

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
January 8, 2002

Present

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

Excused

Robert Woehr
Bruce Froehlke

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jenny Jossie, Business Manager; Ray Przybelski, Adult Services Coordinator; Barb Hunt, Emergency Services Supervisor; Jim Riggerbach, Shared Services Coordinator; Linda Weitz, Developmental Disabilities Supervisor; Patti Smith, Emergency Services; Deb Pierce-Johnson, social worker; and Tony Patton.

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

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of Health and Human Services Board Minutes of December 11, 2001

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

B. Correspondence

There was no correspondence.

C. Director's Report

Ms. Bablitch stated the next meeting is scheduled for January 22 and will be a joint meeting with the Advisory Committee.

Ms. Bablitch reported many concerning issues have been heard regarding the State budget as it relates to Department funding. Information has been sent to Directors concerning possible cuts and changes. All the Health and Human Services Directors are responding back to the Department of Health and Family Services. Mr. Medin questioned if there is a contract with the State. Ms. Bablitch

Page 2

HHSB Meeting Minutes
January 8, 2002
Page 2

stated there is, but the State can change the funding in the contract whenever they want. Some huge issues that were suggested during a brainstorming session were closing the two Centers for Developmentally Disabilities as well as closing Winnebago and Mendota. A smaller suggestion is not to continue Family Care or not to begin Family Care state-wide. It was also suggested that school districts pay for child caring institutes. Ms. Bablitch will keep the Board up to date as any new information is developed.

Ms. Bablitch reported the living wage ordinance is still being developed. Surveys will be sent to agencies we contract with asking for some idea of what wage rates they have. Statistics show that a family of four must make \$9.70 per hour to be at 110% of the federal poverty level or \$10.58 per hour to meet the 120% of federal poverty level.

D. Reports from Board Appointed Committees/Activities

Mr. Medin stated discussion is still occurring on the possibility of a unlocked Huber facility. The outstanding success of Portage House has made this a positive issue in the neighborhood.

Ms. Benz reported the day care served 171 children in December and has served 44 children thus far in January. There were 2,527 children served in 2001 which is 10 less then last year.

E. Period for the Board to Receive Public Comment

There were no public comments.

II. PROGRAM ISSUES

A. Update: Emergency Services

Ms. Hunt reported emergency services provides a coordinated community response for emergency requests for food, shelter, heat, clothing, furniture, medical needs, etc. Health Plus and the Housing Network Project are included in these services. The goal is to coordinate a response with other agencies such as Operation Bootstrap, Salvation Army, TEFAP (commodities), Second Harvest, and Catholic Charities to help the low income population basic needs. A centralized system also helps prevent duplication. Ms. Hunt stated Patti Smith receives about 55 calls a day.

Ms. Smith reported of the 55 calls she receives about a fourth of those are for referrals for food, shelter, clothing, medications, dental needs, or medical needs. Last quarter there were 507 food referrals to Operation Bootstrap for one to two weeks worth of food. Blue Top Motel has been very willing to work with us for housing needs. There were 123 shelter referrals last quarter. There were 45 referrals to Operation Bootstrap for transportation, bus passes, gas, and car repairs. Generally these referrals were for different people. Some people call back for assistance about every three to seven months. There was a large layoff and closing of businesses recently. This has added to the large amount of requests. Another issue that causes some problems is housing. Rents through the Housing Authority can only be adjusted once a year. If any changes occur, the individual must pay the difference until adjustments can be made at the year review. Ms. Smith reported another problem that has arisen is individuals who come in after 3:45 p.m. and need food. Unfortunately, Operation Bootstrap closes at 4:00 p.m. Food boxes were developed by Second Harvest. The agency has bought some of these food boxes to help individuals needing food after 3:45 p.m. There are five types of boxes. One is for individuals leaving jail and going to a halfway house. It contains personal care items. Another is for a family of four which contains enough food for a weekend. There is also an elderly box with ease to open foods and smaller portions. Another personal care box is for individuals needing housing in motels. There is also an infant box containing baby products. These boxes were purchased through Community Reinvestment funds.

B. Review: Child Welfare Local Assessment

Mr. Riggensbach stated the State required counties to complete a lengthy report to help in the federal audit in 2003. This was an opportunity for the State to learn how each county operates and for the counts to improve services. The final report was sent to the State in December. Recommendations were made based on the results of information collected and community discussions. Most reports come from mandated reporters. It was recommended the procedure to respond to reporters be changed to provide the reason why a referral was screened out and the screening decisions. Mr. Riggensbach distributed a copy of the letter sent to reporters. There were 600 to 800 reports received. Only about 300 of these were sent on for investigation. The rest were screened out at intake. Mr. Riggensbach also distributed a copy of the brochure which helps to educate reporters on the law. The criteria for initial decisions regarding abuse reports was also distributed. In most cases the agency providers services to individuals in dysfunctional families. Another recommendation is to eliminate substantiated findings from the Caregiver Background Check Law. If a substantiated finding is determined, an appeals

process has been put into place to give an individual due process. If a criminal proceeding is needed, the individual receives his due process through the court system. It is felt the agency does not do criminal investigations. We provide services and it is law enforcement's responsibility to do accountability. In some instances of a substantiated report, there is no interview with the alleged abuser. They find out they have been found an abuser through a letter informing them of the decision. Another recommendation is to increase foster care rates. Standard rates are set by the State and need to be increased. A one time clothing allowance is also paid by the State. As children grow, new clothing is needed. Another concern is lack of funds to help families correct conditions in the home. Some funds are set aside each year, but funding from the State is needed. Another program is the SACWIS system. This is a child welfare reporting system and is required to be implemented by June 2003. The state and federal governments demand counties use the system and as such should pay for the system's implementation. Basic training is another recommendation. There should be updated training to workers as well to make sure everyone is up to date on policies and procedures. Mr. Riegenbach stated of the 250 to 300 investigations per year, about 25% to 30% are substantiated cases. About 50% of the referrals come from schools (this includes the school nurses), therapists, and law enforcement. Very few come from physicians or nurses.

C. Review: Family Support Program Evaluation

Ms. Weitz distributed the Family Support Program brochure. Ms. Pierce-Johnson reported Family Support Program funds have been available since 1988. There is an Advisory Committee which oversees the program. Family Support Program funds are available for children from birth to high school graduation. They must live at home and have a significant delay. This is a funding of last resort and all other funds must be utilized first. The 2001 budget was \$45,000 and served 32 families. There are 31 individuals on the waiting list. The average wait is four to five years. Individuals are taken off the waiting list on a first come, first serve basis. A functional screen is used to determine if a child is eligible for Family Support funds. These funds help pay for respite care, van and home modifications, special equipment or supplies, and special transportation. In 2001, the average plan was \$1,300 per family. A survey is completed every year. The results show that families are pleased with the program and like the flexibility. They also wish more funds were available to help those waiting for services. These are State designated fundings. Ms. Weitz stated there is a statewide task force for redesigning long term care for children. Ms. Bablitch stated when the agency reorganized, she elected to keep the children served by the Developmental

Disabilities Section included in the CMO organizational structure. This will allow for a smooth transition from child services to adult services. Ms. Weitz stated Portage County is one of the few counties who provides case management services to children. There are 120 children being served in the section. Family Support is just one funding source available.

III. FISCAL ISSUES

A. Action to Authorize Resolution Regarding State Funding for Long Term Mental Health Inpatient Hospitalization

Ms. Bablitch stated Chairman Hintz brought this to her attention. Mr. Przybelski stated this resolution is similar to the letters sent to the Legislature in March 2001 requesting they review Medicaid eligibility for inpatient hospitalizations. A motion was made by Mr. Clark and seconded by Mr. Bishop to approve the resolution. Motion carried.

B. Action to Approve Vouchers

Ms. Jossie stated there will now be two reports. One is CCPC vouchers which will show a more detailed breakdown of the vouchers. The other will be the regular and high cost account vouchers. The vouchers are for four weeks. They also include one substitute care payroll. The CCPC accounts total \$986,951.40. The regular accounts total \$309,223.93, High Cost accounts total \$247,491.62, and Portage House totals \$1,359.35. Mr. Zimdars moved to approve the vouchers, seconded by Ms. Benz. Motion carried.

In other fiscal concerns, Ms. Jossie updated the Board regarding the Intoxicated Driver Program. A memo was received by the State informing us they will be withholding the 2002 IDP funds. This means a loss of \$108,000 in revenues from the State for this program. The State's compliance rate for tobacco purchase was around 30%. It should be only 21 or 22%. The State is trying to work with the feds on a payment plan. The State is looking at taking from the alcohol program to fix the noncompliance in the tobacco purchase area.

IV. PERSONNEL ISSUES

A. Action to Authorize Position Refill(s)

Ms. Bablitch stated Julie Russo has taken a position in the Department on Aging.

Page 6

HHSB Meeting Minutes
January 8, 2002
Page 6

This leaves an HSS1 vacancy in David Pagel's unit. A motion was made by Mr. Bishop and seconded by Ms. Benz to approve the refill. Motion carried.

V. ADJOURNMENT

Mr. Peterson commented at an Ag and Extension meeting, the budget deficit came up and it is anticipated there will be a \$2 billion deficit.

The meeting adjourned at 6:06 p.m.

Respectfully submitted:

Dawn Grasamkee
Recording Secretary

0599P.SAV

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

JANUARY 22, 2002

Present

Jim Clark
William Zimdars
Dave Medin
Ann Buck
William Peterson
Robert Woehr
Richard Bishop
James Bowles
Eleanor Brush
Mary Croft
Connie DeCorte
Lois Droes
Lois Feldman
Amy Heart
Ed Hunt
Patsy Mbughuni
Clarence Milfred
Tony Patton

Excused

Bruce Froehlke
Sandra Benz
Kristin Kleckner

Absent

Bonnie Baganz
Guy Connor
Elizabeth Kurszewski
Jack Mrozinski
John Pacyna
Karen Trzebiatowski

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jim Canales, CCPC Director; Lauri Rockman, Children and Family Services Coordinator; Julie Hladky, Health Officer; Jennifer Jossie, Business Manager; Ray Przybelski, Adult Services Coordinator; Jim Riggerbach, Shared Services Coordinator; and Kathy Davies, AODA Task Force.

I. MINUTES, GENERAL REPORTS, COMMENTS

A. Introductions

Mr. Clark called the meeting to order at 4:32 p.m. He welcomed the Advisory Committee members and praised their commitment.

B. Approval of the Health and Human Services Board Minutes of January 8, 2002

A motion was made to approve the minutes. Motion carried.

C. Approval of Advisory Committee Minutes of November 19, 2001

A motion was made by Ms. Feldman and seconded by Ms. Mbughuni to approve the minutes. Motion carried.

D. Correspondence

Ms. Bablitch noted the updated organizational chart contained in the packet on pages 10 and 11.

Ms. Bablitch informed Advisory Committee members of the Living Wage packet at their place. Mr. Froehlke asked that this information be given to them.

Mr. Clark stated he received information on the Center on Wisconsin Strategy sponsored workshop regarding jobs and the economy to be held on February 7. This is sponsored by the League of Women Voters.

E. Director's Report

Ms. Bablitch stated the Governor's state budget was released. She has not heard the news today regarding what was in the budget. She heard funds for programs provided by the Department have been left alone. Ms. Bablitch further stated if any cuts were made regarding shared revenues to counties, that may affect some programs provided by the Department.

Ms. Bablitch stated the retirees presented their concerns regarding health insurance to the Personnel Committee. On January 31 an actuary will present costs to the Personnel Committee regarding possible solutions. The Personnel Committee will meet again on February 6 or 7 to discuss this issue further. Mr. Woehr encouraged County Board members to attend this meeting.

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

F. Reports from Board Appointed Committees/Activities

Ms. Buck reported she and Mr. Bishop attended the permanency planning meeting. There was one participant for which there is no good solution or any good options for family reunification.

Mr. Clark reported the Leadership Luncheon series will begin again. These will start in March with a discussion on the State budget.

G. Period for the Board to Receive Public Comment

There were no public comments.

II. PROGRAM ISSUES

A. 2001 Year End Quarterly Program Statistics

Ms. Rockman stated requests for services continue to increase which is largely due to delinquency and post release services. Those children referred for delinquency are getting younger and younger. The number of people involved in the post release program reflects all individuals served, not just those who are funded through WAA funds. Unfortunately, the worker in this program, Melissa Madlena, has resigned. The large increase in Workforce Development Services is due to the work with the Business Council regarding training and skill assessment. More information will be presented to the Board in February. The Economic Support caseload continues to climb. There are now about 275 cases per worker. The Fraud Investigator is now on board so statistics in this area will be regularly reported. Emergency Services referrals are down due to the Holiday Baskets. Work on Hunger Summit 2002 is beginning. The Youth Advocacy Program is growing. Individuals are coming on their own every day to the Homework Center. Relocation of the Job Center is being worked on. The high rent at their current location is cause for considering a move. The Job Center may be relocated downtown for better access. Rev. Hunt commented the Homework Center has a good relation with Frame Church and the teens working with Peggy Lay are very nice.

Ms. Hladky reported a large number of screenings were done in the fourth quarter. The immunization numbers are larger due to flu shots. The HIV testing is increasing as well which does not necessarily mean an increase in positive cases, but rather people are requesting screenings as a preventative measure. Ms.

Hladky reported the Lyme Disease numbers are a seasonal trend. WIC services are stable although funds are being sought for the FMNP program. Lab services decreased in the fourth quarter due to the lab closing as of December 31. Environmental Health services were normal for the fourth quarter. Ms. Hladky reported the collaboration between the Department and Rice Medical and St. Michael's regarding flu shots was very good. Last year we received our vaccine first and shared with them, and this year Rice Medical and St. Michael's received their vaccine first and shared with us to immunize high risk clients. Ms. Hladky reported a lot of time was spent educating individuals and groups on anthrax and bioterrorism. WIC services may have a reduction of funds from the state due to the affect on caseload of having the three vacancies last quarter. The state figures out reimbursement based on the caseload of the previous period and since there were staff vacancies it was not possible to serve as many clients as they would normally.

Mr. Przybelski reported the figure for Community Support Program referrals should be 10. Five cases were opened and five refused services. Jail contact have increased. Jim Clark from Ministry Behavioral Health, who worked closely with Dan Barth and jail inmates, will be leaving his position on Friday and this may cause the contacts made by Dan Barth to increase until the position is filled. A total of 147 emergency detentions were completed in 2001 compared to 57 in 2000. 48 were committed this year. Mr. Przybelski stated he has no explanation for the increase. All these detentions were new referrals. Mr. Clark asked how someone gets an emergency detention. Mr. Przybelski stated if they are a danger to self or others or have suicidal ideation they are referred for emergency detention. The referrals for psychological services shows a large increase in youth and adolescents. Mr. Przybelski stated the So What? refers to an individual who was very sick and the CSP program was able to help move her from a CBRF into independent living in the Wausau community. Ms. Drees questioned the number of missed appointments in the clinic. Mr. Przybelski reported typically there is between 20 and 25% no shows in all clinics. It can be difficult to get court ordered individuals motivated to come in for their appointments. A phone call is made to remind them of appointments but some individuals still do not show. These no shows are for regularly scheduled appointments and not crisis contacts.

Mr. Riggerbach reported the number of total intakes is down for no known reason. The number of child abuse and neglect reports and investigations is down as well which is good. Intake has taken over Community Connections. The number of contacts for Community Connections was down which could be due to the transition of the program. Volunteer transportation services miles were higher this quarter. Volunteer services in general resulted in a savings of about \$16,000 to

the Department. The number of children in foster care in Portage County foster homes should be 27 and not 85. This was a computer error in the program. Mr. Riggerbach stated foster families were given a family YMCA membership which was appreciated by the foster families. Funds for these memberships was provided by Stevens Point Brewery and the YMCA. A rocking chair was donated by the Star Point Quilters Group for use in the visitation room. Ms. Buck commented foster parents were delighted with the YMCA passes. She reported if a foster family had their own children in the YMCA they also had to pay for foster children to attend as well.

Ms. Jossie reported the amount billed and cash received are lower in the fourth quarter due to the billing for cost share and room and board for Long Term Care clients being removed and transferred to the CMO. Collections by the collection agency are low. The Department is very disappointed in the services by the collections agency. A collaborative effort is being done by the County in developing an RFP to find a collections agency that would handle all the county collections. Ms. Jossie reported late information from the state regarding decreases in revenues for the General Assistance Program and the Intoxicated Driver Program may cause a higher than anticipated deficit in 2001.

Mr. Canales reported Portage County is one of five pilot counties in the state doing a managed care system for long term care. Enrollees of CCPC are up 42% in 2001. About 12 to 15 new members are enrolled (net) each month. There are more women than men, which was anticipated. Most members live in their own homes. The number of members self directing their cares continues to increase. There is a concern regarding members being changed from the comprehensive rate to the intermediate rate when they are recertified. Mr. Canales believes the state is tightening up eligibility guidelines, causing this change. The rate level is determined by the Aging and Disability Resource Center utilizing a tool created by the state. Another issue which developed in the fourth quarter was the possible loss of Health Care at Home due to the corporate agency deciding to close out this service. The Department assisted Health Care at Home to find another organization to take them over. Visiting Nurses Association (VNA) has agreed to take them over and will continue to have an office in Wisconsin Rapids to provide these services to Portage County residents.

B. Advisory Committee Reports

1. Task Force on Alcohol and Drug Abuse in Portage County

Ms. Davies reported the task force met every month. There is a large representation from various local service providers as well as the Advisory Committee and Board. The task force was started in August 2000. There are five objectives to be met which are listed on page 47. So far it has been found that consequences need to be greater and that treatment is not right for all people. It was learned through presentations by various individuals that even with a small bit of treatment they can learn something. In May providers of services will be brought in to help gather information. Hopefully by the fourth quarter a final report will be presented.

2. Transportation Task Force

Rev. Hunt stated this is a very challenging task force. Community representatives have been heard from. The focus started on low income individuals getting to work but this has broadened out. A difficult problem is finding affordable transportation that can take an individual to work and to the day care center for their children. In most cases, transportation will go to the day care but won't wait while the parent registers their child or else does not go to the parents' place of employment. The city transportation department is doing a survey regarding their services. There are no subsidized services for second and third shift workers. Ms. Heart encouraged people to ride the city transportation to try to work out a schedule that fits the bus route and their work hours. Rev. Hunt commented there is no transportation to the Business Park which is where Lands' End is located - a major employer. A final report will hopefully be available by the fourth quarter of 2002.

3. Evaluation Committee

Ms. Rockman stated a meeting will be held on Monday, February 25 regarding the foster care program evaluation. This evaluation will look at individuals after they left foster care.

III. FISCAL ISSUES

A. High Cost Report

Mr. Przybelski reported the inpatient mental health costs should come in below budget. The community based care portion of the high cost budgets are anticipated to use all funds budgeted.

Ms. Rockman reported the medical detox budget has used about 76% of the budget funds, General Assistance used about 90% of the projected budget. Primarily all costs were for surgeries. Out of home placements show group and child caring institutes using less than projected but Lincoln Hills placements are higher than anticipated. Overall, the out of home placement budget should come out about even.

B. Action to Approve Vouchers

Ms. Jossie reported the vouchers are for two weeks. The regular accounts total \$212,577.86, high cost accounts total \$15,550.47, and Portage House totals \$2,530.64. CCPC vouchers total \$569,695.51. A motion was made by Mr. Bishop and seconded by Mr. Peterson to approve the vouchers. Motion carried.

IV. PERSONNEL ISSUES

A. Action to Appoint the Advisory Committee Membership Committee

Ms. Hladky stated the current membership committee terms will expire in April. The membership committee will meet on February 11 at 4:00 p.m. to discuss and forward names to the Advisory Committee for membership. Rev. Hunt must serve due to his position as Vice-Chair of the Advisory Committee. Mary Croft volunteered as did Clarence Milfred. Both Lois Feldman and Lois Droes also volunteered. Ms. Hladky will check with Kristin Kleckner and Karen Trzebiatowski to see if they are still interested in serving on the membership committee as well.

B. Action to Authorize Position Refills

There were no position refills.

Joint Meeting of Board and Advisory Committee Minutes
January 22, 2002
Page 8

V. ADJOURNMENT

The meeting adjourned at 5:45 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
February 12, 2002

Present

Excused

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

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jenny Jossie, Business Manager; Jim Canales, CCPC Director; Suzanne Oehlke, WIC Supervisor; Lauri Rockman, Children and Family Services Coordinator; Marion "Bud" Flood, Health Care Center Committee member; Sue Chapman, Achievement Center; Jacob Knoree, UWSP; Clarence Milfred, Advisory Committee; JoAnne Griffin, Ministry Behavioral Health; Dale Hagen, Health Care Center; Bo DeDeker, Finance Department; Jeff Jester, Juvenile Social Worker, and Judy Wright, Juvenile Social Worker.

I. INFORMATIONAL UPDATE

An informational update reviewing the Governor's proposed Budget Reform Act was given by Bo DeDeker.

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

Ms. Bablitch stated page 1 of the packet is a letter being sent to local legislators concerning the Budget Reform Act. An updated version of a memo illustrating the impact of the proposed budget cuts was also distributed. Discussion occurred regarding changes to the letter and memo. Ms. Bablitch was directed to edit the letter and memo and to proceed to send them out to the respective parties.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of Health and Human Services Board Minutes of January 22, 2002

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

Page 3

HHSB Meeting Minutes
February 12, 2002
Page 2

B. Correspondence

Mr. Clark reported a letter was received by Kevin Shibilski indicating that the proposed cuts are being looked and to see what could be changed.

Legislators will hold a listening meeting in the library on Friday, February 15 at 3:30 p.m.

C. Director's Report

The Joint Finance Committee will meet on Wednesday, February 20 at the UW Marathon County Theater.

Ms. Bablitch stated the 2002 Service Directory has been update and distributed.

Ms. Bablitch reported Ms. Jossie stated the RFP for collections has been moving forward and will be approved by the Finance Committee. The county is looking for a new collection agency to serve all departments.

Ms. Bablitch stated she, Mr. Clark, and Mary Ann Krems are arranging regular presentations to the County Board regarding the Family Preservation/Agency Services. The "dress rehearsal" for the first one will be made to this Board at the next meeting.

Ms. Bablitch stated Lisa Lara from the Stevens Point Journal would like to write two articles regarding the memorial for Wally Jakusz. The first would be the plan for the memorial which includes a computer for the agency's child day care. The second would cover the presentation. More information will be available at the next meeting.

Ms. Bablitch stated currently there is a freeze on positions. Vacant positions would not be filled until at least May 1. If an exception needs to be made, it will be decided upon by a committee comprised of the Chairpersons of the County Board, Finance Committee, and Personnel Committee. This Committee will met February 20.

D. Reports from Board Appointed Committees/Activities

Ms. Benz stated she attended the United Way Food and Shelter program in January. Ms. Benz commented it is amazing to see all agencies and organizations

working together in this effort.

Ms. Benz reported there were 172 children served in the day care in January. There were 86 infants and 86 children. To date, 63 children have been served in February with 17 served today alone.

E. Period for the Board to Receive Public Comment

Mr. Medin commended Mr. Milfred of the Advisory Committee for his attendance at this meeting.

III. PROGRAM ISSUES

A. Review: Juvenile Opportunity Program

Mr. Jester reported the Juvenile Opportunity Program started three years ago through the brainstorming efforts of the delinquency workers. The program works with juveniles experiencing delinquency, truancy, and credit deficiency. A schedule of activities was distributed. Area schools participate through the use of the Ropes course and provision of camping gear. CESA 5 provided employment workshops and helped the participants until they found a job. Area businesses such as Rockman's Catering, Little Caesars, Erberts and Gerberts, County Market, Cops, Sky Club, Blue Top, Club Forest, and the Women of the Moose also contributed to the events. Mr. Jester reported the juveniles requested to get together six months after the completion of the program. The program cost \$1,600 to run. A grant for \$500 has been applied for and the school has donated \$500. SPASH has also allowed participants to use the program as a credit if they complete it successfully. Ms. Wright stated girls are now being included in the program as well. This seems to keep the juveniles more motivated and less likely to fool around. Mr. Jester reported a tracking system is trying to be developed. One participant was credit deficient and gang related. He is now an A student and is concerned he may not be allowed to enter the Air Force due to his felonies he received in the past.

IV. FISCAL ISSUES

A. Review of 2002 Allocation of Supplemental Program Funding for the Intoxicated Driver Program

Mr. Clark reported he met with Ms. Bablitch, Mr. Woehr, Ms. Rockman, and others

concerning these funds. Ms. Bablitch stated the article on page 3 of the packet covers most of the information. Ministry Behavioral Health will be losing funds. Ms. Rockman reported efforts are underway to reverse this decision. We will not know for months whether or not the funds will be available or restored. A letter was sent to the Finance Committee concerning the possible loss of \$108,000 in budget funds in 2001. Mr. Medin questioned if the funds given to Ministry Behavioral Health go for services or education. Adult services will be a priority.

B. Action to Authorize Resolution on Supplemental Fund for the Intoxicated Driver Program

Ms. Bablitch stated an amendment in the figures needs to be made in paragraph five. The 2001 figure should be \$108,000 and the 2002 figure should be \$128,000. A motion was made by Mr. Peterson and seconded by Mr. Bishop to approve the resolution. Motion carried.

C. Action to Approve Vouchers

Ms. Jossie stated the HHS voucher report is for one week only due to computer problems. The regular accounts total \$131,262.59, High Cost accounts total \$131,559.88, and Portage House totals \$1,627.49. The CCPC accounts total \$732,156.61. Mr. Zimdars moved to approve the vouchers, seconded by Ms. Benz. Motion carried.

V. PERSONNEL ISSUES

A. Action to Authorize Position Refill(s)

There is a vacancy but staff is not requesting it be refilled at this time.

VI. ADJOURNMENT

The meeting adjourned at 6:01 p.m.

Respectfully submitted:

Dawn Grasamkee
Recording Secretary

0599P.SAV

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
February 26, 2002

Present

Excused

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

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jenny Jossie, Business Manager; Jerry Koeppel, Youth and Family Services Supervisor; Pat Walters, Elderly Services Social Worker; Mary Ann Krems, Family Preservation Guidance Committee; Tony Patton, Advisory Committee.

I. INFORMATIONAL UPDATE

An informational update regarding the Skills Enhancement Project was given by Brian Doudna.

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

Mr. Clark commented the memo defining what could happen with programs if the proposed reductions to be the budget were made was very well defined. Mr. Peterson commented the Wisconsin County's Association has a proposal regarding the Governor's budget.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of Health and Human Services Board Minutes of February 26, 2002

A motion was made by Ms. Benz and seconded by Ms. Buck to approve the minutes. Mr. Woehr made two corrections on page 2, Item B. A letter was received from rather than by and cuts are being looked at rather than and. Motion carried with corrections.

B. Correspondence

Ms. Bablitch stated page 6 of the packet contains the annual Board evaluation. Please complete this and return to Ms. Bablitch. She will distribute it at the next meeting.

C. Director's Report

Ms. Bablitch stated the letter and memo regarding the possible repercussions to the Department if the Governor's budget is realized was sent to community partners as well. Positive feedback was received. Brian Leahy of the Portage County Gazette would like to talk with Ms. Bablitch concerning this.

Ms. Bablitch stated Wellness in the Mall was held on Saturday, February 16. The Department participated with informational brochures and displays.

Ms. Bablitch stated she has not heard from Lisa Nellessen-Lara of the Stevens Point Journal regarding the memorial for Wally Jakusz. Ms. Bablitch will go ahead with plans for the memorial.

Ms. Bablitch reported position refills have been frozen at the county level except for those with serious safety repercussions such as the Sheriff's Department and the Health Care Center. A special committee was developed to look at exceptions to the position freeze. Ms. Bablitch brought forward three positions - a vacancy in W2, a CMO Nurse, and a Social Worker for developmentally disabled children and non-CMO adults. All three positions had funding that would not be affected by the possible cuts. The committee allowed the W2 position to be refilled but stated the other two were new positions that were not filled they believed it would not be good to allow them as it could look as if the county really didn't have a position freeze.

Ms. Bablitch stated the Executive Committee will be bringing a resolution to the County Board in March regarding a study on how departments can be more responsive and efficient. Ms. Bablitch informed the Board that she talked with Bo DeDeker regarding this. She was told this would not be part of the strategic planning process. Ms. Bablitch stated she wanted to be fully involved and was assured there would be full participation by everyone involved - staff and Board.

Apparently Chairman Hintz suggested meetings only be held once a month to save per diem. There has been no official notice. Mr. Clark stated a monthly meeting could mean the loss of our informational portion of the meeting which is very

important. After discussion it was decided that meetings would still be held twice a monthly and canceled if there were not enough agenda items for a meeting.

Mr. Woehr commented he is concerned about the composition of committees regarding geographic representation. Mr. Froehlke stated experience in the various areas should also be looked at in the composition. Mr. Woehr stated he would bring this concern up at the County Board meeting.

Ms. Bablitch stated a letter was sent to Ministry Behavioral Health concerning the change to the contract due to the loss of IDP funds. This letter serves as the final offer to Ministry Behavioral Health.

D. Reports from Board Appointed Committees/Activities

Mr. Clark reported he and Mr. Bishop attended the Community Response Team meeting. A booklet regarding statistical information on who receives food subsidies, housing assistance, etc. was distributed. This booklet is very comprehensive and contains very good information.

Ms. Buck reported she and Mr. Bishop attended the Permanency Planning meeting. As usual some of the situations involved were hopeful and some were not.

Ms. Benz reported 132 children were served to date in the day care.

E. Period for the Board to Receive Public Comment

There were no public comments.

III. PROGRAM ISSUES

A. Review of March 19 Presentation to the County Board - Crisis Intervention Project

Mr. Clark reported after discussion with Mary Ann Krems from the Family Preservation Guidance Team it was decided a snippet regarding programs available at the Department would be presented to the County Board on a regular basis. The first presentation will be on March 19 and concerns the Crisis Intervention Project. A trial run of the presentation will be heard and Board members should make comments.

Mr. Walters presented the report. Mr. Clark suggested examples of youth served and ages should be given. County financing should be stated. Mr. Froehlke questioned if keeping youth out of foster care is the measured success of the program and if juveniles are still placed if needed. Mr. Koeppel stated in most cases the goal is to keep families intact but if a foster care placement is needed the youth is placed. Mr. Peterson suggested more outreach be done in the rural areas. Mr. Koeppel stated this has been done but not vigorously since the position is only half time. Ms. Krems stated she liked the idea of giving examples of those served as well as where the funding comes from. Ms. Krems stressed it is important to note that if the funds are gone the program is gone as well. Mr. Medin suggested a better introduction be made which ties the program to the department as well as what division and section of the department. Ms. Buck suggested the paragraph on the report be divided into statements. A suggestion was made that the information be included in the packet to the County Board as well as distributed prior to the presentation.

IV. FISCAL ISSUES

A. Action to Approve Vouchers

Ms. Jossie stated the HHS voucher report is for three weeks. The regular accounts total \$221,184.01, High Cost accounts total \$19,556.26, and Portage House totals \$1,633.79. There was not CCPC voucher report available. Mr. Woehr requested more detailed information be available periodically. This will be available at the next meeting. A motion was made by Mr. Peterson and seconded by Mr. Bishop to approved the vouchers. Motion carried.

V. PERSONNEL ISSUES

A. Action to Authorize Position Refill(s)

There were no position refills.

VI. ADJOURNMENT

The meeting adjourned at 5:45 p.m.

Respectfully submitted:

Dawn Grasamkee, Recording Secretary

0599P.SAV

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
March 12, 2002

Present

Excused

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

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Kristen Kleckner, Advisory Committee; Jenny Jossie, Business Manager; Joanne Ash, Assistant Business Manager; Jim Canales, Family Care Director; Mike Carder, Environmental Health Supervisor; Julie Hladky, Health Officer; Barb Hunt, Focusing on Success Supervisor; Lauri Rockman, Children and Family Services Coordinator; Gary Itzkowitz, UWSP; Khri Lockman, Focusing on Success participant; Donald Aldrich, Focusing on Success participant; Devin Gavinski, Focusing on Success volunteer.

Mr. Clark called the meeting to order at 4:29 p.m.

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

A. Approval of Health and Human Services Board Minutes of February 26, 2002

A motion was made by Mr. Peterson and seconded by Mr. Bishop to approve the minutes. Mr. Woehr made a correction to page 1 under the Informational Update. The program should be called Skills Assessment Project rather than Skills Enhancement Project. Motion carried with corrections.

B. Correspondence

Ms. Bablitch stated page 5 of the packet contains the annual Board evaluation results. The comments were also typed on the back of the page. Mr. Woehr commented that all the comments were his.

C. Director's Report

Ms. Bablitch stated she attended the Finance Committee meeting to update them regarding the loss of the IDP funds and the change in General Assistance revenues. Ms. Bablitch stated she was informed the Finance Committee also passed a resolution to freeze the purchase of durable goods with more than one year of duration which cost over \$2,000. This will probably not affect our agency since we do not have any such purchases.

Ms. Bablitch stated Representative Julie Lassa attended the Department Head meeting on Monday. Ms. Bablitch distributed a copy of the letter from Representative John Gard concerning the state aid reductions to shared revenue. This proposes that counties not lose their share of revenues this year but to start the loss next year. The extent of the loss is not yet known. Ms. Bablitch stated the Department is moving ahead with looking at where cuts may need to be made using an anticipated figure of \$250,000.

Ms. Buck questioned the use of a loan of \$794 million from the Tobacco settlement and how this would be paid back. Ms. Hladky stated the Tobacco Control endowment is gone. An annual amount is proposed to be budgeted with GPR funds, which would be "up for grabs." Representative Lippert is proposing that the funds for tobacco control be segregated with a set amount going to that fund first and then remaining to GPR.

D. Reports from Board Appointed Committees/Activities

Ms. Benz reported 73 children were served in February with 46 kids served to date in March.

E. Period for the Board to Receive Public Comment

There were no public comments.

II. PROGRAM ISSUES

A. Program Outcomes Report 2001

Mr. Itzkowitz reviewed the report. The WIC program did not achieve their targets but were just slightly below. Staff reported the results are normal for state and

national trends. The PNCC program did very well and met all their goals. The Community Support Program met most of their goals. The Focusing on Success/Youth Advocacy Program achieved all their goals. Financial Wellness also achieved all their goals. Although the Moving Up! program did not meet their goals, staff report the program helps employers and employees stay positive. The Prevention of Child Abuse and Neglect achieved all their goals as well. Portage House also met their goals but showed that those being looked at for the outcomes is a small group. A different level of residents showed a higher success rate. Individuals are placed in categories according to results from the LSI-R, a national assessment tool. Another round of outcomes will be started. The goal of the Department is to have all programs continuously evaluated by the end of 2003. Ms. Benz commended staff on their work towards these goals.

B. Update: Publicizing Food Service Inspection Reports

Mr. Carder stated this issue was brought up originally after an establishment was closed. Discussion has occurred with the Food Safety Advisory Committee on how to communicate information to the public. The system developed to score inspections is shown on page 9. The scoring starts at 0 and moves up. This means the larger score you have, the poorer your established did on the inspection. This scoring system works well for sanitarians and operators but may not communicate risk very well to the public. The Committee has opposed publicizing inspection reports in the media due to the large amount of technical information. Ultimately, the Committee recommended informing the public about establishments that are not taking care of food safety issues. The Committee recommended publicizing these reports using the county website. It was felt more information was able to be included on the website and updating the information is easier. Many other health departments do this already. Eau Claire County is the only one where information is published in the newspaper. This is not generated by the Health Department but rather someone from the newspaper staff comes in and gets the information and then prints it. Discussion occurred on posting inspection reports for employees of restaurants. Mr. Carder stated he will be coming back to the Board with a suggested ordinance amendment to require such postings.

C. Update: Focusing on Success/Youth Advocacy Program

Ms. Hunt reported the Focusing on Success program was successful in finding a place outside of the agency and obtaining a vehicle to transport the youth participating in the program. The Noel Group donated the space and a van was donated by Len Dudas. The center contains a living area, kitchen, computer room,

Page 4

HHSB Meeting Minutes
March 12, 2002
Page 4

eating room, library/game room, and a music/art room. Area churches donated things to furnish the rooms. The entire center was furnished free of cost. The program staff is funded by W2 funds and grants.

The Focusing on Success brochure was distributed. The program focuses on high at-risk teens. The program focuses on what the teen is doing right and helps improve their school and social performance. Ms. Lay is the youth advocate with the program. Currently there are 27 teens in the program. Groups are held on Tuesdays and Thursdays. There have been presenters covering the areas of first aid, CPR, legal issues, drug and alcohol use, interviewing skills, and career goals. The program is open to 8th - 12th grade students. Teens are referred either by their social worker, school counselor, or self referral. The schools involved are PJ Jacobs, Ben Franklin, and SPASH. Pacelli will be involved soon. A confidentiality statement is signed at the beginning of a teen's entrance to the program. College students from UWSP also assist in the program. Those involved in the juvenile delinquency/sociology course at UWSP are required to put in 30 hours of work in the field. A "grandmother" from the Adopt-a-Grandparent program is also involved as is the RSVP program. Food has been donated by Subway and Rocky Rococco's for the teens. A \$400 donation from Lutheran Brotherhood was just received and the teens will be going grocery shopping to learn how to purchase nutritionally balanced meals.

Two teens involved in the program were present and spoke about their experiences.

Mr. Aldrich stated he has learned to socialize with other people from different racial and ethnic groups. He found he is able to talk with them and understand their problems. He is now involved in the Portage County Youth Advocacy Board as a co-chairperson. He has helped out with Big Brothers/Big Sisters. Assisting and being involved in these types of programs were "out of the norm" for him prior to being involved in the program.

Mr. Lockman stated he has found that stereotyping is a big issue and has learned how to look past the physical features of a person. His school attendance was very bad in the past but now he will be going back to SPASH and has improved his grades. He also stated the older teens help the younger teens at the homework center.

Ms. Lay stated the homework center has been open since July 2001 and is located in the Premiere Building. There is also a community project done every quarter.

The teens recently noticed the nearby church sign was in bad shape and took it upon themselves to make a new one and present it to the church. They are waiting for the ground to thaw before putting it up.

Ms. Gavinski, the intern, stated she assists at the center and has found an amazing group of teens to work with. They are very proud of what they have accomplished. Board members complimented the presenters.

III. FISCAL ISSUES

A. Update: Contract with Ministry Behavioral Health

Ms. Bablitch distributed a letter from Jo Anne Griffin, Executive Director of Ministry Behavioral Health, concerning the contract with them. A guarantee of eight beds will be available to Portage County residents at Oakside. Prevention services will receive \$15,000 and additional grants will be sought. Waiting lists may need to be established. Ms. Rockman stated she has a number of questions she will present to Ms. Griffin. The current contract is now acceptable to both parties.

B. Action to Approve Vouchers

Ms. Jossie stated the HHS voucher report is for two weeks. The regular accounts total \$69,207.77, High Cost accounts total \$105,165.04, and Portage House totals \$1,465.23. The CCPC vouchers are for four weeks and total \$836,811.78. Ms. Jossie stated a copy of the vouchers will always be placed by the Chairperson's place for anyone to look at. A motion was made by Ms. Benz and seconded by Ms. Buck to approve the vouchers. Motion carried.

IV. PERSONNEL ISSUES

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

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

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

Ms. Bablitch was rated acceptable in all categories. Board members believed

Page 6

HHSB Meeting Minutes
March 12, 2002
Page 6

more categories could be helpful. Mr. Clark will discuss specifics with Ms. Bablitch.

V. ADJOURNMENT

The meeting adjourned at 6:20 p.m.

Respectfully submitted:

Dawn Grasamkee
Recording Secretary

0599P.SAV

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
March 12, 2002**

Present

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

Excused

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jim Canales, CCPC Director; Mike Carder, Environmental Health Supervisor; Julie Hladky, Health Officer; Jennifer Jossie, Business Manager; Ray Schmidt, Planning and Zoning Department; Amy Heart, Portage County Greens; Tony Patton, Advisory Committee; Sue Wilcox, United Way.

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 March 12, 2002

A motion was made by Mr. Peterson and seconded by Mr. Bishop to approve the minutes. Mr. Woehr made a correction to page 3 under section B. "Eau Claire County is the only are..." should be area. Peggy Lay was added to the list of those present. Motion carried with corrections.

B. Correspondence

Ms. Bablitch stated page 7 of the packet is a copy of a letter she received from Rep. Marlin Schneider. Ms. Bablitch distributed a copy of the letter she received from Rep. Spencer Black and Rep. Julie Lassa regarding the listening session on the Governor's deficit reduction plan. Mr. Medin commented the statement of some services not paying taxes is not true.

C. Director's Report

Ms. Bablitch stated she has not heard anything particularly new on the State budget situation.

Ms. Bablitch reported on the IDP funds that were taken away for 2001 and 2002. A resolution concerning this was passed at the last County Board meeting. Due in part to efforts by Mary Ann Lippert the IDP funds have been restored for 2001. Funding for 2002 is uncertain.

Ms. Bablitch informed the Board she attended the Finance Committee meeting last evening regarding a durable goods purchase. Mike Carder requested purchasing a piece of equipment to test pools. The equipment costs \$4,000 and the supplies for the equipment is \$700. This was approved.

Mr. Peterson shared an article in the State Journal regarding \$66 million cut in Medicare costs.

Mr. Clark reported Ms. Bablitch's review was completed in the Executive Session of the last meeting. The review was acceptable. It was felt more categories are needed for review.

D. Advisory Committee Report

Mr. Froehlke reported the Advisory Committee met on March 18. Approval of new members was done. The two major task forces both plan to finish in the fall. The reports will be delivered separately. Ms. Bablitch attended the meeting to inform the Committee about the possible implications of the State budget. It was suggested the Advisory Committee be prepared to help influence legislators regarding the repercussions of cuts in the budget. Ms. Buck moved to accept the report, seconded by Ms. Benz. Motion carried.

E. Action to Approve New Advisory Committee Members

Mr. Froehlke stated the new members are found on page 9 of the packet. The membership will be for three years. These individuals will fill current vacancies on the Committee. Two vacancies need to be filled by youth. Mr. Froehlke asked that Mr. Doug Curwen should be removed from the list since his application came in after the deadline. A motion was made by Mr. Froehlke and seconded by Mr. Woehr to amend the list of candidates by removing Mr. Curwen. Motion carried. A

motion was made by Mr. Woehr and seconded by Mr. Bishop to approve the amended membership list. Motion carried.

F. Reports from Board Appointed Committees/Activities

Ms. Buck stated she attended the permanency plan meeting. Nothing extraordinary was reported.

Ms. Buck stated she attended the CCPC Governing Board. Mr. Zimdars and Mr. Bishop were also in attendance. The grievance policy was reviewed. No grievances have been received to date. The budget for last year looks as though funds are leftover. The State mandates funds leftover must be placed in an account for use if the Family Care program terminates.

Mr. Clark reported he attended the Long Term Care Committee meeting. Family Care program is progressing satisfactorily.

Ms. Benz reported there were 160 children served in the day care as of today in March.

G. Period for the Board to Receive Public Comment

Ms. Heart stated she would like to be heard on Item II. B.

II. PROGRAM ISSUES

A. Update: COMPASS - United Way's Community Assessment for Portage County

Sue Wilcox, Executive Director, United Way, handed out information on COMPASS. The assessment will survey the quality of life in Portage County. It will be used as a tool to define the direction to go in for services and support. There are eight phases to the assessment. The data will be used to support or contradict survey results, define the quality of life, reply to the community on issues, and develop outcomes. Benefits of the assessment include having access to the data from one source, focus on community efforts, and apply community strengths effectively. Both LaCrosse and Marathon Counties have done this assessment. In LaCrosse the assessment revamped the funding system in the United Way. The data was used by agencies for grant applications. Marathon County created a Life in Marathon County booklet and developed 76 Local Indicators for Excellence.

Ms. Wilcox went over the timeline to complete the assessment. The process will be done in 2002 and 2003. Itzkowitz and Associates will tabulate the data. Ms. Bablitch is on the COMPASS Steering Committee.

B. Action to Authorize Resolution to Prohibit the Use of Cyanide in Wisconsin Mines

Mr. Schmidt reported there is concern to groundwater issues with the possibility of a spill occurring in Portage County while transporting cyanide. The LEPC only has authority over chemicals used in a standing facility but not in transporting the chemicals. Ms. Heart stated cyanide is used in locations such as the Crandon mine and would travel through Portage County on I-39. Mr. Schmidt reported the Planning and Zoning Committee couldn't take action on the resolution since the issue is a health-related issue and not a groundwater protection issue. Discussion occurred regarding which committee should take this forward to the County Board. A motion was made by Mr. Peterson to approve the resolution and forward to the County Board. Ms. Buck seconded the motion. Motion carried with Mr. Woehr voting nay.

III. FISCAL ISSUES

A. Action to Authorize Revised Fee Schedule for Environmental Health

Mr. Carder reported the Department of Commerce contracts with the department to license mobile home parks. There is a fee for water and sewer which is collected by the Department of Commerce. Basically, the Department of Commerce would like the HHS Department to now collect this fee. Page 15 reflects the new charges to mobile home parks for licensing and for the water and sewer fee. The Department would collect the fee and then reimburse the Department of Commerce for the water and sewer fee. A motion was made by Mr. Froehlke and seconded by Mr. Peterson to approve the fee change. Motion carried.

B. Action to Approve Vouchers

Ms. Jossie reported the vouchers are for two weeks. The regular accounts total \$197,462.15, high cost accounts total \$43,896.65, and Portage House totals \$720.74. The CCPC vouchers total \$723,719.15. Mr. Woehr questioned what the payment to Office Technology was for. A motion was made by Ms. Benz and seconded by Mr. Woehr to approve the vouchers. Motion carried.

IV. ADJOURNMENT

Mr. Clark thanked Mr. Froehlke for his service as the Advisory Committee Chairperson. Rev. Ed Hunt will be replacing Mr. Froehlke in this position and therefore on the Health and Human Services Board.

Mr. Clark reported Dave Medin has been appointed to another three year term on the Board.

Mr. Clark stated the Board meeting for April 9 may be canceled due to lack of agenda items.

The meeting adjourned at 5:41 p.m.

Respectfully submitted:

Dawn Grasamkee
Recording Secretary

0599P.SAV

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
April 23, 2002

Present

Excused

Jim Clark
William Zimdars
Ann Buck
Dave Medin
Jesse Higgins
Lonnie Krogwold
Sandra Benz
Ed Hunt
Tony Patton
Jeanne Dodge
Richard Bishop

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

Ms. Bablitch called the meeting to order at 4:30 p.m.

I. ELECTION

A. Election of Chairperson and Vice-Chairperson

Three calls for nominations for Chairperson were made. A nomination was made by Mr. Bishop and seconded by Mr. Hunt for Mr. Clark to serve as Chairperson. A unanimous ballot was cast for Mr. Clark to serve as Chairperson.

Three calls for nominations for Vice Chairperson were made. Ms. Buck nominated Mr. Zimdars for Vice-Chairperson. Mr. Bishop seconded the nomination. A unanimous ballot was cast for Mr. Zimdars to serve as Vice-Chairperson.

Mr. Clark welcomed the new members of the Health and Human Services Board. He stated he was happy to see the outlying areas of Portage County represented. He stated new members should feel free to ask all questions as the Department is large and the Department's budget is complicated. New members should feel free to contact managers in the Department to answer any questions they may have.

B. Action to Establish Meeting Times and Dates

The Health and Human Services Board currently meets the second and fourth Tuesday of the month at 4:30 p.m. This posed no problems for new members. The meetings will be scheduled for the second and fourth Tuesday of each month beginning at 4:30 p.m.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of Health and Human Services Board Minutes of March 26, 2002

A motion was made by Ms. Benz and seconded by Mr. Medin to approve the minutes. Motion carried with the date amended to March 12.

B. Correspondence

Ms. Bablitch distributed a copy of the Department's organizational chart as well as a History of County Government Funding compiled by the Wisconsin Counties Association.

Mr. Clark stated he received a letter concerning who inspects the jail facilities. SAINTS Health Services for Business inspects the jail and goes through the menus, food storage, temperature, etc. This information will be given to Mike Carder.

C. Director's Report

Ms. Bablitch welcomed the new members. She informed members she and the staff are available to help answer any questions they may have. A budget book, a detail of the budget, and the agency directory were given to new members. Ms. Dodge questioned if there are still orientations at each meeting. Ms. Bablitch stated there are. Ms. Bablitch asked whether a one-hour orientation before a Board meeting would help new members. Mr. Krogwold stated to allow about six weeks for members to read through the materials and then provide the orientation.

D. Reports from Board Appointed Committees/Activities

Ms. Buck reported she and Mr. Zimdars attended the CCPC Governing Board meeting. There were no grievances and some incidents occurred which were

handled locally and competently.

Mr. Higgins stated he is on the CAP Services Board and is available to answer any questions that may arise concerning that meeting.

Ms. Benz stated 182 children utilized the day care so far in April.

E. Period for the Board to Receive Public Comment

There were no public comments.

III. PROGRAM ISSUES

A. First Quarter Program Statistics - January to March 2002

Ms. Rockman stated the Children and Family Services Division consists of the Youth and Family Services Section, Community Resources, and Workforce Development/FES Section. Referrals were done from law enforcement for youth and family services. W2 and Economic Support referrals continue to rise. Case load sizes for CHIPS and JIPS continue to increase. Services provided in the Workforce Development area decreased due to the loss of the Community Reinvestment funds at the end of 2001. These funds no longer exist in 2002. Economic Support continues to grow, showing a 17% increase from the same quarter last year. Respite Child Care figures need to be corrected. The amount used should be 35% with \$25,918 remaining. There is now a Fraud Investigator on board and cases are now being completed. Emergency Services requests for food and housing continue to grow. The Youth Advocacy Program known as the Focusing on Success Program shows a slight increase from last quarter. Ms. Rockman stated planning for Hunger Summit 2002 Empty Bowls has started. Research for an alternative to the Vesper program has been started with the assistance of the school district. The OWI/OAR Intensive Supervision Program to working with multiple offenders has been implemented with the assistance of the Justice Coalition. Concerns surround the continued rise of the Economic Support caseload sizes as well as the high number of children in need of treatment foster homes.

Ms. Hladky reported the Health Division shows statistics for a five quarter period to show the seasonality of their work. The School and Day Care Screenings were large this quarter. Generally these are done in the fall of the year. Immunizations are low but show the fourth quarter as larger due to flu shots and Hepatitis B

Page 4

HHSB Meeting Minutes

April 23, 2002

Page 4

immunizations in the school system. HIV testing is increasing which is good. Page 12 of the report shows all the communicable diseases which are required to be reported to the Health Department. A synopsis on pages 16 through 18 gives more clarification as to what each disease is. Reports of confirmed cases of Hepatitis C is higher than Hepatitis B. This is a national trend. The number of Chlamydia continues to be high but is steady. These figures also include the University. The number of participants served in WIC has increased which is good since State reimbursement is based on participants served. The Farmers Market Nutrition Project is conducted in the summer. Currently additional funding is being sought to continue to provide this program to non-WIC participants this summer. The Environmental Health Section is an agent for the state to provide contracted activities. These figures are ordinary. Two establishments were closed this quarter. Both establishments repaired the problems and re-opened within 24 hours. Discussion occurred regarding the licensing of non-profit organizations serving the public (i.e., selling hamburgers at Copps). Ms. Hladky stated this issue has been in the news primarily due to issues in Wood County. A non-profit may have up to three events without needing to be licensed. The number of pools sampled should be 162, not 98. Pools are tested every other week. These are all public pools found in motels, hotels, and schools. The Healthy Smiles program has been expanded to all Portage County public schools this school year. Last year only three schools were served. Volunteer dentists are utilized in this program. Ms. Hladky distributed a copy of the Making a Difference portion of the report.

Mr. Przybelski stated the Adult Services Division contains the Mental Health Clinic, Community Support Program, Adult Protective Services, Portage House, and the Jail social worker. With the advent of the jail social worker, disruptions in the jail have decreased. The Community Support Program currently serves 220 people and referrals continue every month. These individuals stay with this program for a very long time. Elder abuse referrals have increased. Emergency detentions have increased as well. Most of the referrals are new people and need emergency intervention for psychiatric treatment. The number of missed appointments continues to increase. The 20 to 25% missed appointment rate is consistent with the other clinics as well. The staff are scheduled for 32 hours of clinic time. If a client no shows for the appointment, the staff use that time for report writing or another individual is scheduled into that time whenever possible.

Mr. Riggerbach reported the Shared Services Division consists of the agency's intake section, home and financial manager services, volunteer services, and alternate care section. Intake calls continue to be steady. The majority of calls are

for information. The Intake Section also handles the Community Connections calls. Home and financial managers assist individuals in the areas of financial management, representative payee, and supervised visits. The Volunteer Services Section has lower numbers this quarter due to a vacancy in the position. Volunteers provided services equal to a \$9,686 savings to the agency in this quarter. The Alternate Care Program has exceeded its goal of having 40 licensed foster homes with 41 homes licensed currently.

Mr. Canales distributed a new staff orientation document of Community Care of Portage County (CCPC). CCPC is a Care Management Organization (CMO) which is the state's redesign of long term care. Portage County is one of five pilot counties statewide. The other counties involved are Milwaukee, Fond du Lac, Richland, and LaCrosse. Children with developmental disabilities are not included in CCPC at this time. There are three different committees involved with CCPC. The Health and Human Services Board, the CCPC Governing Board, and the Long Term Care Council. The statistics show a 17% increase in membership to 517 members currently. CCPC started in April 2000 with 220 members. The majority of members are women. 62% of new 2001 enrollers were 85 years of age and older. Currently 385 members live in their own homes. A new CBRF is being built on the northside which will have 44 beds. A 30 bed facility will be built south of Walmart as well. 14% of the members are involved in self directed supports. On average 15 new members (net) are enrolled each month. Currently there is a freeze on two positions which is affecting CCPC's ability to carry out its contract requirements. There are 243 different providers contracting with us to provide 30 different types of services.

Ms. Jossie reported the Business Services statistics consist of the accounts receivable section. This section bills to third party pay sources such as Medicare, Medicaid, and insurance. We also bill clients based on the client's ability to pay. The different in amount billed from first quarter 2002 to first quarter 2001 is due to writing off accounts and transferring them to CCPC. The cash received for January 2002 is the school contract amount. This varies when it is received each year. The aging of accounts shows the amount of outstanding bills and the age of the balances. Mr. Krogwold questioned how long accounts are kept on the books. Ms. Jossie stated it depends on the type of charge, the statute of limitations, and on the individual's ability to pay. Generally accounts are kept for 10 years after the date of the last activity on the account. Currently the county is working as a whole to find a different collection agency.

Page 6

HHSB Meeting Minutes
April 23, 2002
Page 6

Ms. Bablitch stated the children served in our day care are shown on the graphs on pages 36 and 37.

IV. FISCAL ISSUES

A. Action to Authorize Grant Applications

Ms. Bablitch stated a correction on page 39 of the St. Michael's Ministry Fund for dental sealants should state \$31,000 not \$3,000. These are all grants being submitted. A motion was made by Ms. Benz and seconded by Ms. Dodge to approve the submission of these grants. Motion carried.

B. Year End 2001 Budgets

1. **Regular and High Cost Accounts**

Ms. Jossie distributed a copy of the budget status report for 2001. The first page reflects the high cost accounts which are accounts that fluctuate and are very unpredictable. The services include SMI Residential Services, Inpatient/Chemical Dependency and Mental Health, Children's Group/Residential Care, and General Assistance. There are currently two people placed in SMI Residential Services who are not eligible for MA medical services. This has resulted in a deficit of \$20,091 due to paying for prescriptions and other ancillary medical costs. A savings of \$12,756 was realized in the Inpatient/Chemical Dependency budget. A savings of \$114,517 in the Inpatient/Mental Health budget was due to the four county consortium not being funded. This would have provided crisis stabilization. Portage County didn't feel they needed it since Crossroads is available. Marquette County also dropped this as well. The Children's Group/Residential Care program had a savings of \$97,018. The need for group and residential care services were lower than anticipated. The General Assistance budget had a deficit of \$11,968. This was due to a reduction in the state allocation. Overall, the high cost accounts had a net gain of \$104,449. This would bring the reserve up to \$290,781. The auditor is here currently and some of these figures may be subject to change. The next page shows the regular accounts. The Administrative/Business Services budget has a savings of \$8,743. The Public Health budget had a net gain of \$46,743. Savings occurred in the Prenatal Care line items due to additional Community Services Deficit Reduction Benefit (CSDRB) revenue from 2000 and an increased projected 2001 CSDRB revenue. Additional revenues were also realized in the DOH

Agent Services and DNR Agent Services line items. The Adult Services budget had a net gain of \$80,824. This was due to a vacancy in the crisis intervention position, lower contracted expenses for psychiatry services, and increased case management revenue and CSDRB revenue for SMI Case Management. The Shared Services budget has a net gain of \$15,977. This is due to a shift in a home and financial manager position moved from CCPC as well as increased case management revenues in the POCAN grant. The Children and Family Services budget has a net loss of \$210,241. This includes a shortfall in W2 bonus revenues due to an equation change. Also there were more children placed in treatment foster homes than anticipated. Community Reinvestment funding also had a shortfall as well. Mr. Medin questioned where the Community Reinvestment funds are. Ms. Jossie stated this was received from the state after the first W2 contract in 1998. The excess funds were to be used to fund programs to help W2 clients. These funds are now gone except for a small ongoing amount tied to the W2 performance bonus. Overall the regular accounts will have a \$57,954 net loss. Ms. Jossie stated she talked with Ms. Bablitch about the possibility of shifting the treatment foster care into the high cost accounts for 2002. Considering the shift of the Treatment Foster Care to the high cost accounts, we may potentially be able to offset the loss with the high cost reserve. This will still add funds to the high cost reserve in 2001. Ms. Bablitch will be going to the Finance Committee with these suggestions as well as any other alternatives.

2. Long Term Care Accounts

Ms. Runnells distributed a copy of the budget for the Long Term Care program ending in 2001. The long term care budget receives a monthly capitated rate from the State for each member. The comprehensive rate is \$2,468 per month per member and the intermediate rate is \$600 per month per member. The program ended with a \$1,242,425 surplus. These funds are put into a risk fund which is required by the State. The risk fund comprises of two components. The Restricted Reserve is for CMO use only. The purpose is to allow CCPC to manage any extraordinary costs/expenses which may be incurred. This fund totals \$1,238,767. The other component is a Solvency Protection fund. This is to ensure consumer payments if CCPC were to end operations. This fund totals \$1,917,508. There is no restriction on how high these two funds can be. Currently there are several members whose costs exceed the capitated rate per month. Their costs exceed five digits per month.

Page 8

HHSB Meeting Minutes
April 23, 2002
Page 8

C. Personnel Issues

1. **Action to Authorize Request for Leave of Absence**

The leave of absence is for the assistant business manager who will be having surgery on May 3. The leave request is for an additional two week extension. A motion was made by Mr. Hunt and seconded by Mr. Bishop to approve the leave. Motion carried.

2. **Action to Authorize Position Refill(s)**

The request is for refill of an Economic Support Case Manager. This position is fully funded by grant dollars. Mr. Higgins moved to approve the request with a second by Ms. Benz. Motion carried.

Ms. Bablitch stated she will also be going back to the special committee regarding position freezes once the new chairs have been established. She will be requesting exemption to the freeze regarding the CMO RN, children's social worker, and this position. She will not take this position until after the other two have been re-examined.

Ms. Bablitch stated another position is to fill the night security vacancy at Portage House. A motion was made by Ms. Buck and seconded by Ms. Benz to approve the refill. Motion carried.

D. Action to Approve Vouchers

Ms. Jossie stated there are two reports at each place. The first is dated April 9, 2002. The regular accounts total \$140,074.45, high cost accounts total \$94,666.25, and Portage House totals \$759.61. There were no unusual expenses. Ms. Runnells stated the CCPC voucher report dated April 13, 2002 is for \$581,101.12 in vouchers. These are for a two week period. A motion was made by Ms. Dodge and seconded by Ms. Benz to approve these vouchers.

The second voucher report is dated April 23, 2002 and are for two weeks. The regular accounts total \$143,968.05, high cost accounts total \$24,798.01, and Portage House totals \$2,643.47. The CCPC vouchers total \$342,164.96. A motion was made by Ms. Benz and seconded by Ms. Buck to approve the vouchers. Motion carried.

HHSB Meeting Minutes
April 23, 2002
Page 9

V. ADJOURNMENT

The meeting adjourned at 6:40 p.m.

Respectfully submitted:

Dawn Grasamkee
Recording Secretary

0599P.SAV

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
May 14, 2002**

Present

Jim Clark
William Zimdars
Ann Buck
Dave Medin
Lonnie Krogwold
Sandra Benz
Tony Patton
Jeanne Dodge
Richard Bishop

Excused

Ed Hunt
Jesse Higgins

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jennifer Jossie, Business Manager; Lauri Rockman, Youth and Family Services Coordinator; Lucy Runnells, CCPC Business Manager; Mike Carder, Environmental Health Supervisor; David Pagel, Family and Employment Support; and Megan Wroblewski, SPASH student.

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

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

A. Approval of Health and Human Services Board Minutes of April 23, 2002

A motion was made by Ms. Buck and seconded by Mr. Bishop to approve the minutes. Ms. Benz questioned the wording in the Long Term Care accounts regarding the risk reserve. This is correct. Ms. Benz also questioned the positions being taken to the special committee. Ms. Bablitch will be giving an update regarding this. Motion carried.

B. Correspondence

Ms. Bablitch stated page 10 contains an updated Board membership list. Mr. Krogwold requested his work number of 824-3240 be added.

Ms. Bablitch stated page 11 of the packet lists the Board meeting dates tentatively scheduled for the rest of the year. Mr. Krogwold stated he will need to be excused for the June 11 meeting.

Ms. Bablitch distributed a copy of the Outcomes Report to new Board members. Ms. Bablitch also distributed copies of the Achievement Center report. An updated program structure chart was also distributed.

C. Director's Report

Ms. Bablitch showed the Board the coffee mug purchased for Bill Peterson to thank him for his many years of service on the Health and Human Services Board.

Ms. Bablitch stated there are no agenda items scheduled for the May 28 meeting. This meeting may be canceled. Notification will be sent if the meeting is canceled.

Ms. Bablitch stated a letter was received from the Department of Workforce Development to the counties surrounding Waushara County. The letter informed the counties of Waushara County's intention to discontinue their W2 contract for the period 9/1/02 to 12/31/03. DWD was questioning if any of the surrounding areas would be interested in taking over the W2 program for Waushara County. Ms. Bablitch stated there has been a lot of talk regarding regionalizing services. Ms. Bablitch stated a letter will be sent to DWD requesting more information. After the information is received and reviewed, recommendations will be brought to the Board for discussion.

Ms. Bablitch distributed a copy of the document used to help set department priorities. This is one tool utilized during the budget process. Ms. Bablitch stated they are currently refining the definitions. All programs will be placed through this document to help set priorities. Ms. Bablitch will bring the information back after it has been completed to show the various priorities.

Ms. Bablitch stated originally the CMO Nurse and Non-CMO Service Coordinator positions were going to be taken for reconsideration before the Special Committee regarding the position freeze. A position is also vacant in the Family and Employment Support Section. All three of these positions are covered by state/federal funding that cannot be used for other purposes. All three positions will be taken to the special committee next week.

Mr. Krogwold commented that in anticipation of the State budget cuts, all departments will be asked to bring in a budget with a 0% increase and up to 7% decrease.

Ms. Bablitch stated discussion is occurring between department heads regarding a more efficient county management structure. The possibility of a team of department heads is being looked at. A facilitator would be appointed by each team and the facilitators would then meet as a group with the Executive Committee. This is still in the planning stages. More information will be reported as it is known.

D. Reports from Board Appointed Committees/Activities

Mr. Medin questioned what effect the closing of the mental health institutes would have on the Department. Ms. Bablitch stated the effect would be very hard.

E. Period for the Board to Receive Public Comment

There were no public comments.

II. PROGRAM ISSUES

A. Update: Alternative School

Ms. Rockman stated the goals of our Department are different than the school system concerning placements in the Vesper Program. This program was slated for cuts during the last budget but the Finance Committee assisted with additional funding. Since then Ms. Rockman has been meeting with Stevens Point school officials to look at alternatives that would meet the needs of both the county and school system. A program offered by Northwest Clinical Services has been found. They serve children K-12 rather than just junior high students. They also offer mental health day treatment in addition to the educational portion of the program. There is no commitment for a number of slots to be purchased by the county. Other counties have already used this agency. The school day consists of a seven hour day with two hours of education and five hours mental health related services. The company works with the school on the curriculum to keep the children current. The outlying school systems will be brought in on the discussion.

B. Action to Authorize Resolution Regarding Changes to TANF (Temporary Assistance to Needy Families) Program Legislation

Ms. Bablitch stated this resolution grew out of the Hunger Prevention Partnership. The federal TANF legislation is being reviewed but it has not helped people move out of poverty. Suggested changes have been sent to the federal legislators

Page 4

HHSB Meeting Minutes
May 14, 2002
Page 4

already and a resolution by County Boards is the next step. The plan is to give states more autonomy on welfare plans. Ms. Bablitch stated bullet three should state post secondary rather than full secondary.

Mr. Bishop questioned if this replaces the living wage. Ms. Bablitch stated that issue is still being worked on. A survey of all contracted services has been completed and are being tallied. Currently the living wage would be \$9.57 per hour for a family of four with health insurance to be at 110% of the Federal Poverty Level and \$10.44 per hour without health insurance to be at 120% of the Federal Poverty Level. The idea is to have employers pay more to those individuals so they can be self-sufficient.

Mr. Medin asked for a brief description of each bullet on the resolution. Mr. Pagel stated the first bullet is to make the participation requirement no more than the national average of 34 hours. Currently the hours are 30 hours and they legislation is looking to make it 40 hours. The second bullet is requesting that funds be available to pay for child care if you are requiring individuals to work more hours. The third bullet is allowing for more than three months to complete education. There should be a minimum of two years to complete a secondary training program. An understanding that the time limit should be no more than two years to prevent individuals from continually changing their post secondary education. The fourth bullet pertains to the time limit of individuals on W2. Currently you can only participate for no more than two years in a specific level and no more than five years in your lifetime. Some individuals have mental health issues or are physically disabled but do not qualify for Social Security. A greater sensitivity should be used when dealing with these individuals. Basically the federal government and state government should talk to each other to help resolve this issue. The last bullet is requesting an extension of the time limit to resolve barriers. Three months is not enough time to resolve some issues.

Mr. Clark suggested this be brought back to the Board meeting on June 11 with the corrections made. Mr. Krogwold stated the revised version could be given to the County Board for inclusion in their packet with an amended copy, if necessary, being distributed at the County Board meeting. Mr. Clark made an executive decision to send the resolution for the County Board agenda and the resolution to be amended and returned for the June 11 meeting with corrections being hand delivered at the County Board meeting after the Board has reviewed the changes.

C. Action to Authorize Board Appointments to Committees

All Board members currently serving on the committees as listed on page 17 elected to remain. The following individuals will be filling the vacant slots:

Food Safety Advisory Committee - Tony Patton
Care Management Organization Subcommittee - Sandy Benz
Hunger Prevention Partnership - Bill Zimdars
Family Preservation and Support - Dick Bishop
WAHLDAB - will be on a rotating basis

Mr. Clark stated there is a Risk Management position which will be filled by Bill Zimdars.

III. FISCAL ISSUES

A. Action to Authorize Grant Application

Mr. Pagel stated a grant to enhance child care resources will become available. He is requesting authorization to work with Mid Wisconsin Child Care Resource in applying for this grant. As of yet no parameters or funding amounts have been determined. A motion was made by Mr. Bishop and seconded by Mr. Patton to approve the request. Motion carried.

B. Action to Authorize Fee Schedule for Licensed Establishments

Mr. Carder reported the State has revised their fee schedule. A request is now made to revise our fee schedule to reflect the changes made by the State. The county must reimburse the State for each licensed issued annually. The change in the fee schedule reflects the same changes to include the 10% state reimbursement. A motion was made by Ms. Dodge and seconded by Ms. Benz to approve the fee schedule changes. Motion carried.

C. Update: 2002 Quarterly Budget

Ms. Runnells stated the Long Term Care budget looks good so far this year. There is currently \$338,927 profit. It is projected \$541,510 would be the surplus by year end if the enrollments continue as a net of 12 per month. These surplus funds would be invested.

Page 6

HHSB Meeting Minutes
May 14, 2002
Page 6

Ms. Jossie stated the \$2,413 projected shortfall in SMI Residential Services is due to a shortfall in IMD revenues. Children's Group/Residential Care reflects the transfer of treatment foster care rates to the high cost budgets. These expenses have been higher than anticipated. The General Assistance budget caseload has been higher than anticipated and the state allocation has been reduced resulting in a projected shortfall of \$14,380. The budget amount of \$47,600 would be transferred to the high cost accounts. Due to the transfer of treatment foster care to high cost, an offset amount must also be reflected in the regular accounts. On the high cost accounts, the reserve will be applied to offset the treatment foster care expenses. This offset will be applied to the attrition account. It is projected there would be \$143,268 in the reserve balance for the high cost accounts.

The regular accounts have a shortfall of \$9,335 in Administration/Business Services because of a reduction in federal county addendum funding due to an increase in child care administrative revenues. The offset is in the Child and Family Services Division. Public Health has a shortfall of \$5,246 due to the farmers market. No grants have been received to date and so funding for this program was removed. Adult Services is projecting a gain of \$31,000 due to savings in a staff vacancy. Shared Services is projecting a gain of \$30,931 due to a staff vacancy. Children and Family Services is projecting a gain of \$14,316 due to additional child care administration revenues. Children with Disabilities and Non-CMO Adults is projecting a gain of \$31,820 due to additional birth to three revenues. The reduction in attrition is due to the transfer of treatment foster care expenses to the high cost budget and is not a staff savings.

D. Update: Quarterly High Cost Budget

Ms. Jossie distributed the High Cost report. Inpatient mental health costs are under budget. Currently there is one person which was transferred from an IMD facility to Winnebago which will reflect more costs. Community Based Care CSP - CBRF shows no unusual expenses. Medical Detox figures are down and there were no inpatient placements in the first quarter. General Assistance reflects several high cost surgical procedures and a higher caseload. Out of Home Placements will include the treatment foster homes next quarter. There were no group care placements. Placements in Child Caring Institutes were down. Lincoln Hills placements were up a little more than anticipated and are being monitored. A motion was made by Mr. Bishop and seconded by Ms. Benz to accept the reports. Motion carried.

HHSB Meeting Minutes
May 14, 2002
Page 7

E. Action to Approve Vouchers

Ms. Jossie stated the vouchers for the HHS Vouchers are for three weeks. The regular accounts total \$180,036.21, the high cost accounts total \$164,286.10 and Portage House totals \$1,908.25. The substitute care payroll is also included. Ms. Runnells reported the CCPC vouchers are for three weeks. The total is \$688,701.54 and includes month end placements. A motion was made by Ms. Buck and seconded by Mr. Bishop to approve the vouchers. Motion carried.

IV. PERSONNEL ISSUES

A. Action to Authorize Position Refill(s)

There were no position refills.

V. ADJOURNMENT

Ms. Benz stated the day care served 222 children in April and 122 children to date this month.

The meeting adjourned at 5:50 p.m.

Respectfully submitted:

Dawn Grasamkee
Recording Secretary

0599P.SAV

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
June 11, 2002

Present

Jim Clark
William Zimdars
Jesse Higgins
Ann Buck
Dave Medin
Lonnie Krogwold
Sandra Benz
Tony Patton
Jeanne Dodge
Richard Bishop

Absent

Ed Hunt

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jennifer Jossie, Business Manager; Lucy Runnells, CCPC Business Manager; Mike Carder, Environmental Health Supervisor; David Pagel, Family and Employment Support; Jim Canales, Long Term Care Division Coordinator; Julie Hladky, Health Officer; Clarence Hintz, County Board Chairman; Dick Berndt, Citizens Groundwater Advisory Committee; and Ray Schmidt, Planning and Zoning.

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 May 14, 2002

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

B. Correspondence

Ms. Bablitch stated there were two retirements. Tom Urmanski, a social worker in the Youth and Family Services Section, will not be replaced at this time. Jane Shaurette, a nurse in the Community Health Section, will also not be replaced at this time. Ms. Bablitch distributed a copy of the retirement letter from Ms. Shaurette since it mentioned the Board. Currently the work done by these two individuals will be allocated to other staff.

Page 2

HHSB Meeting Minutes
June 11, 2002
Page 2

Ms. Bablitch stated Ms. Hladky has also given her resignation. She will be leaving to work with the State Tobacco Control Program. Her position has been approved by the Special Committee to be refilled.

C. Director's Report

Ms. Bablitch stated the Department reviewed the possibility of bidding to run the Waushara County W2 project but has determined it would not be profitable.

Ms. Bablitch reported the County Business Office is requesting potential budgets with a 0% and a 3½% decrease be presented by the end of June. Figures have not yet been received for personnel and benefit costs. Due to the large budget the Department has, this will not be completed in detail but will include basic ideas.

Mr. Krogwold requested a new position estimate be available. Ms. Bablitch will have it at the next meeting.

Ms. Bablitch reported three grants were received. A \$4,000 and \$1,000 grant were received for the Mobile Pantry. A \$1,500 grant from Target was received for the Focusing on Success Program.

Ms. Bablitch questioned when new Board members would like an orientation to programs. Ms. Bablitch will coordinate it.

D. Reports from Board Appointed Committees/Activities

Ms. Benz reported she attended the Community Response Team meeting on 5/16. They went over a number of different projects and strategies. 2002-2003 strategies were developed. Ms. Benz noted that truancy has decreased since 9/11.

Ms. Buck stated she and Mr. Bishop attended the Permanency Plan meeting. Nothing remarkable. Four reviews were completed.

Ms. Benz stated the day care served 237 children in May. 90 children have been served so far in June.

E. Advisory Committee Report

Ms. Benz reported Bo DeDeker attended the meeting and gave an update on the State budget. Mr. Barth presented on the AODA seminar he attended. A general introduction of new members was also done.

F. Period for the Board to Receive Public Comment

Mr. Hintz stated he has met with Bo DeDeker and are anticipating a \$1 million decrease in funds for Portage County for 2003. He has also met with Senator Welch and Senator Decker and they are anticipating a \$1.8 million decrease. It is anticipated another \$2 million decrease will be realized in 2004. It has been suggested that if county funding is to be cut that city, village, and township funding also be cut equally.

II. PROGRAM ISSUES

A. Update: Bioterrorism

Ms. Hladky stated a grant was received by the State from the Centers for Disease Control to apply towards different areas in developing bioterrorism responses. Ms. Hladky reviewed the areas listed in the memo. Formulation of regions are being discussed at this time. It is anticipated the State will need to hire five to six people to staff the regions. Ms. Dodge questioned once these teams have been hired and trained and no attack is ever realized what would these people do. Ms. Hladky stated they would help with any public health emergency such as foodborne outbreaks or flu epidemics. Funding will be available until September 2003. Ms. Hladky stated the funds for Portage County total \$23,516. These funds can be used to purchase protective equipment such as motion detectors.

B. Update: Groundwater Goals and Strategies

Mr. Schmidt reported on the groundwater goals found on page 10 in the packet. Various goals have been established which would raise the quality of our groundwater. Mr. Schmidt went through the strategies found on page 11 and 12 of the packet.

Page 4

HHSB Meeting Minutes
June 11, 2002
Page 4

C. Action to Authorize Resolution on Changes Necessary to TANF Legislation

A motion was made by Mr. Medin and seconded by Mr. Higgins to approve the resolution. Motion carried.

III. FISCAL ISSUES

A. Action to Authorize Representatives for RFP Review Committee for Low Income Heating and Energy Assistance Program (LIEHAP)

Mr. Higgins and Mr. Krogwold volunteered to sit on the committee.

B. Action to Approve Vouchers

Ms. Runnells stated the CCPC vouchers are for four weeks. The total is \$1,027,590.39. A motion as made by Mr. Medin and seconded by Ms. Benz to approve the vouchers. Motion carried.

Ms. Jossie stated there are two voucher reports. The one date May 28 is for two weeks. The regular accounts total \$176,875.16, the high cost accounts total \$20,240.84, and Portage House totals \$697.70. The report dated June 11 is for two weeks as well and includes the substitute care payroll. The regular accounts total \$91,947.34, high cost accounts total \$92,901.24, and Portage House totals \$237.28. Mr. Higgins questioned the large telephone bill for Portage House. Ms. Jossie stated the bill is paid when it is received. A motion was made by Mr. Bishop and seconded by Ms. Dodge to approve the vouchers. Motion carried.

A discussion occurred regarding moving the treatment foster care to the high cost accounts. Mr. Medin gave a background of why the high cost accounts were set up due to the dramatic fluctuations which take place in these accounts. It is felt the treatment foster care account is similar to the foster care account already included in the high cost accounts.

IV. PERSONNEL ISSUES

A. Action to Authorize Limited Term Employee

Ms. Runnells stated the 40 hour per week LTE Account Clerk II position is a fully funded position for the CMO area. A motion was made by Mr. Higgins and seconded by Ms. Benz to approve the request. Motion carried.

B. Action to Authorize Temporary Employees

Ms. Runnells stated these positions are for two 40 hour per week temporary employees for the CMO Business Section. A motion was made by Mr. Bishop and seconded by Ms. Dodge to approve the requests. Motion carried.

C. Action to Authorize Position Refill(s)

The Health Officer position is being requested to be refilled. This has already been approved by the Special Committee. A motion was made by Ms. Benz and seconded by Ms. Buck to approve the refill request. Motion carried.

A WIC Aide - Spanish speaking position is being requested to be refilled. The incumbent has left to take a full time job. A motion was made by Mr. Bishop and seconded by Mr. Zimdars to approve the request. Motion carried.

V. ADJOURNMENT

The meeting adjourned at 5:53 p.m.

Respectfully submitted:

Dawn Grasamkee
Recording Secretary

0599P.SAV

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
June 25, 2002

Present

Jim Clark
Jesse Higgins
Ann Buck
Dave Medin
Lonnie Krogwold
Sandra Benz
Tony Patton
Ed Hunt
Jeanne Dodge
Richard Bishop

Excused

William Zimdars

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jennifer Jossie, Business Manager; Jim Canales, Long Term Care Division Coordinator; Ray Przybelski, Adult Services Coordinator; Lauri Rockman, Children and Family Services Coordinator; Jim Riggerbach, Shared Services Coordinator; and Julie Hladky, former Health Officer.

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

I. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of Health and Human Services Board Minutes of June 11, 2002

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

B. Correspondence

Ms. Bablitch distributed the annual report.

C. Director's Report

Ms. Bablitch informed the Board of the flooding which occurred in the lower level over the previous weekend. The affected areas were primarily the day care and the CMO business offices. Clean up is in process.

Ms. Bablitch stated she attended the special committee regarding position refills. The requested positions were authorized to be refilled.

Ms. Bablitch stated she questioned how long the freeze would go on. The committee stated it depends on the status of the state budget. Ms. Bablitch questioned if a department's budget is balanced if positions could be unfroze. The committee stated probably not because if the budget doesn't balance at the end of the year due to unforeseen circumstances, the department would be coming to the County Board asking for funds to help balance the budget. Ms. Bablitch stated the stress level on employees is increasing with positions being left unfilled. Ms. Bablitch further stated some positions are being refilled since they do not utilize shared revenues or county revenues and while this is positive it is understandable but disheartening for those areas that can't be filled.

Ms. Bablitch asked Board members if July 9 from 3:00 to 4:30 would be a good time for orientation of new board members. This would be held prior to the regular meeting. Board members were in agreement with this suggestion.

Ms. Bablitch stated a replacement for Ms. Benz on CMO Governing Board is needed. This group meets the third Wednesday of each month from 3:00 to 4:00 p.m. Ms. Benz stated she will attend the next meeting to talk about the possibility of scheduling this meeting at a different time. If it is not possible, then she will need to be replaced on this committee.

Mr. Hunt reported the Advisory Committee Transportation report should be reviewed at the October Advisory Committee then forwarded to the Health and Human Services Board.

D. Reports from Board Appointed Committees/Activities

Ms. Buck reported she and Mr. Bishop attended the Permanency Planning meeting last week. There were five children reviewed. Only one of these children was a new client.

Mr. Clark stated he and Mr. Bishop attended the Family Preservation and Support Services meeting. The budget was reviewed. They will be going to the County Board in September or October and giving a 15 minute presentation on the Family Resource Center. Children's Service Society's Visitation Center gave a presentation on their services. This was very informative. Ms. Bablitch stated a draft newsletter was reviewed. This will be distributed to all County Board members, Advisory Committee members, citizen members, and various community organizations.

Ms. Benz reported there were 197 children served thus far in June in the day care.

Mr. Bishop stated he, Ms. Buck, and Mr. Zimdars attended the CCPC Governing Committee meeting. The number of enrollees seems to be leveling off. A large concern is the shortage of staff, especially nurses. Mr. Bishop suggested the possibility of using an incentive program such as the Health Care Center is looking to implement in order to find nurses.

E. Period for the Board to Receive Public Comment

There were no public comments.

II. PROGRAM ISSUES

A. Review: Program Priorities

Ms. Bablitch stated the tool included in the packet is utilized in addition with other factors to help determine program priorities when completing the budgets. Ms. Bablitch stated the numbers shown in the Program/Service Provided area reflect the corresponding pages in the budget book.

Mr. Przybelski stated all of the programs in adult services are important. Most are mandated to have and must be provided. Some programs are prevented from acquiring outside revenues. Some of these programs help disadvantaged groups of individuals. The Jail Support and Portage House ranked as the lowest priorities in this Division. Ms. Dodge stated if the program is mandated then services must be provided. Ms. Bablitch stated in some areas the degree of services that must be provided vary. Mr. Krogwold questioned if a service is not provided in a timely fashion if funds can be cut based on the numbers served. Ms. Bablitch stated in some cases this could happen since funds are based on the numbers served, not the number waiting for services.

Ms. Rockman stated the Children and Family Services Division comprises of pages 9-16 of the packet. The highest priorities are protection of children and kinship care. The second highest priorities meet basic needs such as medical assistance, food, etc. The lowest priority is the Vesper program. Improvements in the way Vesper does business are now being made. In addition, a new program will be available in the fall called Northwest Clinical Services. Other low priorities include the mentor program and respite care. Ms. Dodge questioned what kinship care is. Ms. Rockman stated it is a stipend paid to family members when a relative is placed in their home rather than in foster care. Ms. Rockman stated some programs have a set amount of services that must be provided so no penalty is assessed. In some areas, the service is mandated but funds are specifically earmarked for that program and can't be used elsewhere. Ms. Bablitch clarified

that most mandated programs do not have specific funding but come from Community Aids which is a lump sum. The Department then needs to look at which services are provided utilizing these funds. Mr. Bishop questioned why the fraud program came in low. Ms. Rockman stated it did not meet the criteria of some the definitions and thus came in with a low point value.

Ms. Hladky stated the Health Division comprises of pages 17-21 of the packet. Fully funded programs include the Lead Project, the Prevention Block Grant, and the Tobacco Grant. Ms. Hladky stated the rank for Community Health is misleading. This comprises of immunizations which are mandated, communicable disease control which is mandated and very critical, and HealthCheck which the section is looking at whether or not to continue. The Dental Program is also fully funded. The School Health contracts almost are completely fully funded. This is being looked at to be fully funded with the school system. The Environmental Health program covers the general services such as rabies prevention. This is a mandated service. The DNR and DPH/DATCP/DOC programs are contracts with the state to provide the service. The WIC program is a mandated program and funds are based on client participation. The Farmers Market Nutrition Program helps to meet food needs. Funding for this program is sought through grants.

Mr. Canales stated the highest priority for long term care is Community Care of Portage County. This is a fully funded program. The Birth to Three Services and Children with Disabilities Services programs are mandated programs.

Mr. Riggerbach stated his programs encompass pages 23 and 24 of the packet. Access and Child Protective Services are very important programs since there are no other alternatives to these services. The Shared Services Support program has had a vacancy in this position. This position takes care of volunteer drivers and respite care. Since the vacancy, the duties have been absorbed elsewhere in the Division.

Mr. Medin questioned how expansive is the "promotes independence" looked at. Ms. Bablitch stated primarily this is looked at whether an individual can remain at home with supportive services rather than needing placement in a more restrictive setting. Ms. Buck questioned what will happen with the tobacco program since the funds were used to balance the state budget. Ms. Hladky stated there are built in funds in the GPR funds for tobacco programming.

B. Review: Estimated Growth in Positions (2003 and 2004)

Ms. Bablitch stated the projected position needs are theoretical in nature. These requests would be contingent on available funding and county-wide priorities. The

chart shows the current number of positions and then projected need for 2003 and 2004. The numbers in the 2003 and 2004 are total positions, not additional positions for the next year.

Mr. Przybelski stated the top priority for Adult Services would be to acquire another psychiatrist. An additional .5 FTE is projected for Adult Protective Services due to the aging population. The Community Support Program deals with a chronic population that does not leave the area and services are needed for their lifetime. A correction in the number of current positions for the mental health clinic is needed. There are currently five positions. Mr. Medin questioned the 1.5 positions in adult protective services. Mr. Przybelski stated this position comprises of one full time worker and one half time worker who also does the crisis intervention .5 FTE position.

Mr. Riggerbach stated it is anticipated additional staff would be needed in the Access area in 2004 due to anticipated increases in contacts. The staff projected for child protective services is dependent on caseload. A possible reorganization in the home and financial management section could result in a decrease of 1 FTE. This position would be rolled into an Independent Living Services Aide which would take on the supportive services of grocery shopping, laundry, cleaning at a lower pay rate. The Shared Services support position is likely to be eliminated. It is currently unfilled.

Mr. Canales stated the increases projected are based on increasing member enrollments. In some areas the position projections are based on an enrollment increase of 10, 12, or 15 members per month. A back up for Business Manager is needed since there is currently no one able to take on these duties if something should happen to Lucy Runnells. It is also anticipated an additional supervisor would be needed for the service coordination staff due to the growth in the size of the professional staff. The client to staff ratio developed leads to why there is an anticipated increase in both service coordinator and RN staff positions. A new position of a computer programmer is also being looked at. An existing contract with Schenk and Associates from Appleton is in place to develop the Family Care IT system. Mr. Canales stated he has talked with Craig Flagel regarding this, and it is felt the Data Processing Department could handle this work with additional staff. Mr. Canales stated with the increase in client caseload, it also requires an increase in the business staff in order to keep up with the claims processing, optical imaging, and other business support duties.

Ms. Rockman stated pages 34 and 36 cover the Children and Family Services Division. With the increase in caseloads it is anticipated an additional economic support worker would be needed. In addition, an elderly service case worker will

also be needed due to increased caseloads. A vacant position in the family counseling area is anticipated needing to be filled. The Children Come First worker may be a permanent position rather than a leased one. The Focusing on Success program sees about 30 kids during the school year and additional help would be needed. The mentoring position would be made permanent.

Ms. Bablitch stated the Administrative Services area covers primarily the word processing area and optical imaging. It is anticipated an additional .5 FTE would be needed in word processing due to the increase in the amount of work and additional duties. Also an increase in optical imagers would be needed as well to complete imaging of all files and maintaining existing imaged files. A new position would be requested to help free up word processing time and handle the copying and back up responsibilities.

Ms. Jossie stated an existing contracted financial clerk would be converted to a union position with an increase to full time. In addition account clerks in both the fiscal and accounts receivable areas would be needed due to the potential of growth in agency staff and programs.

Ms. Hladky stated children with special health care needs is growing. A .25 FTE position would be requested to handle this increasing caseload. In addition, a .5 FTE would be needed to fill the vacant communicable disease coordinator. With the increase in dental health services by the state, an additional .5 FTE would be needed. No changes are anticipated in environmental health. The WIC program would need an additional 1.25 FTE to work with special health care needs children.

Ms. Bablitch stated if the county allows new position requests, she will be bringing those positions which are fully funded forward for authorization.

Ms. Bablitch stated it is anticipated new position requests will be done in September.

III. FISCAL ISSUES

A. Action to Approve Vouchers

Ms. Jossie stated the vouchers are for two weeks. The regular accounts total \$115,808.48, high cost accounts total \$12,913.58, and Portage House totals \$1,172.80. The CCPC voucher report is also for two weeks and totals \$512,320.91. A motion was made by Mr. Bishop and seconded by Ms. Benz to approve the vouchers. Motion carried.

IV. PERSONNEL ISSUES

A. Action to Authorize Position Refill(s)

Ms. Bablitch stated a vacancy of the optical imager/cashier in the administrative services will remain frozen. Ultimately this position would need to be refilled once the freeze is lifted.

CONTEMPLATED EXECUTIVE SESSION

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

A motion was made and seconded to go into closed session. A roll call vote was taken with all in approval.

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

Motion made and seconded to return to open session. Motion approved. No action was taken.

V. ADJOURNMENT

The meeting adjourned at 6:15 p.m.

Respectfully submitted:

Dawn Grasamkee
Recording Secretary

0599P.SAV

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
July 9, 2002

Present

William Zimdars
Jesse Higgins
Ann Buck
Dave Medin
Lonnie Krogwold
Sandra Benz
Tony Patton
Jeanne Dodge
Richard Bishop

Excused

Jim Clark
Ed Hunt

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jennifer Jossie, Business Manager; Jim Canales, Long Term Care Division Coordinator; Ray Przybelski, Adult Services Coordinator; Lauri Rockman, Children and Family Services Coordinator; and Jim Riggbach, Shared Services Coordinator.

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

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

A. Approval of Health and Human Services Board Minutes of July 9, 2002

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

B. Correspondence

Ms. Bablitch passed around a thank you card from participants in the Juvenile Opportunity Program.

C. Director's Report

Ms. Bablitch stated the Personnel and Finance Committee are reconsidering extending the position freeze until September 17. There are also freezes on new equipment and capital improvements. Mr. Krogwold stated the freeze regarding equipment and capital improvements may be amended.

Ms. Bablitch stated an incident occurred at St. Paul's Methodist Church regarding the lack of air conditioning in the adult day care room. Ms. Bablitch distributed the CIC accreditation report completed by CARF. Mr. Bishop stated a lady called

concerning the lack of air conditioning in the area where her son is cared for. He and Mr. Higgins checked into this. The room in which the adults were cared for had no air conditioning but they do move them to a conference room which is air conditioned. Unfortunately, the conference room was in use until 10:00 a.m. Mr. Bishop felt the room was uncomfortable but not intolerable. Mr. Higgins stated the staff did the best they could. Overall, Mr. Bishop felt the staff handled the incident very well.

Ms. Bablitch stated the Employees Foundation will be holding a brat sale at Copps South on Saturday to raise funds for Kids Day at Camp.

D. Reports from Board Appointed Committees/Activities

Ms. Benz reported there were 59 children served thus far in July and 241 children served in June.

E. Period for the Board to Receive Public Comment

Mr. Higgins questioned the flooding situation of the lower level. Ms. Bablitch stated maintenance has cleaned up most of the damage. Some staff will wait until next week to be moved back to their office. This will depend on whether the area is ready or not. Ms. Bablitch stated Dennis Kolodziej feels there needs to be better air circulation in the building.

II. PROGRAM ISSUES

A. Action to Authorize Resolution to Establish an Ad Hoc Committee of the Portage County Board to be Known as the HIPPA Compliance Committee and Authorization of a HIPPA Compliance Team to be Staffed by County Officials

Ms. Jossie stated HIPPA is a federal mandate. There are three components: portability, accountability, and administrative simplification. There are seven rules which must be complied with, currently we are focusing on three: transaction which is sending information, privacy which will determine who should get the information, and security which involves how information is stored. A team has been developed to discuss these issues. The group feels an ad hoc committee needs to be formed. The group is suggesting five members be on the ad hoc committee. They will be representatives from the Health and Human Services Board, Finance, Personnel, Law Enforcement, and the Health Care Center. Ms. Jossie reported Mike McKenna of the Corporation Counsel feels a three person ad hoc committee would be sufficient. The timelines are short for complying to the HIPPA mandates. The transaction extension form must be completed by October 2002 to extend the

the deadline until October 2003 and the privacy piece needing to be completed by April 2003. Mr. Higgins questioned if this will affect employees and clients both. Ms. Jossie stated it will. Mr. Higgins questioned if the Department on Aging would be involved. Ms. Jossie stated they share information with other county agencies as well as business associates and we already added staff representatives from DOA to the team. Ms. Dodge felt a five person committee would be better since this will impact a lot of departments. Mr. Higgins felt the Department on Aging should also be part of the ad hoc committee. A motion was made by Mr. Higgins to amend the resolution to include the Department on Aging on the committee and the size of the committee should be five. Ms. Benz seconded the motion. A motion was then made by Ms. Dodge and seconded by Mr. Bishop to approve the resolution with the amended changes.

III. FISCAL ISSUES

A. Review of Proposed 2003 Budget Requested by Finance Committee

Ms. Jossie stated the budget summary shows the budget with both a 0% increase as well as a 3.5% decrease. Ms. Bablitch stated some areas need to have an increase since they are contracted services. If some increases cannot be met, then a decrease in services would result.

Ms. Jossie went through the budget sheets. Page 18 shows the attrition amount which has already been realized with retirements. The Uncollectible Accounts Allowance on page 19 was lowered due to the department determining this amount more realistically. The Health Officer position expense on page 20 was increased due to the addition of health insurance. School Health contract revenue found on page 25 was increased. Page 27 contains the Community Health Program. A decrease in immunizations is projected since not as many immunizations are provided. The Health Check program may be eliminated. Page 30 contains Psychological Services which has a fees reduction to show more realistic projection of revenues collected. The POCAN program on page 32 shows a revenue increase in case management due to the worker doing a good job. Page 35 shows the Wisconsin Works program. A decrease in the WAA allocation contract is shown. Page 37 includes a decrease in the Estate Recovery Incentive. A decrease will also be realized in the Child Care - Safe Child funds allocation. Page 40 shows a decrease in the Family Counseling Program expenses due to a position left vacant. The Monitor Program on page 41 shows a decrease due to a reduction in the Department of Corrections contract. Page 42 shows a decrease in the revenue line for Children/Family Purchased Services. Revenues are projected based on past collection results. Page 44 shows the total to the regular accounts. \$159,734 is the projected deficit if the tax levy remains at

Page 9

0%. The high cost accounts show a decrease in General Assistance salary and fringes on page 45. Page 46 shows the decrease in the Alternative School. The department will look at contracting with Northwest Clinical Services instead of Vesper. The Stevens Point School System will be continuing services with Vesper through federal monies they anticipate receiving. The high cost accounts look to have a \$1,464 surplus which is not realistic. In some cases the rates will be going up and the Department has no choice but to pay them. This is true for the two state mental health institutes. Mr. Przybelski also stated there will be several individuals coming out of corrections which are anticipated to have high cost care needs. A motion was made by Mr. Patton and seconded by Ms. Benz to accept the report. Motion carried.

B. Action to Approve Vouchers

Ms. Jossie stated the vouchers are for two weeks. The regular accounts total \$182,410.13, high cost accounts total \$85,646.92, and Portage House totals \$505.54. The payroll payments for Adult Substitute Care and Foster Care are included. The CCPC voucher report is also for two weeks and totals \$440,219.50. A motion was made by Mr. Higgins and seconded by Ms. Dodge to approve the vouchers. Motion carried.

IV. PERSONNEL ISSUES

A. Action to Authorize Position Refill(s)

Ms. Bablitch stated a vacancy of the Nutrition Educator in the WIC Program has been received. This position will be taken to the special committee for refilling. The position does not receive community aids or county tax levy. Ms. Bablitch stated they will also be looking for someone with Spanish speaking ability preferred. A motion as made by Ms. Benz and seconded by Mr. Patton to approve the request. Motion carried.

V. ADJOURNMENT

The meeting adjourned at 5:40 p.m.

Respectfully submitted:

Dawn Grasamkee
Recording Secretary

0599P.SAV

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
July 23, 2002

Present

Jim Clark
William Zimdars
Jesse Higgins
Ed Hunt
Ann Buck
Dave Medin
Lonnie Krogwold
Sandra Benz
Tony Patton
Jeanne Dodge
Richard Bishop

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jennifer Jossie, Business Manager; and Faye Tetzloff, Community Health Supervisor.

I. INFORMATIONAL UPDATE

An informational update was provided to the Board regarding secondhand smoke.

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 July 9, 2002

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

B. Correspondence

Ms. Bablitch distributed copies of an article regarding Community Aids and a budget projection report concerning how programs are funded.

Ms. Bablitch distributed to new Board members copy of a memo regarding the changes made by the Department .

Ms. Bablitch distributed a memo regarding how various departments could work together. This memo explains the possibility of forming work groups of like functions. As of this time, no response to this memo has been received. Mr. Clark supported the idea of discussion like functions across departments.

C. Director's Report

Ms. Bablitch stated smoking outside our building was discussed by an internal committee. Designated smoking areas will be posted for both clients and staff. Signs will be put up. Ms. Bablitch has declined to bring forth a resolution to make county grounds smokefree.

Ms. Bablitch stated the CMO business offices will be returning to their work area. This was the area of the building which flooded. Space and Properties has given the okay for them to return to their work area. Ms. Bablitch stated she also voiced her concerns regarding the lack of space in the building. Space and Properties and Dennis Kolodziej suggested an informal study be made as to better use of current space. This will be brought up at the next meeting.

Ms. Bablitch asked the Board if they would be interested in touring other agencies who do business with the department. Ms. Bablitch suggested either holding a meeting there or taking a half day to tour facilities. After discussion, it was felt it would be easier to hold the meeting at various facilities.

D. Advisory Committee Report

Mr. Hunt stated there are two task forces which are completing their work – the AODA usage task force and the transportation task force. During the last meeting, the Committee met with the new superintendent, David Schulfer. Mr. Hunt wanted to clarify two issues – the first about complaints regarding the salary. Mr. Hunt suggested people wait to evaluate his work to see if the salary is sufficient. The second is the rumor that \$3,500 was spent remodeling this office. This was spent by the Bliss Center who was doing remodeling of the building. Ms. Benz commented that she found Mr. Schulfer to be very open and concerned for young people. He shared various ideas he implemented at his other jobs. Mr. Hunt stated the Evaluation Team is beginning its work looking at former foster care children and evaluating what the foster care system has done for them.

E. Reports from Board Appointed Committees/Activities

Ms. Buck stated the CCPC Governing Board has decided to meet every other month. The critical incidents and complaints report was given. There was one unexpected death due to a medication error. This occurred in a different county. There are over 500 enrollees in Family Care. 98% of the previous COP clients are enrolled. The remaining clients have chosen not to enroll. A RN Service Coordinator position was advertised and five applicants were received. This position has been filled. Mr. Zimdars was elected as chair with Mr. Bishop elected as vice-chair.

Mr. Bishop stated he attended the permanency planning meeting. One caregiver has taken three children and is doing a terrific job with them. The caregiver is considering adopting all three children. Mr. Bishop stated another child has difficulties with discipline. Mr. Bishop suggested a tour of Vesper would be beneficial.

Mr. Bishop reported he attended the Long Term Care Council meeting. The meeting reviewed the enrollment into Family Care. The next meeting will be September 19.

Mr. Higgins stated the Ministry Dental Clinic currently has over 900 individuals on a waiting list. About 50% of the clients served are Portage County residents. Currently it will take up to four months to get in. Ms. Bablitch stated Cherrie Marti will be giving a presentation on 9/10 to the Board about the clinic.

Ms. Benz stated 195 children have been served to date in the child care room.

F. Period for the Board to Receive Public Comment

Mr. Bishop stated he received a call from someone who was not happy with the services he received at the department. Mr. Bishop suggested he attend the meeting. Mr. Clark stated in the future, these calls can be referred to Ms. Bablitch and she will direct the individual to the appropriate staff person to talk with. The protocol if a member of the public wishes to talk to the Board is to allow five minutes.

III. PROGRAM ISSUES

A. Action to Request Change in Cell Phone Provider

Ms. Jossie stated complaints have been received from staff regarding the poor reception and signal strength of the cell phones. Cell phones are used for volunteer drivers, public health, and when staff have to go to a client's home where there is a potential for violence. Ms. Jossie stated these concerns were given to Ken Tronnier. Currently only the phones used for emergency, health, or safety have been switched back to the previous provider. The agency has eight phones. Mr. Higgins moved the Board ask Purchasing and Finance to look at the situation and recommend switching for safety and health reasons. Ms. Buck seconded the motion. Motion carried. Mr. Krogwold stated the next meeting is scheduled for Monday, July 29. Ms. Bablitch stated a memo will be sent shortly.

IV. FISCAL ISSUES

A. Action to Increase Fee for Flu Vaccine

A motion was made by Mr. Krogwold and seconded by Ms. Dodge to approve the request. Motion carried.

B. Action to Approve Vouchers

Ms. Jossie stated the vouchers are for two weeks. The regular accounts total \$182,070.56, high cost accounts total \$33,123.99, and Portage House totals \$1,679.89. Ms. Jossie stated an \$18,000 credit was received on a bill from Norwood in the high cost accounts. The CCPC vouchers total \$638,118.40. A motion was made by Mr. Higgins and seconded by Ms. Benz to approve the vouchers. Motion carried.

Ms. Bablitch stated the information handed out regarding the financial information will be held over for the next meeting. Ms. Jossie stated the column headings show the revenues which include specific grants and user fees, the expenses column shows the total expenses, the net difference is then shown, the Funded with BCA/Tax shows where funds are received. BCA stands for basic county allocation. A explanation is provided of the other funding sources. A column is also included showing whether a program is optional or not. Mr.

Krogwold questioned if the degree to which a program should be provided is known. Ms. Bablitch stated in general there is not regulated amount stating how much and with how many people. The sanction for not doing a program is loss of the contract.

V. PERSONNEL ISSUES

A. Action to Authorize Position Refill(s)

Ms. Bablitch stated Jane Shaurette's 40 hour HSS2 position is now vacant due to her retirement. Ms. Bablitch is requesting to take eight hours of this position as an HSS1 to the special committee for refilling. These eight hours would be added to another existing position so communicable disease control duties can be performed. Mr. Higgins questioned the funding for this position. Ms. Bablitch stated this is tax levy funded. A motion was made by Mr. Bishop and seconded by Mr. Hunt to approve the request. Motion carried.

VI. ADJOURNMENT

The meeting adjourned at 6:05 p.m.

Respectfully submitted:

Dawn Grasamkee
Recording Secretary

0599P.SAV

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
August 13, 2002

Present

William Zimdars
Jesse Higgins
Ann Buck
Dave Medin
Lonnie Krogwold
Sandra Benz
Tony Patton
Jeanne Dodge
Richard Bishop

Excused

Jim Clark
Ed Hunt

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jennifer Jossie, Business Manager; Jim Canales, Family Care Director; Jim Riggenbach, Shared Services Coordinator; Ray Przybelski, Adult Services Coordinator; Lauri Rockman, Children and Family Services Coordinator; David Pagel, Family and Employment Supervisor; Eugene Kucharski, Fraud Investigator; Lucy Runnells, Family Care Business Manager

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

I. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of Health and Human Services Board Minutes of July 23, 2002

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

B. Correspondence

Ms. Bablitch distributed copies of the agency's Civil Rights Compliance Plan to Board members. This plan has been approved by the State. Mr. Medin requested information of any costs associated with implementation.

Ms. Bablitch stated she received a letter from Senator Feingold regarding the resolution for changes in the TANF regulations.

C. Director's Report

Ms. Bablitch stated changes to the upcoming Board meeting dates need to be done. **The September 24 meeting will be canceled due to the WCA Convention.** The budget meetings scheduled for **September 30 and October 1 will be canceled.** The budget meeting will be on **October 3 beginning at 4:00 p.m.** The regularly scheduled meeting for October 8 will still be held.

Ms. Bablitch stated five applications were received for the Health Officer position. Ms. Bablitch requested two Board members be present for the interviewing process. Mr. Higgins and Ms. Buck volunteered to attend these interviews. Ms. Bablitch stated the entire Board will be invited to interview top applicants.

Ms. Bablitch stated she discussed space issues with Dennis Kolodziej. He will be looking at remodeling the lower level area. Mr. Kolodziej will not have any plans available for a few months. He will need to plot the space needed and the current space utilized.

Ms. Bablitch stated an open house memorial for Walter Jakusz will be held prior to a Board meeting from 4:00 to 4:30 p.m. in the Day Care room. The computer is present and software is being ordered. The date for this open house will be determined and Board members will be informed.

D. Reports from Board Appointed Committees/Activities

Ms. Benz stated 135 children have been served so far in August in the child care room.

F. Period for the Board to Receive Public Comment

II. PROGRAM ISSUES

A. Second Quarter Program Statistics

Ms. Rockman stated delinquency and substitute care referrals are up. Ms. Rockman stated the large number of assessments conducted in the third and fourth quarter of 2001 for Workforce Development Services was due to a special project. This has now been completed. The Economic Support caseload is increasing which is a concern due to large caseloads. A

correction to the total 2002 savings YTD for the fraud investigation should be \$7,681. Emergency services continue to increase. Most of the requests were for food, utilities, and shelter. The figure for this quarter for Youth Mentoring should be 13. The number of individuals served by Ministry Behavioral Health for AODA services is down due to the amount of funding available. There is a currently a waiting list. A Youth Leadership Institute is being developed. A Prevention Council for Youth Services has been developed and will work on a three year strategic plan. Currently the council is gathering data. The Northwest Clinic is in the process of purchasing a building and hopes to open the end of September. This provider will provide mental health day treatment for children and hopefully reduce the amount of out-of-home placements. Currently, the amount of funds specified for W2 cash benefits have exceeded the budget projections for this year. Other counties are experiencing this as well. Reserves are available in the State but the State has been very vague about releasing these reserves. Mr. Krogwold questioned how many workers there are for W2. Mr. Pagel stated there is one W2 worker, six Economic Support workers, and four Elderly Services workers. Mr. Medin questioned if county tax levy is used to fund General Assistance and Respite Child Care. Ms. Rockman stated General Assistance is partially funded by tax levy. Respite Care is funded by tax levy. It is currently projected respite care will exceed its budget by \$10,000. If this happens, the service may be stopped or limited or excess funds from other programs in the agency may be utilized to balance this budget.

Ms. Bablitch reported the Health Services statistics are all on target. A delay in state funds for the Farmers Market Nutrition Program caused some concern. These funds are now come through with an additional \$4,000 received through a grant from the United Way. Ms. Bablitch stated the Community Health Clinic times have been decreased due to the loss of 32 hours of a nursing position due to retirement. Many of the clients seen at the Health Clinic have private providers they can seek out as well.

Mr. Przybelski reported on the Adult Services Division. Emergency detentions continue to remain high. There was an increase in crisis intervention in the clinic. Most of these individuals were seen on a walk-in basis or within one day. The number of missed appointments is down this quarter since there are more available appointment times in the clinic. The 321 no shows reflects about a 15.4% rate. Clients are still being called and reminded about their appointments. Referrals this quarter are down but overall more clients are being seen. Unfortunately, most of these clients have no ability to pay so revenues are not be realized. A contract with Dr.

Nancy Charlier has been realized which allows for more psychiatry time. The agency also responded to the drowning incident at the Helen Brockman camp. The mental health staff spent eight hours on Saturday, July 27, helping about 80 campers and staff deal with this accident. Linda Leindecker, Randy Ambrosius, and Cate Bard responded to the camp. Ms. Bablitch stated Gary Garske also responded immediately and did an inspection and made suggestions as well. Mr. Krogwold questioned if a contract with the psychiatrist needed to be reviewed by the Personnel Committee. Ms. Bablitch stated she believed only permanent, LTE, and temporary agency employees needed to be reviewed but she will check on this.

Mr. Riggenschach reported intakes are down in the Shared Services Division. The number of child abuse/neglect investigations remains steady. Community Connections calls are down from last quarter. Mr. Riggenschach states he believes since advertising funding has stopped this could be a factor. Home and Financial Manager cases have increased. The majority of the cases are for representative payee services. Volunteers have saved the agency about \$21,603 in the second quarter. The alternate care program reflects homes solely licensed by Portage County. A training for prospective new foster homes will be held in September. The acceptance of Teresa Kovach to take on the added responsibilities of a lead worker has helped Mr. Riggenschach in screening CPS reports. Cathy Rhutasel, Alternate Care Coordinator, has been asked to participate in state work group to review and revise guidelines for certifying adult family homes. A good example of cross division cooperation is reflected in the Accounts Receivable section taking on the scheduling of volunteer drivers. The position responsible for this has been vacant for about a year and the duties were taken on by the Coordinator. This has freed some of his time up so he can focus on his regular duties.

Ms. Bablitch stated there were 60 children served at the Kids Day at Camp. This program is put on completely by employees who provide their own time and supply the food. The Central Wisconsin Environmental Station was the location for the camp again this year.

Ms. Jossie reported on the Business Services Division. The difference in amounts billed by month from 2001 to 2002 reflects the school health contract. This is sometimes billed in different months. The decrease in cash received is due to a change in the billing process for home and financial management services to Family Care. Also revenues from the mental health

clinic are down due to the write-offs for individuals having an inability to pay. Mr. Krogwold questioned how long accounts are carried. Ms. Jossie stated it varies according to the statute. Ms. Jossie reported two leased positions were combined into one position in the fiscal area. A concern was the recent notification by the IRS that respite income is taxable. All respite providers were informed of this change and a training was held to ensure providers were aware of the County's reporting procedures.

Mr. Canales reported the number of new enrollees to Family Care remains constant. The same trends of primarily elderly, mainly female, and 80+ years continue. The children's disability services statistics remain about the same from last quarter. Mr. Canales stated the children on the Vocational Services waiting list are still attending school. Once they have graduated most of these are transitioned into Family Care. The waiting list for Family Support Program funds continues due to the state not increasing funding for this program.

Ms. Bablitch stated the YMCA day care statistics are provided on pages 38 and 39.

B. Action to Approve Revised Fraud Ordinance Resolution and Forward to County Board

Mr. Pagel introduced Mr. Kucharski, the fraud investigator. Mr. Pagel stated suggestions were brought to him by Mr. Kucharski to help improve this program. Mr. Pagel stated language changes to the ordinance are needed. Consultation with the Corporation Counsel and District Attorney was done. Language in the ordinance formerly referred to the food stamp program only but now will be changed to public assistance. In addition, citations and forfeitures will be amended as well. The Corporation Counsel wrote the language for the ordinance. Mr. Krogwold questioned if the changes could be outlined. Mr. Pagel stated this would be done. A motion was made by Ms. Dodge and seconded by Ms. Benz. Motion carried.

Mr. Kucharski provided the Board with a brief description of a typical day for him. He stated he has been working on new cases first and then dealing with the backlog as time allows.

III. FISCAL ISSUES

A. Action to Accept Child Care Grant

Mr. Pagel stated the agency applied for \$70,000 to fund community child care initiatives. This grant has been received in its entirety. Page 47 of the packet explains how the funds will be used. Ms. Benz made a motion to accept the grant with a second by Mr. Higgins. Motion carried.

B. Review of Second Quarter Budget

Ms. Jossie stated she has added a column showing the previous quarter's favorable/unfavorable amount. A shortfall is anticipated in SMI residential services due to state reallocation and reduced revenues for IMD services. Both the Inpatient Chemical Dependency and Mental Health are status quo. There is a possibility the Inpatient Mental Health account may become unstable due to some changes occurring this quarter. The Children's Group/Residential Care account is projecting a shortfall due to increased treatment foster home services. The General Assistance program is also anticipating a loss due to a higher caseload and a reduction in the state allocation. Overall there is a projected deficit of \$101,000 in the high cost accounts. Also, \$47,600 of Community Aids is projected to be used to offset expenses in the regular accounts.

Mr. Medin questioned if there are any new ideas for 2003. Ms. Bablitch stated they are just starting to get into the budgeting process. Managers have some ideas but these have not been discussed fully as of yet.

The Administration/Business Services section shows little to no change. The Public Health projections include increases in PNCC revenues and school health contracts. The Adult Services Division is anticipating a shortfall of \$61,000. This primarily is due to a projected shortfall in revenues in the mental health clinic for sliding fee scale write offs. Children and Family Services Division is anticipating a shortfall of \$30,000. This is due to increased expenses in the Department of Corrections expenses (primarily Lincoln Hills) thus leaving less funds for community services. Child care respite is projected over budget by \$10,000. Children with Disabilities and Non-CMO Adults budget is showing no change. Attrition was also calculated in this report which include the vacancies in the Shared Services Support position, 32 hour vacant nurse, Family Counseling position, SMI case worker, and the Assistant Business Manager were realized. Overall a deficit

of \$22,000 is anticipated.

Mr. Medin questioned rather than moving Community Aids out of the High Cost Accounts to the Regular Accounts why it could not be earmarked at the beginning of the year. Ms. Jossie stated Community Aids can be used for a wide variety of programming. Ms. Runnells stated it would be hard to continually track where the funds are going if it is earmarked for one area but used in another. Discussion occurred regarding possibilities of how to do this. Ms. Runnells commented that it may be possible not to include Community Aids in the High Cost Accounts. Additional thought will be given regarding this question.

Ms. Jossie reviewed the high cost statistics. The expenses in General Assistance are high due to a larger caseload and high medical and medication costs. Ms. Jossie stated for the second quarter in a row, there were no group care placements. Corrections (Lincoln Hills) placements continue to be higher than anticipated.

Ms. Runnells presented the Family Care budget. The Administration portion is anticipated to be over by \$104,000. This is due to the need to pay the county for rent for space. Overall, the budget is anticipated to come out with a \$577,000 surplus.

C. Action to Approve Vouchers

Ms. Jossie stated the regular accounts total \$59,035.72, high cost accounts total \$139,152.51, and Portage House totals \$1,221.25. Ms. Jossie stated the (\$37,564.24) vouchers payable amount was due from credits received from Winnebago and Mendota. Ms. Runnells stated the CCPC vouchers are for three weeks and total \$578,871.82. Mr. Higgins questioned the high amount of telephone for Portage House. Ms. Jossie stated only \$13 was for long distance. The \$181 pays for each line which includes administration and resident phone calls. Ms. Bablitch stated a tour of Portage House will be held later in the year and additional questions could be placed toward Mike Houlihan during this tour. A motion was made by Ms. Benz and seconded by Mr. Bishop to approve the vouchers. Motion carried.

Page 37

HHSB Meeting Minutes
August 13, 2002
Page 8

IV. PERSONNEL ISSUES

A. Action to Authorize Position Refill(s)

There were no position refills.

B. CONTEMPLATED EXECUTIVE SESSION

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

A motion was made by Mr. Higgins with a second by Mr. Krogwold to go into Executive Session. A roll call vote was taken with all saying approving.

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

Motion made to return to open session by Mr. Bishop and seconded by Mr. Krogwold. Motion carried. No action was taken. Ms. Bablitch will continue the research and keep the Board apprised.

V.. ADJOURNMENT

The meeting adjourned at 6:40 p.m.

Respectfully submitted:

Dawn Grasamkee
Recording Secretary

0599P.SAV

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
August 27, 2002**

Present

Jim Clark
William Zimdars
Ed Hunt
Ann Buck
Dave Medin
Lonnie Krogwold
Sandra Benz
Tony Patton
Jeanne Dodge
Richard Bishop

Excused

Jesse Higgins

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jennifer Jossie, Business Manager; Lauri Rockman, Children and Family Services Coordinator; Lucy Runnells, Family Care Business Manager; Mike Carder, Environmental Health Supervisor; Cathy MacKay, Tobacco Free Coalition; and John Munson, Tobacco Free Coalition.

I. INFORMATIONAL UPDATE

An informational update was given to the Board regarding the budget process.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of Health and Human Services Board Minutes of August 13, 2002

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

B. Correspondence

Ms. Bablitch distributed copies of the Family Care update newsletter.

Ms. Bablitch distributed copies of letter from John Chapin, Wisconsin Division of Public Health, regarding the possible merger of environmental health with Planning and Zoning. In general, the letter states DHFS can enter into agreements only with local health departments but the local health department subcontract an agreement with another entity to provide these

services. This is not recommended but is possible. Also, the agency would then be reclassified as a level II health department which would result in a reduction in funds. Ms. Bablitch suggested this issue be studied further and discussed between the two departments. Ms. Buck, Mr. Clark, and Ms. Dodge volunteered to be on the subcommittee to look at this issue.

Mr. Clark further requested a list of current committees and who serves on these committees. Mr. Clark suggested these committee memberships be rotated so that all Board members have an opportunity to be exposed to various functions within the department. Ms. Bablitch will provide a list of the committees and members.

C. Director's Report

Ms. Bablitch stated the next Board meeting will consist of new position requests. These positions are funded outside of county tax levy. Some of the positions being requested are currently filled with Gemini employees. They are now being requested to become county positions. An accounting study is being conducted as well which may be changing the functions of current accountants and bookkeepers. Mr. Krogwold suggested the positions be brought forward noting the possibility of changes being made after the study is completed.

Ms. Bablitch informed the Board the department will be open on Monday evenings until 6:00 p.m. through the school year. This will enable the mental health clinicians to see children without having to remove them from school. It was also suggested that the department then close at 3:00 p.m. on Fridays. Staff would then flex their time to get in their 40 hours. The Board was enthusiastic about this possibility. Ms. Bablitch will research this further.

D. Reports from Board Appointed Committees/Activities

Mr. Hunt reported the transportation committee of the Advisory Committee will be meeting and a final report should be ready by the end of the year.

Ms. Benz stated the Community Response Team met on August 15. Discussion was held regarding the Boys and Girls Clubs, Hunger Prevention, and Teen Leadership Institute.

Ms. Benz stated 268 children were served to date in the day care for August.

Ms. Buck stated there were three children reviewed during the permanency plan review process.

Mr. Clark reviewed the next Board meeting will be September 10. The September 24 meeting was canceled. The budget meeting has been scheduled for October 3 at 4:00 p.m. The budget meetings originally scheduled for September 30 and October 1 were canceled.

E. Period for the Board to Receive Public Comment

There were no public comments.

III. PROGRAM ISSUES

A. Action to Approve a Resolution to Publicly Support Clean Indoor Air in Portage County

Mr. Munson is requesting the Board support a clean indoor air resolution. Mr. Munson stated statistical information regarding the number of deaths occurring from secondhand smoke. The resolution would support all indoor worksites and public places being smoke free. The resolution also gives support to educate people on clean indoor air. Mr. Hunt questioned what the impact on the Board would be if the resolution would be approved. Ms. MacKay stated the Department would have the opportunity to educate other groups to help support clean indoor air. Mr. Krogwold stated if the resolution would be used to mandate non-smoking on public grounds he would be opposed to it. Mr. Bishop stated an ordinance to ban smoking entirely would have trouble being passed. Mr. Munson and Ms. MacKay both stated this resolution would be used to help educate the public only. A motion was made by Mr. Hunt and seconded by Ms. Buck to approve the resolution. Motion carried.

B. Update: Health and Human Services Role in Licensing Rec/Ed Camps

Mr. Carder stated there are eight recreational/educational camps in Portage County. A recreational/education camp is defined as a camp offering food, lodging, and program activities. They can be for one night to many nights. A routine inspection is done yearly with follow-up as necessary. These camps are generally inspected at the beginning of the season. The UWSP holds over 100 camps in the summer. They have one license which covers all the camps. There are now more high risk activities included in camp

activities such as archery, ropes or challenge courses, horseback riding, rock climbing, and firearms usage. The issue of off-site activities, the university camps, background checks on staff, and off seasonal activities need to be addressed by the codes. Mr. Krogwold questioned if there is any control on high risk activities. Mr. Carder stated a new requirement is to have a trained individual offering these activities. Unfortunately, the definition of "training" is not included. Mr. Clark questioned if the state is aware of these concerns. Mr. Carder stated an ad hoc committee is being formed which he will be part of to address these concerns.

C. Update: West Nile Virus

Mr. Carder stated West Nile virus was identified in Wisconsin last summer. Two birds have been confirmed with West Nile in the county so far this year. Two individuals from Adams and Winnebago counties were also confirmed with West Nile. A small percentage of mosquitos are infected with the virus. Generally symptoms appear 3 to 15 days after being bitten by an infected mosquito. The elderly and those with weak immunization systems are the most affected. There is a hot line available for more information on the West Nile virus (1-800-433-1610). Mr. Carder stated the media is doing a very good job of keeping the public informed. A suggestion was made that the flyer included in the packet be made available to the public as well as sent out with school newsletters. Mr. Carder stated West Nile is a concern since there is no preventative measures, such as a vaccine, available at this time. The public is encouraged to eliminate habitats such as old tires which collect water, changing bird bath water every three to five days, etc. Another concern is the retention pond located in Stockton (Highway 10 and Highway J) which contains standing water which is a good breeding ground for mosquitos.

IV. FISCAL ISSUES

A. Action to Authorize Acceptance of Grants for Mobile Pantry

Ms. Rockman stated the grants contained in the memo have been received by the agency to conduct the mobile pantry. A motion was made by Mr. Krogwold and seconded by Ms. Buck to approve acceptance of these grants. Mr. Hunt abstained from voting. Motion carried.

B. Action to Approve Vouchers

Ms. Jossie stated the vouchers are for two weeks. The regular accounts total \$179,653.18, high cost accounts total \$6,502.91, and Portage House totals \$1,571.10. The CCPC vouchers total \$627,077.51. A motion was made by Ms. Buck and seconded by Ms. Dodge to approve the vouchers. Motion carried.

V. PERSONNEL ISSUES

A. Action to Authorize Position Refill(s)

Ms. Bablitch stated a vacancy for the WIC Dietetic Technician is available since the existing person took on Ms. Dobbe's vacated position. The position is fully funded by grant money. A motion was made by Ms. Dodge and seconded by Ms. Benz to approve the refill. Motion carried.

VI. ADJOURNMENT

The meeting adjourned at 6:23 p.m.

Respectfully submitted:

Dawn Grasamkee
Recording Secretary

0599P.SAV

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
September 10, 2002

Present

Jim Clark
William Zimdars
Ed Hunt
Ann Buck
Dave Medin
Jessie Higgins
Sandra Benz
Tony Patton
Jeanne Dodge

Excused

Lonnie Krogwold
Richard Bishop

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jennifer Jossie, Business Manager; Lucy Runnells, Family Care Business Manager; Jim Canales, Family Care Director; Jerry Koeppel, Youth and Family Services Supervisor; David Pagel, Family and Employment Supervisor; Nancy Prince, Tobacco Free Coalition; Jim Riggerbach, Shared Services Coordinator; and Faye Tetzloff, Community Health Nursing Supervisor.

I. INFORMATIONAL UPDATE

An informational update was given to the Board regarding the Dental Health Clinic.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of Health and Human Services Board Minutes of August 27, 2002

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

B. Correspondence

Ms. Bablitch read an email she received from a foster care provider thanking the Department and Board for the gift certificate received during foster care recognition month.

Ms. Bablitch stated she received an article concerning a letter written by Ms. Buck in support of Bob Worth receiving the William C. Hennessy Award.

Page 2

HHSB Meeting Minutes
September 10, 2002
Page 2

C. Director's Report

Ms. Bablitch informed Ms. Dodge, Mr. Clark, and Ms. Buck of a meeting scheduled for October 3 from 9:30 a.m. to 12:00 noon to be held in the lower level regarding the possible merger of Environmental Health with Planning and Zoning.

Ms. Dodge commented she has the minutes of the last Citizen Groundwater meeting. She will send them to Ms. Bablitch.

Ms. Bablitch reported the staff are currently working on the budgets. There will be other Board meetings until the budget meeting scheduled for October 3 at 4:00 p.m. to review the budget.

Ms. Bablitch stated the dedication of the day care center will probably be held on November 12 from 4:00 - 5:00 p.m. prior to the Board meeting. County Board members, HHS Board members, as well as other individuals will be invited to attend this event.

D. Reports from Board Appointed Committees/Activities

Mr. Hunt reported the transportation committee of the Advisory Committee will be presenting their final report on Monday, September 16 to the Advisory Committee. The basic conclusion of the report is public transportation is not a major problem in the city as much as it is in the rural area.

Ms. Benz stated the CCPC Governing Committee will meet next Wednesday, September 18.

Ms. Benz stated 86 children have been served in the day care to date for September.

E. Period for the Board to Receive Public Comment

There were no public comments.

III. PROGRAM ISSUES

A. Update: Wisconsin Wins Compliance Checks

Ms. Prince thanked the Board for signing the resolution at the last meeting.

Ms. Prince stated Wisconsin Wins is a campaign to help reduce youth tobacco access. A short video was viewed. Ms. Prince stated Portage County is participating in a compliance check. Every retailer, excluding bars, will be visited by teens attempting to purchase tobacco products. The visits should be completed by September 2003. The program is designed to have teens attempt to purchase tobacco products to see if retailers are in compliance with Wisconsin law. Ms. Prince stated it is undecided if the youth will complete the purchase of the tobacco products. They youth will not lie. They will carry ID with them as well. If a retailer follows the proper procedures of checking for ID and not selling if the teen is underage, they will be given a card and a gift certificate. Follow up letters will be sent to all retailers stating whether they were compliant with the law or whether training is needed for their clerks. A newspaper ad will be done at the end of the compliance checks recognizing the stores who complied with the law. Press releases will be done sporadically through the year indicating the percent of retailers in compliance with the law. A listing of stores will not be done. A declaration is available for any government agencies who would like to sign and produce the declaration. An advertisement will be in the newspaper about four or five times informing the public of the compliance checks being conducted. Mr. Patton questioned who should be called if you know of a clerk/retailer selling tobacco products to underage youth. Ms. Prince stated that information should be given to the police department.

B. Update: WISACWIS

Mr. Riggerbach stated the WISACWIS system is an automated child welfare system. It will be implemented in June 2003 in Portage County. This system will have to be budgeted for in 2003 and beyond. All child abuse and neglect reports, investigations, and summaries; as well as assessments and case management tools, permanency plan information, adoption and foster care information, and juvenile justice IV-e information must be entered in the system. Funding for the system is provided by IV-E funds which will reimburse the county 50% of the start-up costs. The county will then be charged \$11,372 annually to maintain the system. The system is a federally mandated system. The cost for 2003 is anticipated to be \$6,634 since it will only be charged from June 2003. Ms. Buck questioned if the system would be a duplicate record. Mr. Riggerbach stated in some areas the information would have to be duplicated in order to keep the correct demographic data current in our county system. How much duplication is unknown since training on the system has not yet occurred.

C. Action to Authorize Memorandum of Understanding for Northwoods Public Health Preparedness Consortium for Bioterrorism and Other Public Health Threats

Ms. Tetzloff stated bioterrorism will be handled on a regional basis. The Centers for Disease Control has provided a grant through public health to develop the regional response consortia. Mr. Medin questioned if this is a duplication of the Regulated Plan Commission. Ms. Tetzloff stated this response is through the public health departments with dedicated staff working solely on this project. A motion was made by Mr. Higgins and seconded by Ms. Benz to approve the memorandum of understanding. Motion carried. Mr. Medin stated he was skeptical of its helpfulness.

IV. FISCAL ISSUES

A. Action to Approve Vouchers

Ms. Runnells stated the CCPC vouchers have no report and totaled \$462,788.24. Mr. Higgins stated the vouchers don't need to be read in detail as the report is generally written. Only unusual expenses would need to be reported on. A motion was made by Ms. Dodge and seconded by Mr. Patton to approve both the Long Term Care, Regular, and High Cost vouchers. Motion carried.

V. PERSONNEL ISSUES

A. Action to Authorize New Position Requests and Forward to Personnel/Finance Committees

Ms. Bablitch stated all the positions are funded outside of county tax levy and shared revenues. Some of the positions were contracted positions which now need to become permanent positions. Ms. Dodge questioned why some are being changed from contracted to Union. Ms. Bablitch stated that contracted positions should be used to test out positions but then they should become Union positions when they are doing the same type of work that Union positions are doing. Mr. Higgins questioned if the hiring freeze will be lifted. Ms. Bablitch stated she has not heard anything at this time. Mr. Clark questioned if the funding is gone if the position would still exist. Ms. Bablitch stated if funding is discontinued, the position would discontinue as well. Ms. Bablitch stated the positions were separated into two categories: those which may be affected by the financial study and those not

HHSB Meeting Minutes
September 10, 2002
Page 5

affected by the financial study. A motion was made by Mr. Hunt and seconded by Mr. Higgins to approve all the positions and move them forward to Personnel and Finance Committees. Motion carried.

B. Action to Authorize Position Refill(s)

There were no position refills.

VI. ADJOURNMENT

The meeting adjourned at 5:50 p.m.

Respectfully submitted:

Dawn Grasamkee
Recording Secretary

0599P.SAV

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
OCTOBER 3, 2002**

Present

Bill Zimdars
Sandra Benz
Ann Buck
David Medin
Jeanne Dodge
Jesse Higgins
Lonnie Krogwold
Tony Patton
Ed Hunt
Richard Bishop

Excused

Jim Clark

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; 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; Jim Riggerbach, Shared Services Coordinator; Lauri Rockman, Family and Employment Services Coordinator; Faye Tetzloff, Community Health Supervisor; David Pagel, Family and Employment Supervisor; Nancy Prince, Tobacco Free Coordinator; Susan Rutta, Administrative Services Supervisor; Linda Weitz, Developmental Disabilities Supervisor; Sue Chapman, Achievement Center; Judy Arneson, UW Extension; and Joanne Griffin, St. Michael's Hospital.

The meeting was brought to order by Mr. Zimdars at 4:05 p.m.

I. REVIEW OF PROPOSED 2002 DEPARTMENT BUDGET

Ms. Bablitch stated a balanced budget will be presented. She thanked the management staff for their work on the budget. Ms. Bablitch related a special committee met and went over budgets in more detail. Things were explained clearly. Ms. Bablitch attended the joint Personnel and Finance Committee meeting on new positions. Another will be scheduled to vote on the positions. The Department is requesting 21½ positions. All these positions are funded outside of county tax levy and shared revenues.

A. Budget Overview

Ms. Jossie distributed a summary of the high cost and regular accounts. Ms. Jossie reviewed the handout. Revenues were increased through various sources: A 1% increase was made in the county tax levy, a portion of the reserve will be applied to high cost accounts, an exemption will be requested for data processing, and attrition was budgeted. This attrition figure should be \$60,695 rather than \$60,000. Increased fees, increase MA Deficit Reduction revenues, as well as an elder abuse grant and consolidated health contract carryover will also increase projected revenues. The addition of WISACWIS funding related to start-up and reallocation of W2 expenses will also help increase revenues. Expenses were decreased by the elimination of the Shared Services Assistant position, a 1.0 FTE HSS1 Social Worker position, and a .8 FTE HSS1 Nurse position. These positions are currently vacant. In addition, the bad debt allowance will not be budgeted since accounts receivable is now stated accurately on the balance sheet, staff development was reduced, the RECIN system is no longer charged, operating expenses were reduced, and a modified General Assistance program which eliminates the funding for medical expenses all will decrease expenses. Contracts were also held to a zero percent increase. Mr. Medin asked for an example of a cost based contract. Ms. Jossie stated CAP Services provides crisis intervention at a set amount per year. Some other contracts are unit based such as foster care and CBRF's. These costs are negotiated or set. Ms. Dodge questioned who will pick up the increased costs for these contracted agencies. Ms. Bablitch stated some have other fund sources and some may reduce services. Mr. Bishop stated the Northern Area Agency on Aging has additional funds available for counties but they need to ask for it. Mr. Przybelski stated the county is already receiving the full amount for the elder abuse funding. If additional funds are needed, they will be asking for them.

Ms. Jossie reviewed the supplemental schedules. Sup 1 reflects the budget compliance. An exemption for data processing is included. The exemption figure should be \$31,896. The budget comes in a 1% increase. All of the frozen positions as well as the requested new positions are included in the budget. Mr. Krogwold questioned if new equipment is included in the data processing exemption. Ms. Jossie stated no new equipment is requested and the department is on the regular replacement schedule as well. The new positions, if approved, will use existing equipment as well as office furniture. Sup 12A-12E is the proposed fee schedule. Fees were increased by 3% except for Psychological Services which were increased by \$5 per

hour. Community Health Clinics remained the same except for Communicable Disease Exams. Mr. Krogwold questioned where the funding for the 5½ new positions would come from. Ms. Bablitch stated IDP (Intoxicated Driver Program) fees will cover one position. Two HSS1 Social Work positions will be funded from a new grant and an existing grant. A half time fiscal position will come from a variety of sources. Two Economic Support positions are funded by various grants.

Ms. Runnells reviewed the CMO supplemental schedules. Sup 1 shows the budget compliance. There is no county tax levy involved. The budget reflects a 26% increase. Sup 2 shows a breakout of the line items. A 56% increase reflects 17 new positions. These consist of six social work service coordinators, four registered nurse service coordinators, and seven business/administrative services positions. A 19% increase will be realized in purchased services and a 157% increase in operating costs. Operating costs consists of the payment of rent to the County, the realization of unemployment compensation, and other indirect costs. Unemployment compensation was not budgeted in 2002. A second comparison shows the non-Family Care portion of the Developmental Disabilities Supervisor who supervises those employees of that section working with children. Sup 3 shows an increase of 3% in user fees. User fees consist of the cost share and room and board costs to a client. Sup 5 shows how the capitated rate is used for clients.

Mr. Patton questioned if churches should fall under the restaurant breakdown in the fee schedule. Mr. Krogwold stated if an event is held more than three times per year then it is considered a regular event. A yearly picnic does not fall under that category. Mr. Carder will provide further information regarding this at a future meeting.

B. Review of Administration/Business Budget

Ms. Bablitch stated the administration/business budgets reflect the decrease in staff development. There was no increase to the Right From the Start program. Ms. Jossie stated the Business Management budget reflects the majority of the operating costs. The Accounts Receivable budget reflects the elimination of the bad debt expense. The Fiscal Services budget reflects the proposed half time position. This position will be funded through representative payee fees, waivers, and administrative funds.

C. Review of Adult Services Budget

Mr. Przybelski stated reserve funds will need to be utilized in 2003 in the Portage House budget. This will become a greater issue in 2004. Additional revenue sources will be sought. The reserve was made up of client fees and donations. The DOC grant now reduces the grant by the amount of client fees collected. The Psychological Services budget shows a 93% increase in Psych MD Contract. The nurse practitioner was replaced with psychiatric hours which collects more revenues. The increased elder abuse grant is reflected in the Adult Protective Services budget. The Crisis Intervention budget reflects a small revenue increase. The Jail Support budget comprises of a mental health block grant, IDP funds, and inmate funds. The SMI Contracted Services shows revenues from a residential assisted living facility. This is a four units through a contract with CAP Services. The cost is \$400 a month compared to \$80 a day for a CBRF placement.

D. Review of Children and Family Services Budget

Ms. Rockman stated the Coordinator budget has no significant changes. The Chemical Dependency budget lost some revenues last year but they have been informed they will be restored. The Community Reinvestment budget is now obsolete. The Hunger Prevention Partnership budget is a new budget. The budget is covered entirely by grants and generated revenues. The Intensive Supervision/DOT budget is a collaboration between the Department and the Justice Coalition. The Intoxicated Driver Program Assessment budget is a new budget as well. The Assessor will be a county employee and will be housed at the Department. It was previously contracted to Ministry Behavioral Health. The fees are based on serving 450 clients per year.

The Youth and Family Services Supervisor and Child Welfare Services budgets have no changes. The Children Come First budget reflects a move of the Gemini position to a county position as well as the addition of an additional position if the grant request is approved. The Children and Family Purchased Services budget reflects the move of treatment foster care to the high cost accounts. Substitute care will be monitored closely with the addition of the Northwest Clinic. Mr. Krogwold questioned the large increase in Youth Aids for this budget. Ms. Jossie stated the state withholds a set amount for corrections. Currently there are four children in Lincoln Hills. One will be terminating in the next month and two will terminate in January. It is not anticipated that three new children will be placed immediately. No

changes are anticipated in the Family Counseling Services budget. The Family Preservation/Youth Crisis Intervention budget reflects the vacated position which was frozen in 2002. This position was budgeted for in anticipation of the position freeze being lifted. No changes are anticipated in the Juvenile Court AODA Program budget. The Juvenile Justice Services budget reflects an increase in salary and fringes. The Learnfare budget is obsolete. The position took over the vacated position in another budget due to a retirement. The Monitor Program budget reflects funds received in two separate funding cycles of January to June and July to December.

The Emergency Services budget has no county dollars involved but funds do fluctuate. This budget provides funding for past due rent, security deposits, motel stays, food, heat, etc. The Focusing on Success budget solicits grants for the funding. W2 funds have also been provided for this budget. The increase in personnel costs is due to the addition of health insurance for the employee. Grants will be sought to fund this budget. The Mentoring Program budget is also grant funded. Mr. Medin questioned if the grant funds could be used in other ways since this was a low priority program. Ms. Rockman stated the grant would have to be rewritten and permission would need to be sought in order to utilize the grant funds in another way. The program is growing currently and it is felt internally that this program is meeting needs in the community.

Ms. Rockman stated the Benefit and Employment Services Supervisor budget has no changes. The Economic Support budget reflects both W2 and economic support staff. Many of the revenues in this budget are sum sufficient. The Fraud/ Program Integrity budget is a contracted position and shows little change. Mr. Medin questioned if the fraud program generates so little revenue why the program isn't dropped. Ms. Rockman stated the state only allows us to keep 15% of the recovered funds and that is the revenue stated. It is also felt that the presence of a fraud investigation helps deter the possibility of fraud being committed. The W2 Ancillary Services budget includes respite day care. There is a great demand for this service. The county received a \$70,000 grant for child care. The Wisconsin Works (W2) budget includes the elimination of the Job Center Coordinator. The state requires Job Centers to cost share for this position. Other Job Center partners cannot do this so the position was eliminated. Ms. Buck questioned how long the county will have W2 funds. Ms. Rockman stated it is a two year grant process. W2 funds come from federal funding through the TANF program.

E. Review of Public Health Budget

Ms. Bablitch stated the Health Officer budget includes the position for the health officer. This will hopefully be filled by early November.

Ms. Tetzloff stated the Lead Project budget includes the consolidated contract which looks at outcomes, objectives, and goals. All of the consolidated contract funds were cut this year. Services will remain the same in this budget even with the cuts. The Prevention Block Grant has no changes. This budget is also included in the consolidated contract. The Community Health budget reflects a decrease in hours of a vacant position due to retirement. Health Check and Well Child Exams will no longer be done. The services in this budget are largely mandated. This is the budget where the RECIN reporting fee was included which has now been eliminated. The Community Dental Program is a grant funded budget. Services are provided to both Portage and Wood Counties. The budget reflects only those services provided to Portage County. The Immunization Outreach (VIP) grant is also included in the consolidated contract. No significant changes are anticipated. The March of Dimes budget no longer exists. This was a one time grant. The Maternal Child Health Block Grant provides services for people who are not MA eligible. This is also a part of the consolidated contract. The Prenatal Care Coordination budget is anticipating no changes. The increase in MA deficit reduction shows actual anticipated revenues compared with previous years. The School Health budget reflects the contracted services with the schools. Those contract costs were increased this year and no objections were heard from the schools.

Mr. Carder reported the Environmental Health budget contains the general services provided to the county. The number of staff hours were reduced but services will stay the same. The DNR Agent Services budget also has reduced hours. The services have stayed consistent as well. The use of the ETF Lab at the UW-Stevens Point has been going well. The DPH/DATCP/DOC Agent Services budget is a contract with the state to do inspection and licensing of facilities. Fees have been increased by 3%. The increase in the salaries is due to the increased number of hours shifted from the other budgets. The Environmental Lab Services budget has been eliminated.

Ms. Prince stated the Governor's Cancer Control Tobacco Free Central Wisconsin Coalition budget is on year four of a five year cycle. We are the

fiscal agent for the grant which coordinates tobacco control activities for Portage, Wood, and Marathon Counties. There are no changes in the budget. The Thomas T. Melvin Fund Tobacco Control is funding received on a different cycle of July through June. Funding is uncertain beyond June 2003. The services are provided through a contract with Ministry Behavioral Health. The Tobacco Free Coalition of Portage County budget is part of the consolidated contract as well. The Tobacco Control Board has reduced funding for 2003 so our budget will be taking away insurance from the Gemini employee. The Wisconsin Wins Tobacco Control budget is a new budget which provides funds for undercover tobacco buying operations by minors. Revenues are based on the amount of undercover buys performed. Any unspent funds will be rolled over to the coalition funding.

Ms. Oehlke reported the WIC budget reflects a slightly increased service population. A higher risk population is also being seen. Mr. Krogwold questioned seeing clients from out of the county. Ms. Oehlke stated the state allows this. The Farmers' Market Nutrition Project serves non-WIC and non-senior populations. Funds are obtained every year through grants.

F. Review of Shared Services Budget

Mr. Riggerbach stated the Access Services budget reflects increased responsibilities due to the eliminated Community Connections position last year. In addition, the 800 line for Community Connections has been removed. These funds will be used to promote Community Connections. These duties have been assumed by the Access workers. The Child Abuse and Neglect Prevention (POCAN) budget is a grant from the state. This grant also funds the Healthy Families Program at the UW-Extension. The Child Protection Services budget reflects the revenues and expenses associated with the WISACWIS system. The revenue results from a 50% reimbursement of staff costs already budgeted. The Foster Care Coordination budget will receive IV-E funds to provide additional foster parent training. The Home and Financial Managers budget reflects increased revenues from the CMO. The Shared Services Support Services budget reflects the elimination of the shared services assistant position. The volunteer transportation duties have been absorbed in part in the Business Management Division.

G. Review of Long Term Care Budget

Mr. Canales stated that the funding in these budgets is driven by CCPC

member enrollments. The Administration and Business Support budget reflects administration and business functions; and was prepared based on a projection of 12 new net enrollments per month. The Children with Disabilities/Non-CMO Adults - Service Coordination and Contracted Services budget includes contracts with the Achievement Center and Community Industries. This budget also includes revenue changes to recoup MA funds for therapy services, as well as parental cost share for children served. The CMO Service Coordination and Contracted Services budget is developed based on enrollments. The budget was prepared based on the same capitated rate received in 2002. It is anticipated the rate will decrease. The new rate for 2003 will not be known until November. New positions are included in this budget as well. Positions will be added as membership increases. Mr. Krogwold suggested making this information available to Personnel and Finance.

H. Review of High Cost Budget

Ms. Rockman stated the High Cost/Chemical Dependency Inpatient/Detox budget has very little changes. Inpatient costs are contracted through Ministry Behavioral Health. These costs have been decreased.

Ms. Rockman stated the High Cost/General Assistance budget was a mandated program at one time but is now optional. Non-medical care expenses such as shelter, food, and personal needs is proposed to be increased from \$225 to \$300 monthly. It is also proposed that medical treatments be eliminated and only prescriptions be allowed. Mr. Medin questioned how this budget is monitored. Ms. Rockman stated the individual sees the GA worker and verification is received if the individual is unable to work. If the individual needs surgery, statements are received from the doctor. This information is then reviewed by the worker and then by the supervisor. The individual is also questioned if the surgery is life-threatening and if the individual will be returning to work. Screenings will be reviewed more thoroughly rather than eliminating the program.

Ms. Rockman reported the High Cost/Children's Group/Residential Care budget includes the treatment foster care expenses which were moved from the regular accounts. The addition of the Northwest Clinic is anticipated to help reduce out-of-home placements. It is anticipated this will open in October in the old Grant School. It is anticipated that 95% of the children in this program will be MA eligible so reimbursement can be obtained. The Vesper program is not funded this year as the school system has picked up

the costs for this service through a federal grant. The funds previously used for the Vesper program have been shifted to the day treatment program.

Mr. Przybelski reported the High Cost/Mental Health Inpatient budget includes contracted services with Norwood, St. Michael's, North Central Health Care Center, Winnebago, and Mendota. Winnebago, Norwood, and Mendota do not accept MA for 23-64 year olds. St. Michael's Hospital does accept MA individuals. Mr. Bishop asked for an example of how these services are used. Mr. Przybelski explained if someone is picked up for inpatient services they are then placed at one of the facilities after an emergency detention is completed. It is anticipated there are some individual who will need to be placed in Winnebago all year in 2003.

Mr. Przybelski stated the High Cost/SMI Residential Services budget is anticipating the same amount of community based care needs for 2003.

I. Action to Adopt 2003 Fee Schedule

Ms. Jossie stated the IDP Assessor fee needs to be added to the fee schedule. The cost is \$175 per assessment. A motion was made by Mr. Patton and seconded by Mr. Higgins to approve the fee schedule as presented with the included IDP Assessment fee. Motion carried.

J. Action to Adopt 2003 Health and Human Services Budget and Forward to Finance Committee

Mr. Higgins moved to approve the budget and forward to the Finance Committee. The motion was seconded by Mr. Patton. Motion carried with Mr. Hunt abstaining.

II. ACTION TO REFILL POSITIONS

Ms. Bablitch stated the October 8 Board meeting will be canceled. A vacancy in the Developmental Disabilities Section of a children's social worker has occurred. A motion was made by Ms. Dodge and seconded by Mr. Patton to approve refill of this position. Motion carried.

Page 15

HHSB Meeting Minutes
October 3, 2002
Page 10

III. ACTION TO APPOINT HEALTH AND HUMAN SERVICES BOARD MEMBER TO HIPPA COMMITTEE

Ms. Dodge volunteered to sit on this committee. A motion was made by Mr. Hunt and seconded by Mr. Higgins to approve Ms. Dodge to sit on this committee. Motion carried.

IV. ACTION TO ADJOURN

The meeting adjourned at 6:35 p.m. The next meeting will be Tuesday, October 22, 2002 at 4:30 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
October 22, 2002

Present

Excused

Jim Clark
Lonnie Krogwold
William Zimdars
Richard Bishop
Ed Hunt
Ann Buck
Dave Medin
Jessie Higgins
Sandra Benz
Tony Patton
Jeanne Dodge

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jennifer Jossie, Business Manager; Lucy Runnells, Family Care Business Manager; Ray Przybelski, Adult Services Coordinator; Lauri Rockman, Children and Family Services Coordinator; Jim Rigggenbach, Shared Services Coordinator; Suzanne Oehlke, WIC Supervisor; Dan McGinnity, Noel Group; and Kevin Quevillon, Boys and Girls Club.

I. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of Health and Human Services Board Minutes of September 10, 2002 and October 3, 2002

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

B. Correspondence

Ms. Bablitch read a letter she received from individuals involved in the Focusing on Success program. They stressed the importance of the program and the impact on their lives. Mr. Medin suggested a copy be sent to the Noel Group. Mr. Medin stated it is important to get letters like this especially when the program scored low on the priority list.

Ms. Bablitch distributed a copy of the "Snapshot of H&HS" booklet. This booklet is a picture directory of employees at H&HS along with their job titles, brief description of duties, and phone numbers.

C. Director's Report

Ms. Bablitch informed the Board the November 12 Board meeting will be canceled. It has been rescheduled to November 19. The meeting will include the dedication of the day care from 4:30 to 5:00 p.m. The flyer informing individuals of the dedication was passed around for input from the Board.

Ms. Bablitch stated the November 26 Board meeting has been canceled as well. There will only be one meeting in December, on December 10, since the 24th is Christmas Eve.

Ms. Bablitch is awaiting confirmation from the Unions on experimenting having the agency open until 6:00 p.m. on Mondays and closing at 3:00 on Fridays. If it is approved by the Unions, this will be done on a trial basis for 2003. There is no cost to the Department for changing these hours.

Ms. Bablitch stated space needs at the Department are still being reviewed. No plan has been acted on as of yet. Mr. Clark met with Clem Hintz and discussed the possibilities. Mr. Clark stated Mr. Hintz considered separating the CMO from the agency but this has now been put on hold due to the uncertainty from the State regarding this program as well as others. Discussions have included remodeling the lower level, adding on an addition, renting space, etc. Mr. Hunt questioned how many people could tele-commute. Ms. Bablitch stated they are in the process of gathering the information from everyone concerning how often they are in the building, if they see clients in the building, how much time is spent utilizing the computers, etc. Ms. Bablitch stated no decision has been made as of yet since information is still being gathered.

D. Reports from Board Appointed Committees/Activities

Mr. Bishop reported he and Ms. Buck attended the Permanency Planning Review Committee. There were six children reviewed. All are making progress.

Ms. Buck reported she saw a program concerning foster children on TV recently. It was clearly indicated that termination of parental rights be started if a child has been placed in foster care for 15 months or more. Ms. Buck questioned if we do the same thing. Ms. Bablitch stated this is a federal law and the agency does start termination proceedings.

Ms. Benz stated 226 children were served in September and 134 have been served in the day care to date for October.

E. Period for the Board to Receive Public Comment

There were no public comments.

II. PROGRAM ISSUES

A. Update: Boys and Girls Club

Mr. McGinnity stated he works for the Noel Group. A task force assessment was done and found 19% of children in the Stevens Point School District receive free and reduced lunch. A high percentage of youth were also found to be committing crimes. About a year and a half ago it was decided to start a Boys and Girls Club for those children that fall through the cracks. The program is available to all children no matter what their financial means are.

There are currently two clubs operating - one in Stevens Point and one in Junction City. There are 250-300 kids participating. The Junction City program is serving 60-70 children per day. The Junction City club is located at the JF Kennedy School. Teachers have volunteered their time to staff the club. The Town of Eau Pleine donated \$1,500 to the Club. The Stevens Point club is located in the old Noel building. Mr. McGinnity stated Kevin Quevillon was hired to run the Boys and Girls Club.

Mr. Quevillon stated he originally worked in Green Bay and then moved to Wausau and now to Stevens Point. Mr. Quevillon passed around the newsletter that is sent out seasonally to the kids. The Club has three focus areas: character development, education and career development, and technology. There are over 3,000 clubs around the country. The Club is open to all kids from all walks of life. Mr. Clark questioned how the children get there. Most walk, bike, or are dropped off. Mr. Clark questioned how it is different from the YMCA. The cost of Club membership is \$10 across the board. If someone cannot afford the \$10, the cost is waived and the child works off the \$10 entry fee. This allows the child to have a sense of belonging. The club is also geared toward individual kids rather than family based programming provided at the YMCA. The Club serves kids from grades 5 through 12. The majority are in grades 5 to 9. All the children are kept inside the building and receive a card to get in. They are only outside with supervision by a staff member or if they are going home. This rule is

strictly enforced and all the children are aware of it during the orientation process. Mr. Medin questioned if the club member is gender or income skewed? Currently the club is serving equal amounts of children of both genders. The majority are from PJ Jacob's and St. Peter's School. The club is guidance oriented and helps build relationships with the kids. Individuals hired to work at the club are trained to work with children. On average, the club serves 25 to 35 children a day. Ms. Dodge stated this was a gap was identified by Family Preservation and Support that needed to be filled and was pleased with the development of the club. Mr. McGinnity commented that they are working with the YMCA as well and a large joint fundraiser will be held on January 17, 2002.

B. Update: Food Security

Ms. Rockman distributed copies of the food security indicators and the brochure from Empty Bowls. Ms. Rockman stated food insecurity is rising. The food security indicators show statistics of individuals who are going hungry. Even when the market is good, food insecurity is still rising.

Ms. Oehlke stated food security is a priority in the Healthiest Wisconsin 2010. A survey is completed in WIC every year. The Farmers Market Nutrition Program for WIC and Portage County has been held for four years. The Senior program has been held for two years. In 2002, 1,100 families were served. The growers have increased from 14 growers two years ago to 21 growers last year. Mr. Bishop questioned if the hunger situation is the flip side to the obesity problem. Ms. Oehlke stated they go hand in hand as most individuals who are hungry are also obese due to no access to healthier food and poor nutrition habits.

Ms. Benz questioned where donated food is given. Ms. Rockman stated Bootstrap, Commodities, and Second Harvest all receive donated food. Mr. Hunt questioned if there is a state law prohibiting donating food. Ms. Rockman stated the donator is protected by the Good Samaritan Law. Ms. Rockman stated the Salvation Arm served 13,000 meals in 2001. These are meals, not individuals. The Empty Bowls event set the goal to raise \$4,000. The event raised \$6,310 with over 400 people in attendance. This event will be held again to help raise awareness. The proceeds will go toward the Mobile Pantry. The Mobile Pantry will serve rural seniors and those with transportation problems. Mr. Hunt questioned why so few schools provide breakfast programs. Ms. Bablitch stated money is an issue along with kids don't want to attend due to the stigma it conveys, and that buses arrive too

close to school start times to allow for breakfast. Discussion occurred regarding the possibility of serving all children a snack during their first hour of school to help alleviate the stigma issue.

C. Quarterly Program Statistics (July - September 2002)

Ms. Rockman reported caseloads are up in Economic Support and Youth and Family referrals are down. There is basically no change in the rest of the programs. The Northwest Clinic is now open. All child care respite monies have been used and is being monitored closely. A three year strategic plan is being developed regarding prevention services for youth. A Teen Leadership Institute has been created. Concerns include the increased W2 caseload which may cause us to exceed the allocation of funds for this program. Additional funds are available through the state. Job shortages are causing more individuals to seek assistance.

Ms. Bablitch stated there is nothing remarkable in the Health Division statistics.

Mr. Przybelski reported adult protective services referrals have increased. There were 16 referrals this quarter. Ten were for elder abuse. Mr. Przybelski reported he went back through the emergency detentions and found that 30 of the 33 detentions in the first quarter were new individuals, 31 of the 34 in the second quarter were new people, and 29 of the 31 in the third quarter were new people. CBRF placements have increased due to more difficulty individuals needing to be placed. The clinic has increased clinician hours due to being open until 6:00 p.m. on Mondays. Mr. Krogwold questioned the large amount of missed appointments. Mr. Przybelski reported this is consistent in all public agencies. Individuals are called reminding them of their appointments as well as reminder letters are sent. Most individuals are court ordered to receive the services and have no motivation to come in and therefore will miss their appointments.

Mr. Riggerbach reported intake contacts remain consistent. There were 72 Community Connections calls this quarter compared to 47 last quarter. The large increase in volunteer hours is due to now counting all individuals who are serving on committees who are not County Board members. The YMCA has generously renewed the YMCA memberships for foster families. Mr. Patton questioned how many foster families use this service. Mr. Riggerbach reported about 26 foster families were enrolled last year.

Ms. Jossie reported the August charges include two months of juvenile corrections billing. The cash received is larger in September due to payments received for school contracts.

Ms. Runnells reported there are currently 576 members in CCPC. The majority of the increase continues to be in the 80+ age category. The reserve is up about \$10,000 which represents the interest received on the CD's. The CD's are now being rolled over every six months due to low interest rates. Mr. Patton questioned if individuals receiving hospice services are paid through Family Care. Ms. Runnells stated hospice is not a service provided by Family Care and hospice costs would be paid through Medicare. Mr. Hunt questioned where an individual would go to find out all the services available. Ms. Bablitch stated they should contact the Aging and Disability Resources Center at the Department on Aging. Mr. Higgins questioned if the one-stop shopping concept is still being realized. Ms. Bablitch stated due to space problems the CMO cannot be housed at the Lincoln Center. Currently individuals will meet with the Lincoln Center staff for referral for services, then come to the Gilfry Building for the financial portion and case management assignment. Mr. Hunt stated the Advisory Committee will be working on marketing the services available at the Gilfry Center.

III. FISCAL ISSUES

A. Review: Year to Date 2002 Budget

Ms. Jossie stated the High Cost accounts are projected on target with a projected transfer of Community Aids funding. A shift of funds from the SMI Residential Services was made to the Inpatient/Mental Health account. Children's Group/Residential Care is showing a projected savings due to no children being placed in group care. The General Assistance loss is due to increased medical costs. Mr. Medin questioned why the budget is 8% less than 2001. Ms. Jossie stated some expenses are down. An example is a decrease in the Crossroads contract in 2001; we realized a \$75,000 savings due to changing the way we are doing business.

The regular accounts show a staff savings and no bad debt allowance for Administration/Business Services. Public Health accounts are on target. Adult Services reflect a \$38,000 loss due to a shortage in psychiatry fees. A small savings will be realized in Shared Services. Children and Family Services are down about \$6,500. This is due to additional funds being

received for income maintenance due to Family Care. Children with Disabilities and Non-CMO Adults reflect additional savings due to increased revenues in the Birth to Three Program, staff savings, and increased parental cost shares.

Overall, it is anticipated the regular accounts will close with a small savings.

Ms. Runnells stated the Long Term Care budget reflects additional savings from the 2001 Waiver programs. The budget for the CMO continues to reflect savings which are placed in the reserve account. High cost cases will continue to be monitored.

B. Action to Approve Vouchers

Ms. Jossie reported the vouchers are for six weeks. The regular accounts total \$446,995.90, high cost accounts total \$201,067.52, and Portage House totals \$558.85. The substitute care payroll is included. Ms. Runnells reported the CCPC vouchers total \$1,763,288.99. A motion as made by Mr. Higgins and seconded by Mr. Bishop to approve the vouchers. Motion carried.

IV. PERSONNEL ISSUES

A. Action to Authorize Position Refill(s)

There were no position refills.

V. 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 19, 2002**

Present

Jim Clark
Lonnie Krogwold
Richard Bishop
Ed Hunt
Ann Buck
Dave Medin
Jessie Higgins
Sandra Benz
Tony Patton
Jeanne Dodge

Excused

William Zimdars

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jennifer Jossie, Business Manager; Lucy Runnells, Family Care Business Manager; David Pagel, Family and Employment Supervisor; and Faye Tetzloff, Community Health Supervisor.

I. DEDICATION OF THE WALLY J'S PLACE TO PLAY DAY CARE CENTER

The YMCA Day Care Center in the Department was dedicated and renamed the Wally J's Place to Play Day Care Center. A plaque was also made to be placed by the computer which was purchased with memorial funds.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of Health and Human Services Board Minutes of October 22, 2002

A motion was made by Mr. Patton and seconded by Mr. Higgins to approve the minutes. Motion carried.

B. Correspondence

Ms. Bablitch read a thank you note from a foster parent. Cindy Irvine and Glenn Coenen thanked the Department for the gift certificate they received in recognition of foster parenting. Ms. Bablitch reported all the foster parents received a gift certificate as a thank you.

Page 2

HHSB Meeting Minutes
November 19, 2002
Page 2

Ms. Bablitch reported page 8 of the packet lists all the tentative meeting dates for the Board meetings for 2003.

C. Director's Report

Ms. Bablitch stated after intensive interviewing, Faye Tetzloff has been selected as the new Health Officer. The County Board will confirm her appointment at their December 17 meeting. Mr. Clark stated there were three outstanding candidates for this position.

Ms. Bablitch informed the Board the experiment of closing at 3:00 p.m. on Fridays and extended hours to 6:00 p.m. on Monday is being worked on. An agreement has been worked out with the AFSCME Union and an agreement is being completed with the OPEIU Union.

Ms. Bablitch reported space needs at the Department are being looked at. Further information will be available at the next meeting.

Ms. Bablitch reported the World Services - Leadership for Russians held a conference in Stevens Point this past week. Many agencies were interested in having the Russian delegates visit their facility for an explanation of their programs. Ms. Bablitch stated the delegates were from Siberia and lived in closed communities. Most had no contact with the outside world. Ms. Bablitch distributed the itinerary which she developed.

Ms. Bablitch reminded Board members the 11/26 meeting is canceled.

D. Advisory Committee Report

Mr. Hunt reported the Advisory Committee met Monday evening. The Task Force on Transportation completed its final report which was approved and will be presented to the Board at the next meeting. Mr. Hunt is serving on the Stevens Point Transportation Project along with Donna Betro. The information gathered from the Task Force report will be shared with this Committee as well. A new task force on justice issues will be developed. The first area to look at will be where inmates who are being released from jail can go. Inmates are released at one minute after midnight and housing is not available at that time of the day. The second issue will deal with juvenile justice issues. A member of the Committee has issues dealing with initial assessment process of juveniles.

Mr. Hunt stated a second task force to look at housing issues is being delayed due to the remodeling of the Hi Rise. The displaced people from the Hi Rise need additional time to understand the impact of the remodeling. The remodeling will be delayed until 2005.

The Evaluation Committee is following up with previous foster care placements to see how they are doing and if foster care placement helped them.

Mr. Clark reported Dan Barth reported on the AODA Task Force. This will be presented to the Advisory Committee in the spring of 2003. Ms. Benz stated the financial impact on the community is enormous.

E. Reports from Board Appointed Committees/Activities

Ms. Dodge reported she has attended meetings concerning the possibility of moving the Environmental Health staff to Planning and Zoning. This study is still ongoing. Mr. Clark commented 80% of the tasks are completed in this Department. They will meet again on Friday.

Ms. Dodge stated she attended the first HIPAA meeting.

Ms. Dodge complimented Tony Patton, who manages Shoney's Restaurant, noting it is now smoke-free.

Mr. Bishop reported he attended the Permanency Planning Review along with Ms. Buck. Four children were reviewed and some good progress is being made.

Ms. Benz reported she attended the Community Response Team meeting. A review of services regarding the Hunger Prevention Partnership, Restorative Justice, and Community Planning Council was discussed.

Mr. Higgins reported he attended the WHEAP meeting to look at bids. Only one bid was received from three possible vendors.

Mr. Clark reported the Community Response Team report shows the increase in usage of Operation Bootstrap, Salvation Army, and area churches. This shows it is not the best of times for many people.

Ms. Benz reported 157 children were served thus far in November in the day care.

F. Period for the Board to Receive Public Comment

Mr. Medin stated gambling addiction has become very devastating to families. Compensation was received for tobacco issues and is wondering if compensation can be sought for gambling addiction as well. Mr. Medin questioned if the Department would consider sending a bill to gambling institutes to pay for services provided. Mr. Medin stated maybe the prosecutor's office and others would be willing to do so the same. Mr. Clark questioned if there is a group available that advocates rehabilitation. Mr. Hunt stated Dale Christiansen is a gambling addiction counselor. Ms. Bablitch suggested this topic be addressed at the January 28 joint meeting with the Advisory Committee.

III. PROGRAM ISSUES

A. Action to Authorize Resolution to Apply for General Relief Block Grant and Forward to County Board

Mr. Pagel stated with the changes made to the General Assistance Program, changes needed to be done to the resolution as well. Mr. Clark asked what the budget for General Assistance is. Ms. Jossie stated a formula is in place by the state to compute the county's share of the General Assistance Program. A motion was made by Mr. Higgins and seconded by Mr. Patton to approve the resolution and forward it to the County Board. Motion carried.

B. Review of Programs to Prevent Dental Problems

Ms. Tetzloff stated Portage County is considered a leader in dental prevention. The free fluoride supplement program is available for rural residents and Rosholt residents. Mr. Clark questioned if too much fluoride can be bad. Ms. Tetzloff reported yes, but it would take mega doses of fluoride in order to be bad. Ms. Dodge questioned if a city resident has their children cared for in the rural community if they would be eligible for fluoride supplements. Ms. Tetzloff stated the resident should explain this situation and ask their pediatrician.

Ms. Tetzloff reported the fluoride rinse program is done at Almond-Bancroft Schools. A state grant pays for this program. The other rural schools opted not to participate due to limited staff time.

The Smongeski Fund provides toothbrushes to residents of the city as well as pays for dental sealants for children under 12.

The dental sealant program is a huge success. This program will be expanded to all the schools, both public and private.

Ms. Tetzloff reported Dr. Dennis Whiting accepts all Medical Assistance children. Some other local dentists will accept them as well. The Ministry Dental Clinic also serves Medical Assistance clients. Ministry Dental Clinic is working on an "adopt a school" program for service organization and private businesses to help pay for dental care.

A change in the Maternal Child Health grant focuses on educating pregnant women about the importance of oral health. Delta Dental is donating supplies for this effort.

Ms. Tetzloff reported if funding were available, it would help to teach oral health to school-aged children, case management of children with oral health issues, and outreach and teaching to WIC families regarding white-line lesion. A new procedure for white-line lesion would be to varnish the teeth on a regular dosing schedule.

IV. FISCAL ISSUES

A. Action to Approve Service Provider for the Wisconsin Heating and Energy Assistance Program (WHEAP)

Mr. Pagel stated new bids are requested every three years. A committee consisting of Lonnie Krogwold, Jesse Higgins, Paul Simms, Jenny Jossie, Lauri Rockman, and Mr. Pagel reviewed the bids. Only one bid was received. Copies of the bid project were sent to Energy Services, Inc. and CAP Services. Mr. Medin questioned the funding level of \$76,492 in operational costs and \$69,418 in crisis benefits. Ms. Jossie stated the state sets the figures for both categories. A motion was made by Mr. Higgins and seconded by Mr. Patton to approve the selection of Energy Services as the provider. Motion carried.

B. Action to Authorize Grant Applications

Ms. Bablitch distributed a memo containing all the grants being applied for. The first two are for the Focusing on Success Program. One source is the Rotary Club request for \$1,500 and the other is through the John Bergstrom Endowment Fund for \$10,000. Family Preservation and Support Services grants are being requested by the Crisis Intervention Services for \$15,000; Intensive In-Home Services and Intensive Supervision program for \$15,000; Healthy Smiles for Portage County to increase the amount of county children who receive dental sealants for \$5,000; and a \$4,520 request by the Restorative Conferencing for Youth Program which will give victims a greater voice in the restorative process/criminal justice system. A motion was made by Mr. Patton and seconded by Mr. Bishop to approve the grant requests. Motion carried.

C. Action to Approve Vouchers

Ms. Jossie reported the vouchers are for four weeks and include the substitute care payroll. The regular accounts total \$265,465.37, high cost accounts total \$111,642.88, and Portage House totals \$4,858.10. Ms. Runnells reported the CCPC vouchers total \$1,071,021.30. A motion as made by Mr. Higgins and seconded by Ms. Benz to approve the vouchers. Motion carried.

V. PERSONNEL ISSUES

A. Action to Authorize Extension of Limited Term Employee

Ms. Runnells stated this position was an approved position for 2003. The request is to extend the LTE Account Clerk II position for non-CMO trust account and state data entry until the new position can be filled. Funding for this position is through COP and Waiver administrative funds and representative payee fees. A motion was made by Ms. Dodge and seconded by Mr. Patton. Motion carried.

B. Action to Authorize Position Refill(s)

Ms. Bablitch stated the Community Health Supervision position which will be created when Faye Tetzloff is confirmed as the Health Officer will be vacant. This position is funded by county tax levy.

HHSB Meeting Minutes
November 19, 2002
Page 7

A RN position in the Community Health Division has also be vacated due to the resignation of Cheri Dimick. This position is funded by school contract dollars.

A motion was made by Mr. Bishop and seconded by Ms. Benz to approve the two position refill requests. Motion carried.

VI. ADJOURNMENT

The meeting adjourned at 6:10 p.m. The next meeting is scheduled for December 10, 2002.

Respectfully submitted:

Dawn Grasamkee
Recording Secretary

0599P.SAV

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
December 10, 2002**

Present

Jim Clark
William Zimdars
Lonnie Krogwold
Richard Bishop
Ed Hunt
Ann Buck
Dave Medin
Jessie Higgins
Sandra Benz
Jeanne Dodge

Excused

Tony Patton

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Runnells, Family Care Business Manager; Faye Tetzloff, Community Health Supervisor; and Ray Przybelski, Adult Services Coordinator.

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 November 19, 2002

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

B. Correspondence

Ms. Bablitch read two thank you notes from a foster parents. Cathy and Bill Nelson and Tom and Kim Glodowski wrote notes thanking the Department for the YMCA memberships.

C. Director's Report

Ms. Bablitch clarified with Mr. Krogwold the recommendation to the County Board to terminate the position freeze. Mr. Krogwold stated the freeze would still be in effect for those new positions which are not funded from outside resources..

Ms. Bablitch stated due to space concerns, closed files need to be located off site. This is being looked at. Further information will be forthcoming regarding other space concerns.

Ms. Bablitch informed the Board the final meeting was held with Planning and Zoning regarding the possibility of moving the Environmental Health staff to the Planning and Zoning Department. After two discussions, it was felt it would be beneficial to keep the Environmental Health staff housed at the Department. This is due to the emergencies that are needed to be dealt with immediately as well as the loss of revenue to the Department and the lower rating our Health Division would receive if Environmental Health were not a part of public health. The staff will work with Planning and Zoning so duplication of services is not done. Ms. Dodge commented Chuck Kell felt comfortable with this decision.

D. Reports from Board Appointed Committees/Activities

Ms. Buck reported the CCPC Governing Board met to review the budget. The budget continues to remain on course. Any additional funds or over budgeted funds would be placed in the contingency account so they would not be lost. Evaluations are also being completed regarding quality assurance. The description of the evaluation are very similar to the home health evaluations which were completed many years ago. There are practically no grievances or complaints which suggests the quality of services being given to members is very good. Mr. Medin questioned if Ms. Buck is comfortable with the way the committee operates and reports to this Board. Ms. Buck felt this works out well.

E. Period for the Board to Receive Public Comment

There were no public comments..

II. PROGRAM ISSUES

A. Report: Advisory Committee Transportation Study

Mr. Hunt stated the Advisory Committee spent a year and a half looking at the issues. This report will piggyback on the Transportation Department's study also being conducted. The initial charge to the Committee was to look at how low income individuals get back and forth to work. There are places, times, and days the public transportation busing system does not run. The findings show they are not certain if public transportation would solve the problem. There is a concern of low income individuals with pre-school children needing to get their

children to day care and then in to work. This seems to be impossible to do. Mr. Hunt gave an example of an individual getting on the bus at Edgewater Manor and needing to spend 45 minutes riding the bus with a transfer at Shopko in order to attend an appointment at the Rice Clinic. The current bus system does not travel to Plover, the Business Park, or the Industrial Park. This may cause problems in the future.

A survey was conducted of employers who stated they have not had any transportation problems for their employees. Employees were also surveyed and no problems were indicated. Mr. Krogwold suggested that employers post rides on boards for their employees. On site day cares were also suggested. Mr. Hunt reported on site day care was asked in the survey as well. Most employers felt it was too expensive to provide. There is also a lack of transportation services for the rural individuals.

Mr. Hunt requested action on this report so it could be sent to those individuals suggested in the report receive a copy of the report. These would be the Smart Growth Committee, City of Stevens Point Transportation Department Study group, United Way COMPASS, PABA, Portage County Business Council, and major employers. A motion as made by Mr. Higgins and seconded by Mr. Bishop to approve this request. Motion carried.

B. Review: Draft Report: Portage County Organizational Review of Accounting Functions

Ms. Bablitch reported the County Board has voted that all county accounting functions be under the direction of the Finance Department. The report shows how this would be accomplished. Ms. Dodge commented the Solid Waste and Sheriff's Departments are looking at some of the issues and that all recommendations may not be implemented. Mr. Bishop stated the individuals would remain as organized but report to the Finance Director. Standardized reports would be used. The key information in this report was training and cross training. Ms. Bablitch reported the CMO Business Manager and staff would not be part of this reorganization of the accounting functions. The positions held by Jenni Jossie, the vacant Assistant Business Manager, and Patti Jauch and their employees would still be housed in this building but would report to Bo. One individual currently in the fiscal area is the purchasing clerk. This position would report to Sue Rutta instead. The problem with this position would be who would back up this position. Currently Sue's staff is backing up each other and have full loads of work. This concern will be addressed as well.

Ms. Dodge commented Bo is responsible for all final reporting and accounting for all county departments. Mr. Krogwold stated the currently system involves each department handling in paperwork to be entered by Bo's staff. The reorganization would eliminate this process. Ms. Dodge stated not every department is doing their accounting in the same way. Ms. Bablitch stated many things could be streamlined by reorganizing the accounting functions. Mr. Medin questioned how promotions would be handled in the various unions after this reorganization. Ms. Bablitch stated this is also an issue. Many positions may entail the necessity for a reclassification. Ultimately, this would be the Finance Director's responsibility.

C. Update: Anti-Smallpox Plan

Ms. Tetzloff distributed two handouts. One was a Smallpox Overview and the other is a fact sheet regarding Smallpox. Ms. Tetzloff stated Smallpox is looked as a possible bioterrorism. Smallpox is contagious since it is transmitted person to person. The CDC suspects an increased risk of smallpox being released as a bioterrorist agent. The plan would be to vaccinate the public health staff first since they would be the first to come in contact with the victims. There are a lot of side effects associated with the vaccination. One in a million could die from the vaccination. It is felt those who were vaccinated previously would have no protection at this time. Once a case of smallpox is identified, the public health staff would have five to seven days to vaccinate every American. It is estimated that Portage County would need 11.7 clinics opened with 228 people to staff them in order to vaccinate every resident. Information is coming very quickly from the CDC. It is estimated one out of ten people would contract the disease. Statistically, 30% of these individuals who contracted the disease would die. There is no cure for smallpox. Ms. Dodge questioned the response from the health care workers in the community. Ms. Tetzloff stated the hospital will participate as well. They anticipate needing to get 80 to 90 people pre-vaccinated to combat this disease if it should be released. There are five or six staff in this building who will consider being vaccinated. Those individuals who are vaccinated will be asked to donate blood for immune globulin as well. There is currently discussions occurring regarding whether an individual who receives the vaccination would be covered under workman's comp since most people do get sick about one week after receiving the vaccination.

Mr. Hunt questioned how realistic is the fear. Ms. Tetzloff stated the CDC is suggesting not vaccinating people until there is truly a case confirmed. Ms. Tetzloff stated there is enough vaccine for every American. Unfortunately, there are not enough needles to give the vaccine. Additional needles are being

manufactured and needles could be sterilized for re-use. Currently no funding source has been identified to pay for the vaccinations. The vaccine is offered at no charge but the cost would be in the amount of staff time needed to vaccinate every one.

IV. FISCAL ISSUES

A. Action to Approve Vouchers

Ms. Runnells reported the vouchers are for four weeks. The regular accounts total \$236,896.28, high cost totals \$125,213.11, and Portage House totals \$486.08. The CCPC vouchers total \$748,643.29. Mr. Krogwold questioned the donations payment of \$5,789.76. Ms. Runnells stated this includes Health Plus payments. Also any donations received into the Department are placed in this account and then removed as they are utilized. A motion was made by Mr. Higgins and seconded by Mr. Bishop. Motion carried.

IV. PERSONNEL ISSUES

A. Action to Request Change in Personnel Policies

Ms. Bablitch stated the compression of management and union staff pay schedules has been an ongoing concern. The Personnel Committee had decided to complete a study but this was put on hold. Ms. Bablitch is proposing the addition of wording into the Personnel Policies concerning the rate at which a non-union person could be hired. Currently, the department has the authority to hire someone up to step C. Any higher rate would need to be approved by the Personnel Committee. Mr. Krogwold questioned if someone wished to hire someone at a much larger rate if this would still go to Personnel. Ms. Bablitch stated it would. Ms. Dodge questioned who is considered "the county." Ms. Bablitch stated this would be the department and Personnel Committee. Ms. Bablitch stated the language could be changed to read: "The Department and Personnel Committee, in its sole discretion, may recognize prior experience and market conditions when determining the initial salary for new employees." A motion was made by Mr. Medin and seconded by Ms. Benz to approve the addition of the sentence with the correction as stated by Ms. Bablitch to clarify the wording of "the county" as "The Department and Personnel Committee." Motion carried.

Ms. Bablitch also distributed a chart comparing the management staff to union staff. Management staff has received a 1.5% increase while OPEIU staff will be

getting a 3% increase. Mr. Bishop questioned if the annual salaries could be shown. Ms. Bablitch will do this. Ms. Bablitch stated some departments are submitting jobs for reclassification in order to obtain more pay for their managers. In some cases, the job has not changed but the reclass is written to allow the employee to get a larger pay rate. This does not follow the rules for reclassification as they are established.

B. Action to Authorize Position Refill(s)

Ms. Runnells stated she is requesting a temporary data entry clerk. The IT system now has a piece installed which requires data to be entered into it. The position would be keying in this data. The position would be for 520 hours. Ms. Dodge moved to approve this request with a second by Ms. Buck. Motion carried.

Ms. Bablitch stated the retirement of Gerry Peterson is effective in January. Mr. Peterson works with Child Protective Services completing investigations on child abuse and neglect.

A night security position at Portage House has been refilled. This was done without prior approval since guidelines were previously set by the Personnel Committee regarding Portage House. The State requires 24 hour staffing and as such this position was refilled immediately.

Ms. Bablitch stated two positions which were currently frozen are now being requested to be refilled. One is a half time position in the Youth and Family Services Section and the other is a full time position in the Community Support Program.

Ms. Bablitch requested the nursing supervisor be refilled as Ms. Tetzloff will be confirmed shortly as our Health Officer.

A motion was made by Mr. Higgins and seconded by Mr. Hunt to approve all these requests. Motion carried.

V. ADJOURNMENT

The meeting adjourned at 6:05 p.m. The next meeting is scheduled for January 14, 2003.

Respectfully submitted:

Dawn Grasamkee
Recording Secretary

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