report

Ms. Kleckner reported the Advisory Committee met on November 19. Dan Barth from the AODA Task Force gave a presentation. It entailed a study done by Flo Hildebrand regarding a study consisting of same weight individuals, male and female, and the affects of alcohol on the different sexes. The women were found to be more affected for longer periods of time by the same amount of alcohol. The Transportation Task Force reported on states with auto purchasing programs. Dr.

Hunt suggested having two youths on the Advisory Committee and to team them with mentors.

E. Reports from Board Appointed Committees/Activities

Mr. Woehr stated they are still working on the cost for the AODA education and prevention aspect of the RFP. The adult services portion of the RFP is still in negotiations regarding their funding level.

Ms. Benz reported the day care served 197 children in November and has served 87 children thus far in December.

F. Period for the Board to Receive Public Comment

Mr. McCulley stated the PRISM project has set aside \$3,000 for helping to stabilize individuals in housing after they have been released from jail. Most times these individuals are released around midnight and not able to find suitable housing. Most have no funds to get housing after being released.

Ms. Bablitch reported John Studinski, the Department's maintenance worker, had a young person working with him from the jail. He found a used bike for this individual to use and arranged for an interview for employment at Golden County Foods for him. This young man was able to secure this job after he was released from jail.

G. Update: Retiree's Health Insurance

Mr. McCulley stated increases in retiree health insurance costs occurred in 2001 and 2002. In 2001 the County Board looked at solutions to the health insurance. No recommendation was received from the Personnel Committee. Currently about 60 to 70% of the retirement paid to retirees is used to pay for health insurance. Most of the people in the plan are on the optional plan and not the basic plan. This results in about \$61,000 in savings. Health insurance costs are becoming unaffordable and something needs to be done. Mr. McCulley stated a proposal will be given to the County Board at its next meeting requesting that they look at the issue rather than the Personnel Committee. Hopefully a more reasonable solution can be found. Mr. Kurtenbach stated they will be attending the December 18 County Board meeting and will be providing written information. Mr. Kurtenbach stated the retirees would like the same percent of increase or decrease as the county costs. Ms. Frieberg responded this issue is a national issue and not just a

county issue. Ms. Frieberg stated the Personnel Committee looked at this issue and tried to come up with solutions but there were no insurance companies available that would take on this small group of individuals. There are also issues with collective bargaining that need to be taken into account.

III. FISCAL ISSUES

A. Action to Authorize Ministry Behavioral Health 2002 Contract to Provide Prevention/Community Education Services

Ms. Rockman stated a more detailed proposal has been received from Ministry Behavioral Health and she is recommending they be awarded the Prevention/Community Education Services portion of the RFP. Mr. Medin suggested the last page of the proposal be emphasized and a handle be kept on those programs. Ms. Bablitch stated with the IDP funding changes, the amount of the proposal may be changing by \$20,000. Mr. Woehr moved to approve the granting of this portion of the RFP to Ministry Behavioral Health. Ms. Holmes seconded the motion. Motion carried.

B. Action to Authorize Change in Child Care Certification Fees

Mr. Pagel stated a change in the amount of child care certification fees to reflect a more standardized fee with the surrounding counties. The state also requires certification to be a two year period rather than the previous one year period. Mr. Bishop moved to approve the \$45 rate for certification for a two year period. Seconded by Ms. Benz. Motion carried.

C. Action to Authorize Revised Salary for Portage House Relief Staff

Ms. Bablitch reported Portage House has the funds to meet this request. A motion was made by Mr. Woehr and seconded by Mr. Bishop to approve the request with the issue being addressed annually. Motion carried.

D. Action to Approve Vouchers

Ms. Jossie reported the vouchers are for two weeks for the regular, high cost, and Portage House accounts. The vouchers are for one week for long term care accounts. The vouchers also include the substitute care payroll. The regular accounts total \$116,852.33, High Cost accounts total \$129,411.46, Long Term Care accounts total \$382,780.24, and Portage House totals \$1,459.75. Ms. Benz

HHSB Meeting Minutes
December 11, 2001
Page 5

moved to approve the vouchers with a second by Mr. Bishop. Motion carried.

IV. PERSONNEL ISSUES

A. Action to Authorize Position Refill(s)

There were no position refills.

B. Action to Increase LTE Hours

Ms. Bablitch stated there are currently two staff on medical leave and the additional hours are needed to help out until these staff return to work. A motion was made by Mr. Medin and seconded by Ms. Holmes. Motion carried.

V. ADJOURNMENT

Ms. Buck questioned the status of the memorial for Mr. Jakusz. Ms. Bablitch stated the plaque would move with the day care if it moves. The proposed computer would also be a good asset in the day care. The day care center will exist as long as there are funds for it. Ms. Benz suggested possibly renaming the day care in Mr. Jakusz's name such as "Wally's Kids" and to have a small dedication ceremony.

The meeting adjourned at 5:58 p.m. on a motion from Mr. Bishop.

Respectfully submitted:

Dawn Grasamkee
Recording Secretary

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