

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
January 14, 2003

AGENDA ITEM #I-B
January 28, 2003
Page 1

Present

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

Excused

Ed Hunt

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jennifer Jossie, Business Manager; Lauri Rockman, Children and Family Services Coordinator; and Stacy Watson, student intern.

I. INFORMATIONAL UPDATE

The Board toured Portage House.

Mr. Clark called the meeting to order at 5:05 p.m. in Conference Room C of the Lincoln Center.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of Health and Human Services Board Minutes of December 10, 2002

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

B. Correspondence

Ms. Bablitch reminded Board members to complete the evaluation form on page 2. Ms. Bablitch stated an updated organization chart was included in the packet. Additional changes will be forthcoming and an updated chart will be provided in a couple of months.

Mr. Clark reported he received the letter regarding the temporary change in office hours for the Gilfry Building. The change will allow clients to access services later in the day. The change in hours started January 13, 2003, and will be evaluated.

C. Director's Report

Ms. Bablitch stated the proposed language change for the potential of offering a higher starting wage for individuals with similar experience/market conditions is on the Personnel Committee agenda for Thursday's meeting. Mr. Clark will attend.

Ms. Bablitch reported two nursing supervisor positions will be recruited. One is for the CMO and the other is the public health nursing supervisor. Ms. Bablitch asked for volunteers to sit on a panel for the interviews. Mr. Higgins, Ms. Buck, Ms. Dodge, and Mr. Patton offered to serve on the panel.

Ms. Bablitch informed the Board that Faye Tetzloff has stated the vaccinations for smallpox will be given to volunteer public health individuals starting January 23. The vaccination is optional.

Ms. Bablitch stated she received a call from Chuck Kell informing her that Operation Bootstrap would like to build a facility on county property perhaps by the Gilfry Center. Apparently, John Noel asked if the facility could be built in the Industrial Park but this was denied due to regulations. Currently the building Operation Bootstrap is in now is too small and cannot be expanded. Mr. Krogwold commented to be careful of giving away property especially if expansion is needed for the Gilfry Center. There is another offer to Operation Bootstrap by another individual. Mr. Kell stated it will take a while before a recommendation can be taken to the Executive Committee for a decision.

D. Reports from Board Appointed Committees/Activities

Ms. Dodge stated the HIPAA meeting was held and appointments were made for privacy and security officers. Software was purchased to find gaps in the system. Future meetings were scheduled.

Ms. Buck stated she attended the Permanency Plan Panel in December along with Mr. Bishop. As generally does happen, there was one case which has no real good solution.

Mr. Clark stated the Family Preservation Guidance Team allocated almost \$55,000 in grants at its recent meeting.

E. Period for the Board to Receive Public Comment

Ms. Rockman introduced Stacy Watson who will be interning in her Division.

III. FISCAL ISSUES

A. Update: Random Moment Sampling

Ms. Jossie reported the Department of Workforce Development (DWD) must have an approved cost allocation system by January 1, 2003 or face losing federal funding. Currently, our Department does 100% time reporting. The state is looking to change all counties to Random Moment Sampling (RMS). Staff have gone to trainings and RMS has started as of 1/6/03. Staff funded by W2 Income Maintenance will be the most affected by this change. The state will call an individual and ask them what they are currently doing. This information will be combined with information received from other counties in a group to determine how much time is spent on a specific activity.

Ms. Jossie reported there are 14 counties in our group. A concern is that not all the counties do the same activities or do the activity in a different way. An example is that some counties run their own LIEHAP program whereas Portage County contracts this activity out. If not all the counties are doing the same thing, how can reimbursement be figured out? The State was asked this question but did not have an answer. WCHSA and counties are being active in working with the State to develop this process and clarify some of the potential problems.

Ms. Jossie stated there will be two systems run for the first quarter, the old system and the RMS system. This will be used to compare the two programs in terms of time spent on activities and expense reporting. Another concern is since RMS is done quarterly, results will not be available until the following month after the quarter ends. Projections for reimbursement and expenditures may be delayed considerably.

Discussion occurred regarding the accuracy of the sampling between counties and the logic behind not utilizing 100% time recording. Mr. Krogwold questioned if all county departments are involved in this change. Ms. Jossie stated just HHS DWD programs as well as other smaller program contracts.

On another note, there is another RMS system being developed for CBMAC (Community Based Medicaid Administrative Claiming). Ms. Bablitch stated there is a \$34,000 to \$38,000 incentive if Portage County participates in CBMAC and the potential of ongoing additional revenues.

B. Request for Use of CMO Rent Reserve Funding

Ms. Bablitch requested using approximately \$6,000 of the funds set aside for rent from the CMO to hire an architectural firm to review and make recommendations for space needs in our building. Mr. DeDeker stated there is

approximately \$180,000 in this reserve for these purposes. A motion was made by Mr. Bishop and seconded by Ms. Benz to approve the request. Motion carried.

C. Action to Approve Vouchers

Ms. Jossie reported the vouchers are for four weeks. The regular accounts total \$351,238.03, high cost totals \$98,760.07, and Portage House totals \$2,410.00. There was no CCPC voucher report. A motion as made by Mr. Higgins and seconded by Ms. Dodge to approve the vouchers. Motion carried.

IV. PERSONNEL ISSUES

A. Action to Authorize Limited Term Employee

Ms. Rockman reported a grant was received from Family Preservation to pilot the Restorative Conferencing for Youth project. This project has caused a 50% decrease in recidivism in delinquent youth in other counties where it is being utilized. The position would be for a 300 hour limited term employee who would be responsible for recruiting and training volunteers who will facilitate the conferencing, monitor and evaluate the conferencing process, and screen participants. No office space will be needed for this position and will be used on an as needed basis only. Currently, \$2,000 has been received for this position but it is anticipated the position will cost \$4,500. Additional funds are being researched for this position. A motion was made by Mr. Clark and seconded by Mr. Bishop to approve the request. Motion carried with Mr. Patton voting nay.

B. Action to Authorize Position Refill(s)

Ms. Bablitch stated the WIC Aide position has been vacated by Karen Flick. She has left to take a position in David Pagel's unit. The position is a county position but is paid for with state funds. A motion was made by Mr. Higgins and seconded by Mr. Zimdars to approve the refill request. Motion carried.

V. ADJOURNMENT

The meeting adjourned at 5:50 p.m. The next meeting is scheduled for January 28, 2003 and will be combined meeting with the Advisory Committee.

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 28, 2003

Present

Jim Clark
William Zimdars
Dave Medin
Jeanne Dodge
Jesse Higgins
Lonnie Krogwold
Sandra Benz
Ed Hunt
Eleanor Brush
Lois Drees
Patsy Mbughuni
Clarence Milfred
Judie Pfiffner
Paul Simms

Excused

Lois Feldman
Nancy Berg
Clive David
Connie DeCorte
Amy Heart
John Pacyna
Mary Jane Zdroik

Absent

Ann Buck
Tony Patton
John Blanke
Mary Croft
Josh Garski
Kristin Kleckner
Cindy Piotrowski
Tom Staack

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jim Canales, CCPC Director; Lauri Rockman, Children and Family Services Coordinator; Jennifer Jossie, Business Manager; Ray Przybelski, Adult Services Coordinator; Jim Riggerbach, Shared Services Coordinator; Nancy Prince, Tobacco Free Coordinator; Faye Tetzloff, Health Officer; and Dale Christensen, North Central Health Care Center.

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

A. Introductions

Mr. Clark called the meeting to order at 4:32 p.m. Board and Committee members introduced themselves.

B. Approval of the Health and Human Services Board Minutes of January 14, 2003

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

C. Approval of Advisory Committee Minutes of November 18, 2002

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

D. Correspondence

There was no correspondence.

E. Director's Report

Ms. Bablitch stated the agency is currently piloting a change in hours to be more available to the public. The agency is open from 8:00 a.m. to 6:00 p.m. on Mondays, 8:00 a.m. to 7:00 p.m. on Tuesdays (except for the Mental Health Clinic which is open until 8:00 p.m.), 8:00 a.m. to 5:00 p.m. on Wednesdays and Thursdays, and 8:00 a.m. to 3:00 p.m. on Fridays. These hour changes will be evaluated for one year.

Ms. Bablitch stated an updated glossary of terms and acronyms will be sent to all Board members.

Ms. Bablitch stated the Board toured Portage House at its last meeting. Additional tours have been set up as well. The Advisory Committee is invited to attend these tours when they appear on the agenda. Upcoming tours include the Achievement Center on February 11 at 4:30 p.m. with the meeting to follow in the Achievement Center. On March 11 the Board will tour two programs in the Premiere Building – Focusing on Success and Professional Services. The meeting will then be held next door at Frame Presbyterian Church. Ms. Bablitch stated a restaurant inspection is also being planned. The regular Board meeting time may pose a problem since it can be very busy for a restaurant at this time.

Ms. Bablitch distributed copies of an August 29, 2001 memo requesting a space study at the Gilfry Building. This was sent to Capital Improvements and was denied. Currently there is a great need for additional space at the Gilfry Center. Dennis Kolodziej suggested remodeling the lower level. An architect has been hired to look over the entire building. His report is expected by February 1. The architect will be looking at remodeling, building an addition to the building, and possibly moving a program to a different location. Mr. Clark commented space is becoming an issue with the entire county. Rental contracts are coming up for renewal and decisions will need to be made regarding continuing the contracts or using the space for county purposes. Mr. Krogwold commented needing to wait to see if the State will continue with the CMO project. Ms. Clark stated there are funds received from the CMO for renting space. Ms. Bablitch stated these funds have been set aside and may need to be used to help alleviate the

spacing needs. Mr. Simms questioned if there are standard square footage requirements per person. Ms. Dodge stated there is no firm policy for the county but some federal programs have mandated square footage requirements. Ms. Bablitch stated the study was originally refused because the Department was only looking to add five staff per year at that time. In 2003, it is anticipated that the CMO will need to add 16 positions during the year. Ms. Bablitch stated the possibility of staff working from home was also explored. Managers didn't believe this would be feasible.

Ms. Bablitch informed the Board a memo will be going to the Finance Committee informing them of additional funds received by the Department. The WIC program has received \$40,000 for a nutrition grant and the United Way has issued a \$15,000 grant for housing.

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

F. Reports from Board Appointed Committees/Activities

Mr. Bishop reported he attended the last permanency plan review. Four reviews were scheduled but one was canceled due to the individual returning home. One individual is doing better than expected. The other two individuals continue to remain in their placement with very little change.

Mr. Clark stated there is a movement to possibly consolidate some of the various coalitions and bring them under one Planning Council. This effort has been very successful in some other counties.

G. Period for the Board to Receive Public Comment

Mr. Hunt informed the Board and Advisory Committee that Clive David was absent due to experiencing a bout of congestive heart failure. Mr. Hunt also stated Patsy Mbughuni's sister passed away two weeks ago. Mr. Hunt also related an incident in the Milwaukee Journal of a woman who was beaten to death. This woman was the granddaughter of Emma and Howard Woodside.

II. PROGRAM ISSUES

A. Update: Problem Gambling

Mr. Hunt introduced Dale Christensen from North Central Health Care Center.

Mr. Christensen stated gambling, as with alcohol and substance abuse, cause many people to get in a hole. Gambling has progressed with \$17 billion in revenues earned in 1976 up to \$330 billion revenues earned in 1995 through

gambling. More individuals are becoming active in gambling. The estimate is \$200 to \$1,500 per person is spent on gambling. About 3% of the population are affected with problem gambling. This addiction is not as visible as alcoholism or substance abuse. People show symptoms such as irritability or being withdrawn which can be explained by problems at work or home. When the problem draws to a head, it explodes with legal difficulties and financial difficulties. Compulsive gamblers have a higher risk for suicide and maintaining their image. A problem gambler also affects their family as well by using up the retirement, savings, and investment accounts.

Mr. Christensen stated the predisposing factors for a problem gambler are individuals with an IQ range of 115 to 120 or higher, individuals who lost a significant caregiver as a child (14 years or younger), a parent who is absent due to work commitments, and a parent who is cold or distant. These individuals are looking for affection, approval, recognition, and self confidence which are all received when they are gambling.

Mr. Christensen handed out resources available regarding gambling, Essential Features of Compulsive Gambling, Gamblers Anonymous 20 Questions, and DSM-IV Criteria for Pathological Gambling. Mr. Christensen stated with the Gamblers Anonymous questions, if an individual can answer three of these questions positively, then they have a problem with gambling. As for the DSM-IV Criteria for Pathological Gambling, a person has a problem with gambling if they meet five or more of the 10 criteria.

Mr. Medin questioned what the near and long term future of gambling. Mr. Christensen stated in his opinion he believes there will be more of the same problems in the next few years. He believes that until there is a high profile tragedy the legislators will continue to avoid the issue. Currently bankers attend seminars to help them identify potential problems. Mr. Christensen believes the long term effect will follow the same as Alcoholics Anonymous did. Insurance does not pay for counseling for this issue currently. We need to become more educated as a culture. Mr. Christensen anticipates at least 10 to 20 years before this happens.

Mr. Medin questioned the proportion of clients seen with gambling problems come from the casinos, Internet gambling, and lotteries. Mr. Christensen stated about 80% have problems with the casino. He has not seen any with problems with Internet gambling. Some individuals also have problems with lottery ticket buying as well as stockbrokers and day traders.

Mr. Medin would still like to notify the casinos and the State in the near future of the possibility of billing them for services individuals and families need as a result of gambling problems.

B. Update: Long Term Plan for Tobacco Cessation

Ms. Prince stated the Tobacco Free Coalition received a letter from the Wisconsin Tobacco Control Board indicating the four clean indoor air goals to be achieved by 2005. The goals are 100% of municipal government buildings be smoke-free, 100 municipalities will pass smoke-free restaurant ordinances, 90% of all workplaces will be smoke-free, and 70% of homes will be voluntarily smoke-free. Goals are received annual and objectives must be met in order to receive the funds. Ms. Prince reviewed the five objectives set for the Portage County Coalition for 2003. These include supporting an increase in the cigarette tax of 85¢ a pack, improve clean indoor air policies for government buildings, assist one workplace with 50 or more employees go smoke-free, ask four Common Council members to actively participate on a clean indoor air subcommittee, and develop an action plan for the Hispanic population of Portage County.

Ms. Bishop questioned the availability of tobacco to minors. Ms. Prince stated these are different funds. The Wisconsin Wins program works on undercover buying operations. Two rounds have been done so far. Out of 57 retailers, 16 retailers would sell to the undercover buying operatives. There are two more rounds scheduled. After these are completed, a list of retailers who refused to sell will be published. Ms. Tetzloff stated the state is very aggressive with coalition objectives and has many restrictions. Ms. Dodge commented this seems to be very strange considering the state sold off tobacco settlement.

Ms. Prince stated there are four requests being made to the Board. One is returning to ask for support in increasing the tobacco tax of 85¢ per pack. This will be brought back on February 25. Another is to request two members of the Board participate in the long term planning process. There will only be one meeting which is scheduled for Monday, March 3 from 11:30 a.m. to 3:30 p.m. Mr. Hunt and Mr. Higgins volunteered to attend this meeting. The other two requests is for the Board's continued commitment to policy changes at the local level as well as to report concerns to the Tobacco Free Coalition.

C. Report: Quarterly Program Statistics (October - December 2002)

Ms. Rockman stated the number of children in substitute care is down. Family Employment and Support Services as well as Economic Support cases are increasing. Respite child care is over budget but is a critical resource to keep children in their homes. Initiatives for the quarter included the development of the Teen Leadership Portage County Institute. This is completely funded by Target. The division is also working with the United Way to develop a community AODA prevention plan.

Ms. Tetzloff stated there were no outstanding statistics for the Health Division during this quarter. The increase in the immunizations is due to the flu shots given during the quarter. The decrease in PNCC services are due in part to staff shortages. WIC has experienced a caseload increase as well as staff shortages. Environmental Health statistics show business as usual. A discussion was held concerning the townships pulling out of the Humane Society's services and the need for the townships to now deal with dog bites and quarantines. Ms. Tetzloff stated the state is moving forward slowly regarding the smallpox vaccine. There are a lot of questions needing answers and issues to be settled. There is no plan yet concerning an anthrax vaccine.

Mr. Przybelski stated the referrals for Adult Services are showing the same trends. There was an increase in the adult protective services referrals. Nine of the cases were elder abuse referrals. The jail contacts were fairly consistent. Emergency detentions continue to run high. Of the 36 detentions this quarter, 25 were dismissed, four were settled, and seven individuals were committed. The no shows and contacts are shown in a comparison. A 25% to 27% no show ratio is comparable to other counties and private agencies. More people are now seen with the extended hours.

Mr. Riggerbach reported intake contacts in the Shared Services Division are increasing. The contacts for Community Connections, the informational and referral system, are running about the same. Additional advertising needs to be done for this service. Volunteer transportation services are also higher this quarter. Two additional drivers were added. The volunteers also include members on boards and committees as well. Mr. Krogwold questioned if requests are higher during the winter months compared to the summer months. Mr. Riggerbach stated he hasn't compared this data but will look into it. The respite care placements are also higher. The WISACWIS project will take up additional staff time. A retirement in the Child Protective Services unit was experienced this quarter and the position will be refilled.

Mr. Canales reported the Division of Long Term Care has nothing outstanding this quarter. There were 19 enrollments with seven disenrollments this quarter. No major changes in providers were noted. Mr. Krogwold questioned the decrease in the projected year end balance. Mr. Canales stated this is due to a number of high cost clients as well as Ms. Runnells taking a closer look at the projected expenses. The CMO is experiencing a 4% decrease in the capitated rate for 2003 which equates to a \$1 million loss. Mr. Canales reported the waiting list for the Family Support Program is decreasing due to individuals turning 18 and becoming eligible for Family Care.

Ms. Jossie reported the number of open balances is due to the flu shots given this quarter. The amount billed is lower this quarter due to the amount of write offs for the inability to pay. Cash received is higher due to an additional

payment for school nursing services. There were four accounts written off this quarter. The "new" Random Moment Study is being monitored. The Department is also getting ready for HIPAA deadlines. Staff shortages in the Business and Administrative areas continue.

Ms. Bablitch stated the children served in the day care statistics are also included in the packet.

A motion was made by Mr. Medin and seconded by Ms. Dodge to accept the report. Motion carried.

III. FISCAL ISSUES

A. Action to Authorize Transfer of Lead Responsibility and Administration for the Alzheimer Family Caregiver Support Program to the Department on Aging

Mr. Canales stated with the new structure of Family Care, the Resource Center sees people first and does the screening. Therefore, the Resource Center would be in the best position to allocate these funds. The funds total no more than \$19,000 per year. Mr. Higgins stated this was discussed at the Department on Aging meeting and agrees with the request. A motion was made by Ms. Dodge and seconded by Mr. Bishop to approve the transfer. Motion carried.

B. Report: Fourth Quarter High Cost/Fluctuating Accounts

Ms. Jossie reported the Inpatient Mental Health projected costs are below budget for 2002. The Community Based Care - CSP - CBRF accounts are projected slightly under budget. There were 21 participants served this quarter rather than the 15 reported. The Community Based Care - IMD accounts are also projected under budget. This is due to one individual moving out of care. The Medical Detox/Inpatient Costs are also projected under budget. The General Assistance accounts are projected over budget. There is a wording change under revenue. It should be Maximum rather than Minimum Potential State Reimbursement. Out of home placements are projected under budget in Group Care and Child Caring Institutions. Corrections placements are slightly over budget.

C. Action to Approve Vouchers

Ms. Jossie reported the vouchers are for two weeks. The regular accounts total \$170,887.81, high cost accounts total \$34,621.20, and Portage House totals \$2,685.06. The CCPC vouchers are for a longer time period and total \$1,929,824.33. A motion was made by Mr. Higgins and seconded by Ms. Benz to approve the vouchers. Motion carried.

Page 9

Joint Meeting of Board and Advisory Committee Minutes
January 28, 2003
Page 8

IV. PERSONNEL ISSUES

A. Action to Authorize Position Refills

There were no position refills.

V. ADJOURNMENT

Mr. Clark thanked the Advisory Committee for coming. The next meeting will be held on February 11, 2003, at the Achievement Center. The meeting adjourned at 6:20 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
February 11, 2003**

Present

Jim Clark
William Zimdars
Lonnie Krogwold
Ann Buck
Dave Medin
Jessie Higgins
Jeanne Dodge

Excused

Ed Hunt
Richard Bishop
Tony Patton
Sandra Benz

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jennifer Jossie, Business Manager; Jim Canales, Family Care Director; Nancy Prince, Tobacco Free Coordinator; and Blair Ward, Corporation Counsel.

I. INFORMATIONAL UPDATE

The Board toured the Achievement Center.

Mr. Clark called the meeting to order at 5:05 p.m. in the Headstart Room at the Achievement Center.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of Health and Human Services Board Minutes of January 28, 2002

A motion was made by Ms. Dodge and seconded by Mr. Zimdars to approve the minutes. Mr. Medin noted Mr. Bishop was missing from the attendance list. This was modified to show Mr. Bishop was present. Motion carried.

B. Correspondence

Ms. Bablitch stated copies of the Service Directory as well as the Glossary of Terms, Acronyms, and Abbreviations was distributed. Ms. Bablitch also distributed copies of the Wisconsin Counties Associations' 2003-2004 Legislative Agenda to citizen members. In addition, Ed Hunt provided additional information concerning gambling in the United States. Ms. Bablitch distributed copies of this information as well.

C. Director's Report

Ms. Bablitch reported the Plainfield Group Home must close. This is a state licensed facility and the state found too many violations to allow it to remain open. Mr. Canales reported the new owner didn't meet many of the guidelines for a state license. Ms. Bablitch stated this facility met the needs of many of our clients but now these clients will need to be relocated.

Ms. Bablitch reported there are as yet, no agenda items for the February 25 meeting. Ms. Bablitch will inform the Board if this meeting is to be canceled.

The March 11 meeting is scheduled for a tour of the Focusing on Success Program. The meeting will be held at Frame Memorial Church after the tour.

D. Reports from Board Appointed Committees/Activities

Mr. Clark stated he attended interviews for the CMO Assistant Business Manager. The candidate selected was an outstanding candidate. This person has accepted the position.

Mr. Clark stated he attended the Leadership Lunch Series meeting. Luncheons have been scheduled with interesting topics to be discussed. The series have been scheduled for the next two years.

Mr. Clark stated he attended a meeting concerning the space issues in the building. This is on the Space and Properties agenda for their next meeting. A variety of options will be presented.

E. Period for the Board to Receive Public Comment

There were no public comments.

III. PROGRAM ISSUES

A. Update: Chapter 55 and Its Relationship to Elder Abuse

Mr. Ward distributed copies of the elder abuse reporting system. He stated the forms for guardianship are all uniform throughout the state. Mr. Blair reviewed the handout materials. The definition of abuse should indicate physical abuse rather than the generic term of abuse. There are four

standards of abuse – physical abuse, material, neglect, and self-neglect. The county is obligated to set up an agency to handle all types of abuse and this information must be publicized along with a phone number for reporting. Anyone can report abuse. Approximately 50% of the reported cases are actual abuse. Ms. Buck commented elder abuse is probably under reported. Mr. Blair stated the alleged abused person has the right to refuse an investigation. If someone reports abuse, any retaliation to the reporter is punishable by a fine of not more than \$1,000 and/or up to six months in jail. If someone reports suspected abuse in good faith and it is found unsubstantiated, there is no penalty assessed the reporter. If someone knowingly reports false abuse, they are subject to penalties. If a report of abuse is made, the agency has 24 hours to begin an investigation. This time limit is five days if the report concerns material abuse. Law enforcement can be called to assist in the investigation. After the investigation is completed, services can be offered.

An emergency protective placement can be completed to place a person in facility temporarily. A hearing must be held within 72 hours. Probable cause must be shown. Generally a Guardian ad Litem is appointed to serve in the individual's best interests. The court may order a temporary protective placement if probable cause is found. A temporary guardian is also appointed. The placement lasts for 30 days. This allows time for a permanent protective placement to be completed. The Guardian ad Litem will then complete a form which recommends which rights an individual should retain or lose. A physician will also complete a form including which rights should be retained or lost. Generally the judge will follow the recommendations of the Guardian ad Litem and the physician.

Mr. Clark asked who should be called to report abuse. Ms. Bablitch stated the agency intake service can be called. Mr. Ward stated the police department can also be called and they will forward the information on to the agency. Ms. Dodge questioned if any of the CMO clients have reported cases of abuse. Ms. Bablitch stated she has not heard of any substantiated cases.

B. Action to Endorse Wisconsin's Children's Initiative

Ms. Prince reported a campaign is being conducted to raise the cigarette tax by 85¢ per pack. Through self-report, children start experimenting with smoking at age 11. There are approximately 35,000 new youth smokers each year. 80% of adults began before age 18 and 90% began before age

20. Approximately 19.9 million packs of cigarettes are bought every year. It is anticipated that if someone smokes they will lose 22 years of their life. Through a study completed by Dr. Chalupka, smoking consumes 13% to 14% of health care services. Those who don't smoke utilize about 3% to 4% less in health care services throughout their life. This does not take into account the harmful effects of secondhand smoke or kids exposed to smoking. The goal of raising the cigarette tax will generate revenue and also serve as a political topic for candidates. Raising the price of cigarettes is a powerful inducement to reduce smoking. The tax is now 77¢ per pack in Wisconsin. This would raise to \$1.62 if the 85¢ increase is approved. It is anticipated approximately \$300 million would be raised by increasing the cigarette tax. Page 14 of the packet is a form which can be completed in support of the 85¢ tax increase. Page 13 is the resolution Ms. Prince is asking the Board to approve. A motion was made by Mr. Zimdars and seconded by Mr. Medin to approve the resolution. Motion carried.

C. Action to Review Board Appointments to Various Committees

Mr. Clark stated this will be tabled until the next meeting. Ms. Dodge requested the length someone has served would be of use. Ms. Bablitch will gather this information as well.

IV. FISCAL ISSUES

A. Action to Approve Vouchers

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

V. PERSONNEL ISSUES

A. Action to Authorize Limited Term Employee/Flex Staff

Ms. Bablitch stated this request is being made due to a staff person out on extended sick leave. It is unknown when the person will return to work. A motion was made by Ms. Dodge and seconded by Mr. Clark to approve the request. Motion carried.

B. Action to Authorize Position Refill(s)

There were no position refills.

HHSB Meeting Minutes
February 11, 2003
Page 5

VI. ADJOURNMENT

The meeting adjourned at 6:25 p.m. The next meeting is scheduled for February 25, 2003. If the meeting is canceled, a notice will be forwarded to Board members.

Respectfully submitted:

Dawn Grasamkee
Recording Secretary

0599P.SAV

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
February 11, 2003

AGENDA ITEM #I-A
March 11, 2003
Page 1

Present

Jim Clark
Sandra Benz
Lonnie Krogwold
Tony Patton
Ann Buck
Dave Medin
Jeanne Dodge

Excused

Ed Hunt
Richard Bishop
William Zimdars

Absent

Jessie Higgins

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jennifer Jossie, Business Manager; Jim Canales, Family Care Director; and Dennis Kolodziej, Maintenance Superintendent.

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 February 11, 2002

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

B. Correspondence

There was no correspondence.

C. Director's Report

Ms. Bablitch stated an evaluation of the Focusing on Success Program will be done. There are a list of quality indicators developed patterned on the Boys and Girls Club. Ms. Bablitch would like at least one Board member to participate in the evaluation. The evaluation would take place in March and would consist of visiting the program for one hour between the hours of 4:00 and 6:00 p.m. A list of the indicators would be given and the evaluator will observe and talk with participants. Ms. Benz will think about doing this. Anyone else interested will contact Ms. Bablitch.

The next meeting is scheduled for March 11. It will entail an informational update that will include a tour of the Professional Services Group and the Focusing on Success Program at the Premiere Building. The meeting will then be held at Frame Memorial Church.

Ms. Bablitch stated Mr. Przybelski will be attending a conference to learn more about the treatment of gambling addiction. The Governor is looking at changing the compacts with the casinos. Ms. Bablitch is questioning if an official inquiry should be made asking what tribes are doing regarding treatment of gambling addiction. Mr. Clark suggested having someone from the casino come and talk. Ms. Buck stated a person did come and speak at a CWAG meeting but not a lot of specifics were given. Mr. Medin suggested dropping the entire issue since he believes it is too late since there is unlimited gambling in the state. Mr. Clark suggested Mr. Przybelski still attend the conference and bring back ways of treating this addiction. Ms. Dodge suggested Mr. Przybelski take Mr. Medin's perspective to the conference and get feedback concerning it.

Mr. Clark stated the list of committees and who is serving on it was tabled from the last meeting. Ms. Bablitch stated this will be brought forward at the next meeting. A list of committees and when the person's term started will be included in the packet.

D. Reports from Board Appointed Committees/Activities

Ms. Buck stated she attended the Permanency Plan Committee. It was a short meeting with only two children. Ms. Buck gave a brief overview of the Committee. When a child's placement is being reviewed, all those involved in the case are present such as the social worker, clinician, foster parent(s), parent(s), and in some cases the child (if they are old enough). The placement is reviewed to see if treatment should continue or if the child should be returned home. The most difficult cases tend to be the adolescents age 15 to 17.

Ms. Buck stated she attended the CCPC Governing Committee. January showed a lower enrollment rate. A three year business plan was developed with a 0% rate increase from the State but a 3% provider rate increase. There are currently 250 providers with 148 providers having contracts which need to be updated yearly. In the first two years there was a \$2.2 million excess of funds and \$1.6 million excess this year. These funds are retained in an account which is to be used to provide services to members if the program dissolves. The last two months of critical incidents were reviewed. None of these had to do with patient care. One grievance was received and resolved with State help. Out of 600 members there were very few complaints and grievances.

Ms. Benz stated she attended the Community Response Team meeting. The Hunger Prevention Program will be sponsoring another Empty Bowls event. Another community garden is being added as well. The Restorative Justice Conference for Youth is being developed. Mr. Clark stated it would

be interesting to see a mock run of this program after it is up and running. Ms. Benz stated the Boys and Girls Club is also working on a Peer Court group funded by a grant. They are also looking at a grant to subsidize a summer lunch program. Ms. Bablitch stated advertising was completed for a Restorative Justice Coordinator and an application was received. Ms. Bablitch stated Mr. Medin volunteered to sit on the Steering Committee which will be meeting soon.

Ms. Benz stated there were 169 children served in January and 115 to date in February at the child care.

E. Period for the Board to Receive Public Comment

There were no public comments.

II. FISCAL ISSUES

A. Action to Approve Vouchers

Ms. Jossie stated the vouchers are for two weeks. There were no unusual expenses. A motion was made Ms. Benz with a second by Ms. Dodge to approve the vouchers. Motion carried.

III. PROGRAM ISSUES

A. Review of Space and Properties Action on Gilfry Space Concerns and Action if Appropriate

Ms. Bablitch stated there are severe space needs for the building. Various options were presented which included moving the Farm Bureau. The Farm Bureau has contractual restrictions which they are willing to waive. Another option would be to add a fourth floor to the Annex. Two rents would then be received by the county; one from the Farm Bureau and the other from the CMO. Space and Properties felt these were not the best to do at this moment. Ms. Dodge stated it was decided renovating the lower level at the Gilfry building would be the best temporary solution and to move forward with the study. Ms. Bablitch distributed copies of the resolution which will be presented to the County Board. Ms. Bablitch stated there was no mention of the Space and Properties motion of February 17 to "start with the CMO needs." Mr. Krogwold stated he and Jim Gifford talked and feel a long range plan on growth needs to be completed. Ms. Dodge stated Space and Properties would support this but there it needs to be moved on immediately. Ms. Bablitch stated that she believed even if the CMO leaves the building there is still not sufficient space for existing employees.

Mr. Kolodziej stated if office space is rented it would cause additional problems such as the need for additional maintenance worker to work at the site as well as a data processing needing to set up linkages with the computer system. An interlocking phone system would also need to be done. It is possible \$90,000 a year would not cover the expenses involved in renting out office space.

Mr. Clark stated if a fourth floor is added to the Annex the funds are gone and the situation could arise again in the future. Ms. Bablitch stated even if a fourth floor is built, there would not be enough parking available. Ms. Dodge stated renovating the lower level of the Gilfry building is just a short term fix while the study progressed. Mr. Medin questioned what the disadvantages are to building an addition to the Gilfry building. Mr. Kolodziej stated he would like to see the County Home and the Gilfry building tied together. A high rise with parking below it would be good. Mr. Clark stated everyone seems to agree a push for a study needs to be done.

Mr. Clark moved a recommendation to include the Space and Properties motion from the 2/17 meeting be included in the resolution and the resolution be brought to the County Board meeting. Ms. Benz seconded the motion. Motion carried.

Mr. Medin suggested touring the building. Ms. Bablitch stated this will be set up for the March 25 meeting with the tour to occur at 4:00 p.m. The Space and Properties Board will also be invited to attend the tour.

IV. PERSONNEL ISSUES

A. Action to Authorize Limited Term Employee/Flex Staff

Ms. Bablitch stated the LTE Clerical Support position(s) for 520 hours is needed to go through the closed client records. Funds are available from the vacant Assistant Business Manager position. Mr. Medin questioned since this is a very mundane task, if it would be possible to have more than one person to work on this. Mr. Clark questioned if individuals required to do community service hours could work on it as well. Ms. Bablitch stated confidentiality is an issue but she will check on these alternatives.

B. Action to Authorize Position Refill(s)

Ms. Bablitch stated Wendy Axt has accepted the full time Child Protective Services position vacated by the retirement of Gerry Peterson. As such this leaves a 16 hour Intake position vacant as well as a 24 hour Gemini position working with the POCAN grant.

HHSB Meeting Minutes
February 25, 2003
Page 5

A motion was made by Mr. Patton and seconded by Mr. Krogwold to approve both the LTE request and the Intake position refill. Motion carried.

V. ADJOURNMENT

The next meeting will be held on March 11 at 4:30 p.m. with a tour of Professional Services and the Focusing on Success Program at the Premiere Building. The meeting will follow at 5:00 p.m. at Frame Memorial Church.

The meeting adjourned at 5:24 p.m.

Respectfully submitted:

Dawn Grasamkee
Recording Secretary

0599P.SAV

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
March 11, 2003

Present

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

Excused

William Zimdars

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jim Canales, Family Care Director; Lucy Runnells, CCPC Business Manager; Faye Tetzloff, Health Officer; Lauri Rockman, Children and Family Services Coordinator; and Sue Wilcox, United Way.

The Board toured the Professional Services Group and Focusing on Success Programs prior to the start of the meeting.

Mr. Clark called the meeting to order at 5:30 p.m.

I. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of Health and Human Services Board Minutes of February 25, 2002

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

B. Correspondence

Ms. Bablitch distributed copies of the WCA magazine to citizen members of the Board. The magazine was devoted to human services issues.

C. Director's Report

Ms. Bablitch stated during the tour of Professional Services Group, Board members met Randall Ambrosius. Ms. Bablitch stated Mr. Ambrosius is also an employee of Health and Human Services as well as an employee of Professional Services Group.

Ms. Bablitch asked Mr. Krogwold to update the Board on the Finance Committee meeting. Mr. Krogwold stated the study will be completed. They realize there is an immediate space need for the CMO. Mr. Krogwold stated an option to remodel the lower level is a good idea as a short-term measure for the next year to make space available. Mr. Krogwold stated the study would encompass a five to ten year outlook on the entire county including the jail, health care center, and others. This will be on the next County Board agenda.

D. Reports from Board Appointed Committees/Activities

Mr. Clark stated he attended the Alcohol and Other Drug Abuse meeting which is overviewing the various AODA prevention services in the area and developing a comprehensive plan. White Pines Consulting was hired to do this review. This will be done in conjunction with the United Way. Mr. Clark was very impressed with the preliminary work done so far.

E. Period for the Board to Receive Public Comment

There were no public comments.

II. FISCAL ISSUES

A. Action to Accept Care Management Organization 2002 Year-End Financial Report

Ms. Runnells stated the budget shows both the CMO and non-CMO pieces. As of 2003 the non-CMO piece will be back in the regular budget. The CMO is closing with \$2,251,961 in program income. Due to the position freeze in 2002, this figure does not reflect true operation costs. If the CMO was fully staffed, this figure would be reduced by about \$550,000. The revenue is still allocated on a per member per month allocation. All members met their member outcomes. Ms. Buck stated there is supposed to be an overage every year to go into reserve to pay for the members' costs if the program were ended. Currently there is \$3.5 million in the reserve. Mr. Clark questioned if the figure reflects the funds for space needs. Ms. Runnells stated the figure represents the bottom line after all costs are paid. Approximately \$200,000 is paid for rent, liability, and other costs. There are no county funds in this budget. Ms. Runnells stated pages 7 and 8 reflect the format used to report to the state. Mr. Medin questioned the difference between the projected revenue previously reported as \$1 million and now is actually \$2.2 million. Ms. Runnells stated it is hard to anticipate projections. New services which were previously done by MA are now being done by the

CMO. They are struggling with estimating the costs and are most likely over estimating these costs. There is now a three year comparison to work with to analyze these costs better. Mr. Medin questioned if the rate cap will continue to decrease. Ms. Runnells stated the decrease in the capitated rate in 2002 cost the program about \$1 million. There is a potential for another capitated rate decrease for next year. Staff continue to look for cost savings. Mr. Krogwold questioned if the CMO does it's own purchasing or if it done by the Purchasing Department. Ms. Runnells stated the CMO does its own purchasing except for big ticket items and bids. The purchasing is done with the permission of the Purchasing Department since they do not have the time to research various other potential suppliers which may result in a cost savings. Ms. Benz stated this is a huge undertaking and thanked the CMO for their work. A motion was made by Mr. Patton and seconded by Mr. Higgins to approve the report. Motion carried.

B. Action to Approve Vouchers

Ms. Runnells stated the vouchers are for a two week period. The HHS regular and high cost accounts total \$235,340.94 and Portage House totals \$1,451.10. The CCPC vouchers show an investment of \$1,618,000 which will be invested on Thursday. This will bring the CD's up to \$3.5 million to reserve. The CCPC vouchers total \$2,306,802.55. A motion was made by Ms. Dodge and seconded by Mr. Patton to approve the vouchers. Motion carried.

III. PROGRAM ISSUES

A. Teen Leadership Institute

Ms. Rockman stated this is a program for teens and is done in conjunction with the United Way, Target, Business Council, and H&HS. The targeted group is high school sophomores. It is modeled after the Portage County Leadership Institute. This will start in the fall 2003. Ms. Rockman distributed the brochure created for the program. The program will be interactive and will be held during school time. They will meet one time a month. SPASH has agreed to allow this program to be ½ credit for those participating. Ms. Wilcox stated the goal is to help build values in giving back to the community. A \$5,000 grant was received from Target to do the program. A \$50 fee will be charged to all participants but the fee can be subsidized if a participant does not have the funds to pay. The goal is to have 25 sophomores involved. They are looking for any interested student, even those in the C and D grade level. A selection committee will revenue the applicants. Ms. Dodge questioned if this will involve other school districts as well. Ms. Rockman stated all school districts in Portage County

were sent materials concerning the program. In addition to posters, counselors and principals were also contacted.

B. Action to Review Board Member Appointments and Change if Appropriate

Mr. Clark stated the list of meetings is included in the packet. If anyone is interested in any of these committees, please contact Ms. Bablitch. He believes it is very important to participate in various committees to get a better understanding of the department's responsibilities and programs.

IV. PERSONNEL ISSUES

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

Ms. Bablitch stated only two staff will be attending this conference now – Faye Tetzloff and Gary Garske. Ms. Tetzloff stated the Public Health Supervisor may also attend if one is hired prior to the conference. A motion was made by Ms. Dodge and seconded by Ms. Benz to approve the request for three individuals to attend the conference and to forward to the Finance Committee. Motion carried.

B. Action to Authorize Position Refill(s)

There were no position refills.

V. ADJOURNMENT

The next meeting will be held on March 25 at 4:00 p.m. with a tour of Health and Human Services. The meeting adjourned at 6:05 p.m.

Respectfully submitted:

Dawn Grasamkee
Recording Secretary

0599P.SAV

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
March 25, 2003**

Present

Excused

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

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jennifer Jossie, Business Manager; and David Pagel, Family and Employment Supervisor.

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

I. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of Health and Human Services Board Minutes of March 11, 2003

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

B. Correspondence

Mr. Clark stated he received a letter from Ms. Bablitch written to Len Dudas thanking them for the donation of a Dodge Van for the Mobile Pantry.

Ms. Bablitch distributed copies of the 2003 Portage County Hunger Prevention Partnership report.

Ms. Bablitch distributed a memo from Craig Thompson, Legislative Director of the Wisconsin Counties Association. This memo lists dates and places public hearings regarding the State biennial budget will be held. Mr. Higgins commented people have told him they are disgusted that members of the joint finance committee don't respond regarding their

concerns.

Ms. Bablitch reported she received a fax from West Investment Banking regarding exploring selling Health and Human Services for \$400 million dollars. Ms. Bablitch did not respond to the fax.

C. Director's Report

Ms. Bablitch informed the Board the meeting scheduled for April 8 was to be held at Shoney's Restaurant. This will need to be changed to April 22. The meeting will include a restaurant inspection at 4:30 p.m. with the meeting to start in the back room at 5:00 p.m. The April 8 meeting will be held at the Gilfry Building and include a tour of the building.

Ms. Bablitch reported the new grant writer for the county has been hired. Her name is Patti Dwyer. She is from the Central Wisconsin Environmental Station. Four applications were received and Ms. Dwyer was the first choice. Ms. Bablitch stated she is gathering information to submit to Ms. Dwyer regarding grants being sought.

Ms. Bablitch stated at the last Finance Committee meeting it was reported the shared a revenue decrease of 11% for the county. Ms. Bablitch has not yet received any information on any other revenue sources being decreased.

D. Update: Remodeling of Gilfry Building and Action if Appropriate

Ms. Bablitch reported the County Board passed the resolution on the space study for the county at their meeting last Tuesday. The resolution includes the recommendation by Space and Properties to look at the CMO first. The County Planner didn't know how this could be done since there are also other larger issues to talk about as well, such as the County Home and the Jail. It is felt that remodeling of the lower level as a stop gap measure should be done. Ms. Bablitch read the minutes of the Space and Properties meeting and questioned if the intention of the remodeling of the lower level was relayed. The three Space and Properties Committee members present on our Board stated this was the intent as a stop gap measure. Mr. Clark stated the consensus was the remodeling would not end the space concerns but be a temporary solution. Mr. Krogwold stated the rent the CMO is paying should be in the same general fund as the other rents received by the city and the Farm

Bureau. Mr. Clark stated the proper channels should be followed to convert the lower level and should be started immediately.

E. Advisory Committee Report

Mr. Hunt reported the evaluation task force is following up on foster care placements. It is very difficult to find these individuals as most have moved on. The AODA Task Force will have a final report ready in May. Mr. Clark stated the meeting was run very well. He provided Mr. Hunt with the name of a possible member – Jim Sachs.

F. Reports from Board Appointed Committees/Activities

Mr. Clark stated he attended the recent Planning Council meeting. This is a great concept. The umbrella would support all programs. This has worked in other counties and would be a good source to have.

Ms. Benz reported there were 143 children served in February and 145 thus far in March at the day care.

Ms. Buck stated the Permanency Planning Committee met and reviewed two children. Both are teenagers who are not able to live on their own yet. It is anticipated they will need to stay in foster care until they are 18. Mr. Bishop stated the state representative informed them of the state cutting the staff in half for subsidized adaptations. A lot of their work is being turned over to private companies. Those counties with less population will be consolidated with another county. Mr. Higgins stated the state is beginning to privatize a lot of programs. Ms. Bablitch stated the Associated Press called her requesting information regarding the salaries of W2 administrative staff. Ms. Bablitch is gathering this information.

G. Period for the Board to Receive Public Comment

There were no public comments.

II. FISCAL ISSUES

A. Action to Accept 2002 Year-End Budget Report

This report has been tabled until the next meeting. A motion was made by Mr. Higgins and seconded by Ms. Benz to approve tabling the issue

until the next meeting. Motion carried.

B. Action to Approve Vouchers

Ms. Jossie stated the vouchers are for two weeks and only include the Health and Human Services vouchers. A motion was made by Mr. Zimdars and seconded by Ms. Benz to approve the vouchers. Motion carried.

III. PERSONNEL ISSUES

A. Action to Authorize New Position for Family and Employment Support and Forward to Personnel and Finance Committees

Ms. Bablitch reported this request is being taken out of sequence since it is such an emergent need.

Mr. Pagel reported overtime is increasing dramatically for staff to handle the current caseload. It takes five to six months to train a new staff member before they receive a caseload and then are monitored for another six months. It is about one year before a new staff member feels comfortable in their position. Currently there is one staff member going through training. Mr. Clark asked if they are receiving compensatory time off or overtime pay. Mr. Pagel stated they are allowed to accrue up to 40 hours and then overtime pay must be paid. 95% of the staff are at 40 hours and are being paid overtime. Mr. Krogwold stated a new position would cost the same as the overtime pay. Mr. Pagel stated currently there are 5½ workers in Economic Support and one is in training. Of the 3,135 public assistance cases, 1,865 are Economic Support cases.

Mr. Medin questioned what was the highest number of staff in this area. Mr. Pagel stated about 8 to 10 years ago there were more Economic Support caseworkers but when W2 started the caseload was decreased dramatically and the staff was decreased as well. Mr. Clark questioned if there is a waiting list for services. Mr. Pagel responded there is no waiting list since everyone must be served within a 30 day timeframe. Mr. Higgins questioned if a support person could be added for processing applications. Mr. Pagel stated this is not possible since the application is through the state CARES system and is done with the applicant present. Mr. Krogwold stated the service directory shows about 10 individuals in the section. Mr. Pagel reviewed the list and indicated one individual is the

lead worker and carries only half a case load, another individual is in training currently, and 5½ staff are currently carrying a caseload.

Mr. Clark asked if it would be possible to present the current caseload of each staff. Mr. Pagel stated this would be very difficult as each case can receive different portions of public assistance (i.e., Food Stamps, Medical Assistance, etc.). Each portion of public assistance requires different monitoring and follow-up per year and individuals can change from receiving one portion to not receiving it and then being eligible again. The state also makes new program changes every year. There are 175 to 225 policy clarifications made yearly.

Mr. Krogwold questioned where the funds are for the position. Mr. Pagel stated 50% is from the Federal County Addendum and 50% is from program revenues. No county tax levy is involved. The state uses a formula to calculate the allocation. Mr. Krogwold questioned what would happen to the position if the caseload size reduces. Mr. Pagel stated the caseload would probably not reduce dramatically and an individual is also anticipated to retire in July 2004. If the caseload would reduce by the time the other worker plans to retire, then the vacant position created by the retirement would not be filled. Ms. Bablitch reminded them that all new positions carry the covenant that if funding terminates, the position will too. A motion was made by Mr. Hunt and seconded by Mr. Higgins to approve the request and forward to Personnel and Finance Committees. Motion carried.

B. Action to Approve Limited Term Employee/Flex Staff for WISACWIS Project

Ms. Bablitch stated this position would be used to input data entry from our paper cases into the WISACWIS computer system. This is a new system to be used statewide. Funding for the position is from the state WISACWIS program to cover the costs. Portage County will be on the system starting June 30, 2003. The position would be an LTE or flex staff for a maximum of 520 hours. A motion was made by Mr. Zimdars and seconded by Mr. Higgins to approve the request. Motion carried.

C. Action to Authorize Position Refill(s)

There were no position refills.

D. Contemplated Executive Session

1. **Vote to Go Into Executive Session in Accordance with Wisconsin Statutes 19.85(1)(c) to Discuss Director's Performance Evaluation and Other Personnel Issues**

A motion was made by Mr. Higgins and seconded by Mr. Patton to go into Executive Session. A roll call vote was taken with all approving.

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

A motion was made by Mr. Higgins and seconded by Ms. Dodge to return to open session. Motion carried. On a motion and second, the Board voted to rate Ms. Bablitch's performance as acceptable and thanked her for her service.

IV. ADJOURNMENT

The meeting adjourned at 6:40 p.m.

Respectfully submitted:

Dawn Grasamkee
Recording Secretary

0599P.SAV

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
April 8, 2003**

Present

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

Excused

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jennifer Jossie, Business Manager; Ray Przybelski, Adult Services Coordinator; and Dennis Kolodziej, Maintenance Superintendent.

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 25, 2003

Mr. Higgins stated his first name is misspelled. Also, the Farm Bureau should be called the USDA office. A motion was made by Mr. Krogwold and seconded by Mr. Bishop to approve the minutes. Motion carried.

B. Correspondence

Ms. Bablitch had no correspondence.

Mr. Patton gave Ms. Bablitch a copy of a flyer concerning an event to be held on April 12 which includes free airplane rides.

C. Director's Report

Ms. Bablitch reported the next meeting will be held at Shoney's on April 22. Mr. Hunt reported the meal will be donated with the cost of the meal being donated to the Hunger Prevention Partnership.

D. Reports from Board Appointed Committees/Activities

Ms. Benz reported there were 175 children served in March. To date, 65 children have been served in April.

Mr. Medin stated he and Ms. Benz attended the Restorative Justice meeting. This is a pilot program which is focused on juveniles ages 12-18. This program will work with the victim and the offender on arranging restitution and discussing the repercussions of the juvenile's actions. Mitch Fisher is the part-time counselor for the program. Mr. Medin, Ms. Benz, and Mr. Hunt will be working as volunteers and trained to meet with the juveniles and the victims to discuss the action.

E. Period for the Board to Receive Public Comment

There were no public comments.

II. PROGRAM ISSUES

A. Update: St. Michael's Medication Assistance Program

This item was postponed until a later meeting.

III. FISCAL ISSUES

A. Action to Accept 2002 Year-End Budget Report - High Cost and Regular Accounts

Ms. Jossie reported these reports are still a projection. The audit will occur April 21 to April 23. SMI Residential Services is showing lower than projected expenses. Children's Group/Residential Care had expenses lower than anticipated as well as revenue shortfalls. Due to no children with AODA issues in group/residential care, the AODA grant funds were used in the regular foster care account which had children fitting the grant parameters. General Assistance revenues dropped significantly. Overall, a savings of \$29,150 is projected which will be added to the reserve bringing the reserve balance to \$261,811.

Mr. Patton questioned if grant monies are not spent if they are sent back. Ms. Jossie stated if the grant cannot be applied to other programs then it is sent back. Mr. Bishop questioned what happens if the grant funds are

not enough to cover the expenses. Adjustments are made to the program if needed to keep it within the budgeted amount. Mr. Hunt questioned how often and how much grant funds are returned. Ms. Jossie replied it depends on the program but typically very small amounts are returned. Ms. Jossie stated if a program is not spending its grant funds, the Department will ask the grantor if the funds can be used elsewhere.

Ms. Jossie stated the regular accounts are showing excess funding of \$131,681. This is primarily due to the 2002 hiring freezes. The Division of Administration/Business Services had savings in staff vacancies as well as a \$25,000 savings in bad debt expenses. The Division of Public Health had savings due to the Health Officer vacancy. Additional revenues and expenses were realized in the DOH Agent Services budget. The DNR Agent Services account had decreased revenues due to fees not received in 2002 but came in during 2003. The WIC budget also experienced staff vacancies. The Prenatal Care budget reflects a higher than anticipated CSDRB payment for 2001. CSDRB is the 60% difference counties are reimbursed between the actual program cost and what MA reimburses. The Community Dental Program had user fees which were higher than anticipated. The Division of Adult Services reflects the use of elder abuse grant funding to offset staff expenses in Adult Protective Services. Psychological Services had a shortfall in user fees but received higher than anticipated CSDRB payments. In the Division of Shared Services, the Access/Intake and Child Protective Services budgets experienced increased staff costs. Higher than projected case management revenues were realized in the Child Abuse and Neglect Prevention Grant. Home and Financial Managers had decreased revenues for fees which were not received in 2002 but are anticipated to be received in 2003. In the Division of Children and Family Services budgets, the Fraud program had recoupments lower than projected. This could be economy based. The W2 Ancillary Services show the increase in child care respite expenses. The Income Maintenance budget reflects the additional funding for Family Care cases. Case management revenues were also higher in the Children Come First budget. The Chemical Dependency budget had expenses and revenues lower than anticipated. Mr. Higgins questioned if the budget is reimbursed by case. Ms. Jossie stated no, this is a flat rate contract with Ministry Behavioral Health. The Family Counseling Services budget experienced decreased expenses due to staff vacancies. The Children/Family Purchased Services budget received an additional \$53,000 in Youth Aids funding. This was due to the state not needing to withhold as much for correction expenses which allows these funds to be

used for community services in the county.

A motion was made by Mr. Bishop and seconded by Mr. Patton to approve the budget report. Mr. Medin questioned if the excess funds realized in the high cost account still go into the reserve. Ms. Jossie stated this practice is still being done. Motion carried.

Mr. Medin questioned if our psychological services is not an effective program since only about half of the expenses are received. Ms. Bablitch stated they are looking at this program. Mr. Hunt questioned if services were budgeted sufficiently for increased demand due to the war. Ms. Bablitch stated during the Gulf War there was not a drain on resources. Mr. Bishop stated the Veterans Department takes care of the veteran returning but not their families. Ms. Bablitch will arrange a discussion with Veterans Services office about this important topic.

B. Action to Approve Vouchers

Ms. Jossie stated the Department vouchers are for two weeks and include the adult and substitute child care payments. The regular accounts totaled \$191,572.68, high cost accounts totaled \$98,380.23, and Portage House totaled \$1,715.42. The CCPC vouchers totaled \$1,195,473.29. A motion was made by Mr. Higgins and seconded by Ms. Benz to approve the vouchers. Motion carried.

IV. PERSONNEL ISSUES

A. Action to Authorize Out of State Travel and Forward to Finance Comittee

Ms. Bablitch stated this request is for Suzanne Oehlke, WIC Nutrition Manager, to attend the National WIC Association Annual Conference in New York City. Due to travel outside of the approved area, the request needs to be forwarded to the Finance Committee. The state will reimburse the travel and lodging expenses. The \$200 registration fee has been approved from the department. Ms. Dodge moved to approve the request and forward to the Finance Committee. Seconded by Mr. Krogwold. Motion carried.

B. Action to Review Salaries and Forward to Personnel Committee if Approved

Ms. Bablitch stated two requests are being brought forward due to the language change in the Personnel Policies. Ms. Bablitch reported she was not authorized to offer over Step C if a candidate did not have identical experience. With the language change, department heads can now go beyond Step C based on the candidate's similar experience and market conditions.

Ms. Bablitch stated the Health Officer position was filled prior to the language change and she was only able to offer up to Step C. The candidate had similar experience and Ms. Bablitch is now asking to be allowed to increase her salary up to Step E. Mr. Higgins moved to approve the request with a second by Mr. Bishop. Mr. Patton commented this process may open the door to hire individuals at a higher level now rather than having them just move normally. Motion carried with Mr. Patton voting nay.

Ms. Bablitch stated the second request is for the nursing supervisor to replace Ms. Tetzloff. There were three qualified candidates for the position. The preferred candidate would receive less than a \$500 pay increase from her current union position at the Level 16C starting salary. Ms. Bablitch is requested approval to offer the candidate a starting salary at Level 16G. Mr. Krogwold questioned if these types of requests would be coming regularly. Ms. Bablitch responded she didn't know; some recent management positions were accepted at the C level but the overwhelming problem is an inadequate management pay plan which the Health and Human Services Board has tried to get the county to address. Discussion occurred regarding the lack of nurses and the possibility of more competition with the new hospital opening in Weston. A motion was made by Mr. Hunt and seconded by Mr. Medin to approve offering the candidate the position at the Level 16G salary level. Mr. Medin stated the unions are moving up quicker than supervisors and mid level management is not moving at all. Mr. Krogwold commented many middle management people are not leaving their jobs in favor of other positions. Motion carried with Mr. Patton voting nay.

Page 7

HHSB Meeting Minutes
April 8, 2003
Page 6

C. Action to Authorize Position Refill(s)

On a motion and second the department was authorized to refill the position of Claims Supervisor.

V. TOUR OF BUILDING

Ms. Bablitch stated Mr. Kolodziej was present to explain the lower level remodeling. Board members may feel free to tour through the upper level to look at space and talk with employees concerning the space issue.

IV. ADJOURNMENT

The meeting adjourned at 5:35 p.m. prior to the tour of the building. The next meeting is scheduled for April 22 at Shoney's Restaurant.

Respectfully submitted:

Dawn Grasamkee
Recording Secretary

0599P.SAV

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
April 22, 2003**

Present

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

Excused

Jesse Higgins
Ann Buck

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jennifer Jossie, Business Manager; Faye Tetzloff, Health Officer; Mike Carder, Environmental Health Supervisor; and Nicole Reneck, St. Michael's Hospital.

I. INFORMATIONAL UPDATE

A restaurant inspection was held at Shoney's for the Board members.

Mr. Clark called the meeting to order at 5:03 p.m. at Shoney's Restaurant.

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of Health and Human Services Board Minutes of April 8, 2003

Mr. Hunt clarified he was speaking on behalf of Mr. Patton concerning the meal to be provided after the meeting with donations going to the Hunger Prevention Partnership. Mr. Zimdars moved to approve the minutes with a second by Ms. Benz. Motion carried.

B. Correspondence

Ms. Bablitch reported the Achievement Center Annual Report was included in Board member packets.

C. Director's Report

Ms. Bablitch stated Space and Properties wish the remodeling of the lower level to commence immediately.

Ms. Bablitch informed the Board the Personnel Committee met and unanimously passed the new position requested by David Pagel. Ms. Bablitch stated the suggestion by Mr. Krogwold to be more clear on the memo helped. Furthermore, the salary adjustments were greeted positively as well. The request to increase Ms. Tetzloff's pay rate was approved. The request to increase the Community Health Nursing Supervisor salary was tabled as a request by Mr. Canales to increase the CMO Nursing Supervisor position salary was forthcoming if approved by the Health and Human Services Board.

D. Reports from Board Appointed Committees/Activities

Ms. Dodge reported the blueprints of the lower level received by Space and Properties show not as many walls need to be removed as originally thought. Emmons will be consulting regarding the needed dividers. Ms. Bablitch stated Mr. Kolodziej will be visiting the Department next Tuesday to review the potential remodeling plans. Ms. Bablitch reported two individuals were hired to go through the file store room and destroy what records could be done. These records will then be stored at the County Home. Ms. Dodge reported Space and Properties was requested to be on the long term study group to keep the space study going.

Mr. Clark stated the list of committees Board members serve on was passed out at a previous meeting. Ms. Dodge has expressed interest in serving on the Permanency Planning Committee. As such, Mr. Bishop will no longer serve on this committee and Ms. Dodge will replace him. Mr. Krogwold stated in most cases, it takes one or two years before an individual fully understands the program and an individual should stay an additional year to keep others updated.

Mr. Zimdars stated he attended the Hunger Prevention Partnership meeting. Planning is beginning for the Empty Bowls event for this year. A few additional community gardens are also being planned. Ms. Bablitch reported the state has turned away surplus foods due to no available way of distributing the food to various counties according to the Milwaukee

Journal/Sentinel. Mr. Zimdars stated Wisconsin gets the least amount of surplus food per capita from the federal government.

Ms. Benz stated she attended the StreetSmart Committee. StreetSmart is an innovative and easy fundraising scheme, adapted from London, which works during the winter months when people begin to think about those less fortunate than themselves. At participating restaurants, with information provided on a table tent, a voluntary \$1 is added to the table bill at the end of the meal during the months of December and January. At the end of each month, the restaurant passes on the total money raised to StreetSmart. Those funds will be used to support reputable charities assisting with emergency housing needs in our area. This meeting was mainly informational. The logo and theme were discussed. A list of restaurants will be established who will participate in the campaign. This is totally voluntary. The restaurant will then collect the funds and the donations will be kept by a local bank. It is anticipated December through January will be the months to collect these additional funds. Mr. Patton suggested to try to move up the start time to the May through August since November through January are traditionally the slower part of the year in his experience.

Ms. Benz reported 169 children were served in the day care to date for April.

E. Period for the Board to Receive Public Comment

There were no public comments.

III. FISCAL ISSUES

A. Action to Approve Vouchers

Ms. Jossie reported the vouchers are just for Health and Human Services. There were no vouchers received from Portage House which could be due to the timing of the report. A motion was made by Ms. Benz and seconded by Mr. Bishop to approve the vouchers. Motion carried.

IV. FISCAL ISSUES

A. Update: Medication Assistance Program - Rice Medical Center

Nicole Reneck of St. Michael's Hospital distributed the Medication Assistance Program handout describing the program. This program helps individuals get free medications. Ms. Reneck explained she prints off the applications, helps individuals fill them out, and sends them to drug companies. If an individual is on a HMO, PPO, MA, etc., they cannot participate in the program. Oncology medications can use the medication assistance program even if an individual has insurance. This program is primarily for those with low income and no insurance. The medications are shipped to the doctor and the patient is then called to come in and pick them up. The program was previously done by all the nurses and in some cases medications were doubled up inadvertently. The procedure is now coordinated. Ms. Benz questioned the length of time it takes to get the medications. Ms. Reneck responded it varies from two weeks to as long as eight or nine weeks depending on the medication. Ms. Reneck stressed narcotics are not done. There are over 30 companies that medications can be received from but currently about five companies are used on a regular basis. The final approval comes from the company. The savings are about \$16,000 or less for an individual and \$25,000 for a couple in a year. Mr. Medin questioned who pays for the medications. Ms. Reneck stated the medications are free and are paid for by the company. Ms. Tetzloff questioned if a pharmacist talks to the patients when they pick up their medications. This is required by state law. Ms. Reneck stated there is one pharmacist there and information is printed off and given to the clients.

B. Update: Increased Environmental Health Staff Collaboration with Planning and Zoning Department Staff

Ms. Bablitch stated a study committee was held regarding merging the Environmental Health staff with Planning and Zoning. After much discussion it was decided not to merge the two but to increase the communication so work is not duplicated.

Mr. Carder reported they met with Planning and Zoning on March 19. The primary responsibility to administer the well abandonment ordinance was decided to be done by this Department. This will be brought to the County Board for their information. Planning and Zoning will continue to enforce

the ordinance as well. Ms. Dodge questioned why there are so many abandoned wells. Mr. Carder stated in some cases the building it was serving is no longer there, the well has dried up, or a new well was put in. Mr. Clark asked how to properly abandon a well. Mr. Carder stated the pump is pulled, a clay substance is poured in which expands to fill the well, and the cap is cemented on. The owner is assessed the cost of abandoning a well. The collection for water samples for lot splits will be the responsibility of Health and Human Services as well. Other primary responsibilities include consulting with the Groundwater Citizen Advisory Committee on health issues and handling recommendations for special exceptions such as campgrounds. Contact between the two departments will continue.

Ms. Benz questioned what we are doing concerning SARS. Ms. Tetzloff reported clarification and education are the main focus. Physicians will be looking at close personal contact. A card will be given to an individual if they may be exposed to SARS. A travel advisory is also posted. Basically, being aware of the symptoms and the systems in place. Mr. Patton questioned how long do you need to wait to give blood if you should travel out of the country to Canada for example. Ms. Tetzloff stated it will be three to six months before you can give blood once you return.

C. Action to Authorize Resolution Supporting Reduction in Youth Smoking and Forward to County Board

Mr. Clark stated this was discussed at a prior meeting and was presented to the County Board at its last meeting as well. Mr. Patton questioned if the 85¢ per pack is in Portage County only. Ms. Bablitch stated no, this would be statewide. The resolution is a standard resolution going to other counties as well. Ms. Dodge stated this is just a lobby to the legislature. A motion was made by Mr. Zimdars and seconded by Ms. Benz to approve the resolution. Motion carried.

V. PERSONNEL ISSUES

A. Action to Authorize Salary Adjustment

Ms. Bablitch stated this request is for the CMO Nursing Supervisor. The level requested in the memo is for Level G to be similar to the Community Health Nursing Supervisor. There are currently two other supervisors in

Page 6

HHSB Meeting Minutes
April 22, 2003
Page 6

the CMO. The request is being modified to ask for Level E or \$42,871, which would be the same as the Elderly Supervisor in the CMO. Mr. Patton questioned where the funds are from. Ms. Bablitch stated it is from the CMO capitated rate. A motion was made by Mr. Bishop and seconded by Mr. Hunt to approve the request for Level E. Motion carried with Mr. Patton voting nay.

B. Action to Authorize Position Refill(s)

Merry Liberty has taken the 16 hour per week intake position vacated in Shared Services and the 24 hour leased position working with the POCAN program. This would leave her full-time social worker position vacant in Youth and Family Services. A motion was made by Ms. Dodge and seconded by Mr. Patton to approve refilling the position. Motion carried.

VI. ADJOURNMENT

The meeting adjourned at 6:03 p.m. The next meeting is scheduled for May 13, 2003.

Respectfully submitted:

Dawn Grasamkee
Recording Secretary

0599P.SAV

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
May 13, 2003**

Present

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

Excused

Jesse Higgins
Ed Hunt

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jennifer Jossie, Business Manager; Faye Tetzloff, Health Officer; Rick Foss, Elderly/Physical Disabilities Supervisor; Ray Przybelski, Adult Services Coordinator; Jim Riggerbach, Shared Services Coordinator; Lauri Rockman, Children and Family Coordinator; and Michael Clements, Veterans Service Officer.

Mr. Zimdars called the meeting to order at 4:34 p.m.

I. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of Health and Human Services Board Minutes of April 22, 2003

Ms. Benz stated Nicole Reneck is from Rice Clinic not St. Michael's Hospital. Mr. Patton moved to approve the minutes with the correction with a second by Mr. Bishop. Motion carried.

B. Correspondence

There was no correspondence.

C. Director's Report

Ms. Bablitch stated the HIPAA Privacy Notice is on the agenda for the County Board. Ms. Benz stated HIPAA has already impacted her job. The impact has been good in some cases but has also caused delays in payment due to the restriction on sharing information.

Ms. Bablitch stated the evaluation process for the strategic plan for 2003-2005 is being developed.

D. Reports from Board Appointed Committees/Activities

Ms. Benz reported 214 children were served in April and 66 in May thus far at the day care. Ms. Bablitch reported the day care celebrated its fifth anniversary on Monday.

Mr. Clark reported he will be attending a conference in Oshkosh along with Mr. Koepfel and Ms. Rockman on May 28 regarding prevention services for youth.

Mr. Clark reported a "reality days" program will be held to inform teens of what it means to be 18. This will be presented by Karen Halvorsen and will be held at SPASH for all 18 year olds. It will explain to them the financial impact, legal impact, etc. when you are 18.

Mr. Clark stated he attended the StreetSmart meeting. This is a program that will be instituted at all sit down restaurants during November to January. A \$1 fee will be added to the bill for the table for anyone wishing to contribute. This additional \$1 will not affect tips. It will be used to help the homeless. US Bank is the fiscal agent.

Mr. Clark attended the AODA meeting. They will be exploring all prevention programs offered in the area to assure no one is falling through the cracks regarding AODA programming.

E. Period for the Board to Receive Public Comment

There were no public comments.

II. PROGRAM ISSUES

A. Discussion: Veterans Service Officer

Ms. Bablitch asked Mr. Clements to discuss the effect the deployment of troops to Iraq may have on the services in the Department as well as the relationship between the VA and HHS.

Mr. Clements stated so far the interaction between HHS and the VA office has been positive. Mr. Clements would like to work closer with our department. Mr. Clements stated clients should be channeled through his office when appropriate. Mr. Bishop asked for examples of the services offered by the VA. Mr. Clements stated AODA, rehabilitation, long term care, job skills, and life skills are a few services available to a veteran from his department.

Mr. Clements distributed a copy of information that is available to help support families of individuals currently serving their country.

Mr. Clements stated the National Guard is responsible to set up a family assistance center. The first point of contact is an "ombudsman" for each unit. Families can contact the Red Cross, the "ombudsman" for the unit, the Family Assistance Center, or an 800 number for information. Ms. Buck asked if there is any assistance to families who cannot live on the pay currently being received by an individual serving during war time. Mr. Clements stated there is not really any assistance in this area but may be assistance in the form of food stamps. The impact on Portage County should be rather minimal since there is already a support structure in place through the VA. The military should be the first point of services for those who served during the Iraq war. Mr. Patton questioned if there is a written procedure for staff to indicate who they should be referring individuals to. Ms. Bablitch stated there is not. Ms. Bablitch stated staff are not knowingly not referring these individuals when necessary.

Ms. Dodge stated Mr. Hunt was primarily concerned with the medical and mental needs of individuals after they return from the war. Ms. Clements stated he has seen some increase in problems for those watching too much TV coverage on the war and then get upset. Ms. Buck asked Mr. Clements to explain the new medical program. Mr. Clements stated this is a health care package available to all veterans. The VA also has a welfare system for low income vets. The health care package has a lowered eligibility standard to be eligible for the program. This program has become very popular and has overwhelmed the VA offices. It is a nationwide package. There are eight categories of veterans served. The first level is for those needing services in the line of duty. The majority of veterans are in category 7 or 8 and are defined by income. This is a non-service category. For Portage County if the adjusted annual income for a single individual is \$32,400 or lower, or \$36,800 for married, they may be eligible. \$80,000 is the high end. These income levels adjust for every

county. They are based on the HUD adjustable cost of living figures. Mr. Krogwold questioned if anyone who served in the military during war time or during peace time is eligible. Mr. Clements stated they are as are any reservists who were called up. Currently there is a lot of construction of clinics and hospitals. There is a facility being constructed in Green Bay currently. Ms. Dodge questioned if there are any CBRF's to serve veterans. Mr. Clements stated there is a federal grant available to private individuals who may be interested in constructing one of these buildings. There is currently one in Marathon County. Information for this grant can be obtained from the federal Veterans Service office. Mr. Clements also stated he will be purging his files of medical records. Only administrative action records will be kept. Medical records will be returned to the veteran. Mr. Krogwold suggested having all department heads sit down with the VA officer to understand what services are offered by the VA office. Mr. Clements also informed the Board of a flag depository by the Courthouse. Another one will be going up by the fire station. These flag depositories are for old, worn flags. They are then disposed of properly. The Boy Scouts and Girl Scouts are involved in the disposition of the flags. Ms. Bablitch stated she will make sure the staff know the services available at the VA office.

B. Update: Northwoods Bioterrorism Consortium

This agenda item was put on hold due to an emergency for the presenter. It will be brought back at a later date.

C. Quarterly Program Statistics

Ms. Rockman reported on the Division of Children and Family Services. She stated service requests are up. The Economic Support section has seen an increase in requests due to the new Family Planning Waiver program. Mr. Medin questioned how time consuming this is. Ms. Rockman stated it is not as complicated as W2. The initial contact is short but then a return appointment is necessary to completed the application process which can take up to two hours. Mr. Krogwold questioned what this new program is. Ms. Rockman stated it is a reproductive health care program for women ages 15-44 and are eligible for MA. It is a new health program. Ms. Rockman stated program participation is down for delinquency cases but up for economic support cases. Respite child care usage is down. Ms. Rockman had to explanation for this. A number of recoupment payments were received

this quarter for fraud. There were no AODA inpatient placements for this quarter. Highlights for this quarter include the hunger survey which was developed. Survey results are forthcoming. The five year strategic plan was completed for prevention services for youth. The Restorative Conferencing project manager was hired. Concerns continue to be the increasing caseload for W2. Another major concern is the failure to achieve the Right of First Selection for W2. The state had a new layer of credentials to meet. The county did not receive the Right of First Section due to one case having late data entry inputted due to the staff vacancy. This was appealed but was not successful. Mr. Patton questioned the impact if the county does not receive the W2 contract. Ms. Rockman stated layoffs may be needed and the loss of a large amount of funding could impact other programs as well. Ms. Rockman stated if the county receives the contract, exploring a consortium with Wood and Waupaca Counties due to smaller caseload size would be explored.

Ms. Tetzloff stated statistics for the Division of Health are par for the course. WIC continues to grow. Environmental Health is working hard with campgrounds to see if they would voluntarily have background checks completed on their employees. There was a Legionnaire's outbreak at a hotel in another county. This involved our Department in checking to see if anyone utilized the hotel and doing follow-up on those who may have been exposed. Ms. Buck questioned how we are doing on SARS. Ms. Tetzloff stated questions are going down. Information is being shared with both the University and Sentry Insurance due to the number of foreign students attending the University and employees from Canada coming for trainings and such to Sentry. Mr. Medin questioned if the rhino virus is outbreaking. Ms. Tetzloff stated this is a very common seasonal virus. Most colds and sniffles are caused by the rhino virus. Ms. Buck questioned how many participated in the small pox vaccinations. Ms. Tetzloff reported only two received them. There was poor participation across the United States.

Mr. Przybelski reported on the Adult Services Division. Referrals to the psychiatric clinic are increasing. Jail contacts are growing as well. Due to the shipping of inmates out of the county, these contacts may go down since most of the inmates shipped out were participating in services. Mr. Clark asked how things have changed with the new sheriff. Mr. Przybelski reported there has been no major changes. There a more high priority cases being housed in the jail. The sheriff is pleased with the decreased number of disruptions occurring in the jail. Mr. Przybelski reported

emergency detentions are constant. No shows were lower for the MD and nurse but higher for the clinicians in psych services. The closing of Plainfield Group Home due to loss of license has resulted in placement of these individuals in higher cost CBRF's. The number for the first quarter should be 4 not 34. Advertising for the Mental Health Clinic is beginning and will continue through the summer.

Mr. Riggenbach reported on the Division of Shared Services. Intake contacts are up a little. Community Connections contacts are down slightly. Child Protective Services information was added to the report. The number of reports received refers to the number of actual reports called in. These are then broken down into the area of abuse. Of the 162 reports received this quarter, only 60 needed to be investigated further. The number of substantiated cases is not available due to the length of time to complete the actual report. This number will be available next quarter. Volunteer miles are up. This may be seasonal. The large increase in the hours is due to waiting hours which are counted as well. Mr. Krogwold questioned the miles if there were few drivers with such a large increase in miles. Mr. Riggenbach stated these could be trips to Madison or Milwaukee but he will check into it further. Ms. Buck questioned the mileage payment for volunteer drivers. Ms. Jossie stated there are three IRS rates for mileage. The volunteer drivers receive the same as the county employees which is 36¢ a mile. The WISACWIS system continues to be the main focus. Portage County will be going live with WISACWIS on June 30. Currently 400 cases are being pre-loaded into the system. Mr. Medin questioned who replaced Gerry Peterson in child abuse investigations. Mr. Riggenbach stated Wendy Axt replaced Mr. Peterson. This left her positions open in Intake and POCAN. This has been filled by Merry Liberty.

Ms. Jossie reported on the Business Services Division statistics. A decrease in open balances was due to closing the flu shot cases. Cash received is larger this quarter due to payment of school health contracts. The large amount of write offs in January was due to the collection agency doing year end clean up. Ms. Jossie reported the Division is also involved in the WISACWIS system working on the financial component to see if bills generated for foster homes are correct. The Community Based Medicaid Administration Claim process is also being worked on. This claims MA funds for activities and is based on time responsibilities. More training is needed on this process. More information will be available in July. A concern is the Random Moment Sampling which is still causing

some problems. Currently the Division is keeping track of time in two ways – the Random Moment Sampling and 100% time recording. The state has not yet determined when this new reporting system will be in effect.

Mr. Foss reported on the Division of Long Term Care. Enrollment netted about eight new members a month. Growth continues in the female population with the majority being 80+ years. Members continue to prefer to live in their own homes. Developmental Disabilities membership increased due to new members being received as children leave school. The risk reserve is up due to reconciliations made in 2001 and 2002. Two new CBRF's and three foster homes were added as providers as well as one Hmong interpreter.

III. FISCAL ISSUES

A. Year to Date Budget (Regular and High Cost Accounts)

Ms. Jossie reported no projections have been completed in the SMI Residential Services due to the closing of Plainfield Group Home. General Assistance expenses are lower due to the Random Moment Sampling reporting. These have been moved to a different budget in the regular accounts and reflect staff salary. Overall it is anticipated the High Cost Accounts will need to use \$19,663 of the reserve balance. The Division of Administration/Business Services reflect various decreases in expenses due to staff vacancies. These are reflected in the Business Management, Administrative Services, and Fiscal Services budgets. There is also a staff vacancy reflected in the Public Health Coordinator budget as well as the Community Health budget. The SMI Case Management budget in the Adult Services Division reflects attrition due to a staff vacancy as well. The Foster Care Coordination budget in the Shared Services Division reflects reduced revenues due to IV-E funds which are not going to be received. The Division of Children and Family Services reflect increased expenses in the Supervisor budget to the Random Moment Sampling reporting. A new budget, IM/W2 Cost Pool, is where the General Assistance amounts were transferred. This budget pools all staff costs, telephone, supplies, and copying costs to make it easier to report this information to the state. Changes to the Income Maintenance budget are also needed due to Random Moment Sampling reporting. The Children Come First budget was revised due to grant funds not being received until the fall. Overall, the regular accounts reflect

a \$14,000 loss. This will change in the second quarter once projections are made.

B. Action to Approve Credit Card for CMO

Ms. Bablitch reported the CMO is requesting their own credit card to utilize to purchase supplies and equipment. Many of these are bought over the Internet and vendors will not accept a county purchase order. Currently they are using the county credit card with authorization by the Purchasing Manager. The purchasing office pays for them and then they are reimbursed by the CMO. This is causing some difficulty in adjusting the claims system to show payment for these purchases. This request will need to be taken to the Finance Committee as well. A motion was made by Mr. Zimdars and seconded by Ms. Buck to approve the request and forward to the Finance Committee. Motion carried.

C. Action to Approve Vouchers

Ms. Jossie reported the vouchers show \$222,935.82 in regular and high cost for HHS and \$632.17 for Portage House. The CCPC vouchers total \$1,457,672.17. A motion was made by Ms. Dodge and seconded by Ms. Benz to approve the vouchers. Motion carried.

IV. PERSONNEL ISSUES

A. Action to Request Extension for Flex Staff

Ms. Bablitch reported excellent progress is being made on cleaning out the closed file room. The nursing home has to get fire doors installed before the records can be moved. It is anticipated an additional 1,040 hours will allow us to complete the task. A motion was made by Ms. Benz and seconded by Ms. Dodge to approve the request. Motion carried.

B. Action to Authorize Position Refill(s)

Ms. Bablitch reported a vacant receptionist position needs refilling. This was the result of a termination due to the employee using unauthorized sick time.

Ms. Bablitch reported it is anticipated a current staff person will be accepting the Public Health Supervisor position. Her job will need to be

HHSB Meeting Minutes
May 13, 2003
Page 9

refilled as well. Currently it is a lead worker position for PNCC. If approved, the position will be looked at and possibly only done as an HSS1 position rather than a lead worker.

A motion was made by Ms. Buck and seconded by Ms. Benz to approve both refill requests. Motion carried.

V. ADJOURNMENT

Mr. Krogwold questioned how the remodeling is going. Ms. Bablitch stated the maintenance store room is being fixed up currently. Mr. Clark stated he talked with Chuck Kell and the county space needs study will be discussed on the 22nd. This will be going out for bids. Ms. Bablitch stated two companies will come in to estimate the amount of offices to be built and the cost for furniture. The meeting adjourned at 6:10 p.m. The next meeting is scheduled for May 27, 2003.

Respectfully submitted:

Dawn Grasamkee
Recording Secretary

0599P.SAV

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
May 27, 2003

Present

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

Excused

Sandra Benz
Ed Hunt
Tony Patton

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lauri Rockman, Children and Family Coordinator; Jim Canales, Family Care Director; Lucy Runnells, CMO Business Manager; Gary Itzkowitz, UW-SP; and Kathy Davies, Chris Okray, Lois Feldman, JoAnne Griffin, and Dan Barth; AODA Task Force.

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 May 13, 2003

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

B. Correspondence

There was no correspondence.

C. Director's Report

Ms. Bablitch distributed an updated copy of the Program Structure organizational chart.

Ms. Bablitch read a card from Nancy Prince and Cathy Mackay thanking the Board for their support of the tobacco resolution to increase the cigarette tax. This has also been passed by the County Board.

Ms. Bablitch stated more information on the State budget is available. A decrease in the W2 and Income Maintenance funds is expected by most counties. Planning is going on to see where cuts can be made in the budget for the Department regarding these funds.

Ms. Bablitch reported an estimate has been received by maintenance on the lower level remodeling. Mr. Kolodziej is estimating about \$25,000 for the remodeling. Two companies will also be submitting their estimates regarding the furniture costs for the remodeled area.

Mr. Clark stated a change on the date of the Tobacco Forum has been sent out. It is scheduled for May 29 in the Pinery Room at the Public Library.

Mr. Clark stated Mr. Kell presented the RFP for bids on the county space needs at the Space and Properties meeting. This RFP will be going out shortly. Mr. Higgins stated local contractors will be sent the RFP as well.

Mr. Clark reported he will be attending the Summit on Community Justice along with Ms. Rockman and Mr. Koepfel in Oshkosh at 7:00 a.m. on Wednesday, May 28. A representative from the Boys and Girls Club will attend as well.

D. Advisory Committee Report

Ms. Bablitch stated this report will be postponed.

E. Action to Confirm New Advisory Committee Members

Mr. Clark stated Diana McGinley and Paul Kliegl have applied to be Advisory Committee members. A motion was made by Mr. Higgins and seconded by Mr. Bishop to approve their membership. Motion carried.

F. Reports from Board Appointed Committees/Activities

Mr. Clark stated due to time constraints this topic will not be addressed.

G. Period for the Board to Receive Public Comment

There were no public comments.

II. PROGRAM ISSUES

A. Action to Authorize Grant to United Way for Farmers Market Nutrition Program

Ms. Bablitch reported a grant is being submitted to the United Way for the Farmers Market Nutrition Program in the amount of \$4,000. A motion was made by Ms. Dodge and seconded by Ms. Buck to approve the grant request. Motion carried.

B. Report: Year to Date Care Management Organization Budget

Ms. Runnells explained the risk fund shows the balance at the end of 2002. The restricted reserve is a required reserve to allow CCPC to manage any extraordinary costs incurred. This is a percentage of the capitated revenue. The solvency protection portion reflects the costs needed to operate the program for two months should CCPC to end operations. This is also a requirement by the state. The total risk reserve is \$3,503,381. These funds are invested in CD's and government bonds. CCPC is also required to complete an income statement. The column labeled "PLAN" is the budgeted amount. The column labeled "ACTUAL" shows the actual costs. Actual revenue is slightly over budget due to higher than anticipated cost share and room and board ability to pay. Expenses are down primarily due to the timing of the filling of vacant positions. Currently there is \$309,117 of total income. This may increase to over \$700,000 by the end of the year. Mr. Medin questioned what the current capitated rate is. Ms. Runnells stated the capitated rate is \$2,489 for comprehensive care which is down from last year.

C. Action to Approve Vouchers

Ms. Runnells reported the regular accounts total \$130,675.62, high cost totals \$22,262.05, and Portage House totals \$1,426.39 for the HHS vouchers. The CCPC vouchers are for two weeks and total \$718,660.85. A motion was made by Ms. Buck and seconded by Mr. Bishop to approve the vouchers. Motion carried.

III. PROGRAM ISSUES

A. Report: 2002 Program Outcomes

This agenda item was postponed until a future meeting due to time constraints.

B. Report: AODA Task Force on Alcohol and Other Drugs in Portage County

Ms. Rockman stated the task force was created in August 2000 to look at AODA issues in Portage County. The report took two years and eight months to complete which shows the commitment of the task force as well as the complexity of the issue. The task force studied five target groups. There were three months of education on basic AODA issues followed by the use of presenters and panels of addicts in each of the target groups. Wisconsin ranks number one in the nation for percentage of adults who drink as well as adults who binge drink. There is a serious and huge financial impact on the county due to AODA issues. These costs reflect the time and expense of the Sheriff's Department, court system, jail, and others. In 2002, nearly 1,000 Portage County residents were in AODA treatment. Portage County ranks higher than the national and state average regarding substance abuse. Over 6,400 adults are struggling with substance abuse in Portage County. Addiction is a chronic illness just like diabetes, heart disease, and cancer. Many individuals relapse because they do not do everything that is required when in treatment. Many individuals with AODA issues also have other issues as well, such as mental health illnesses and medical problems. These individuals must be treated for both problems. General recommendations include finding meaningful outcomes measures and the development of support systems such as safe and affordable housing for people in recovery.

Mr. Barth informed the Board the largest population group with addiction issues are adult males. These individuals come from all walks of life. Many of these individuals can afford to pay for treatment. Our culture promotes high-risk drinking and drugs. Mr. Barth gave the example of attending school in Utah where drinking was not talked about. When he moved to Wisconsin, drinking and partying was the biggest topic of discussion in school. While treatment is available, it is shorter and very intense whereas it has been found that longer treatment works to help individuals more. The recommendations include combating the "macho" mystique of being proud of someone who can "drink someone under the

table.” It was also found that any drug you want is readily available. Medical treatment needs to change due to the under reporting and lack of awareness by our physicians to recognize abuse and dependency issues. Mr. Barth reported about 80% of the individuals in the jail use more than one substance. Ms. Dodge questioned if the drunk driving laws have had an impact on substance use. Ms. Rockman stated the law has not changed individual habits, people are continuing to use but are finding ways to avoid the drunk driving law by having a designated driver. Ms. Rockman clarified that abuse problems are not always reported by physicians due to the possibility of insurance not covering the individual if alcohol or substances are involved. Ms. Griffin stated training is not a problem in most states but our own schools do not train doctors on these signs or symptoms. Ms. Griffin stated currently only two drugs are available to combat usage. These are Antabuse and Naltrexone. There has not been much success with Naltrexone.

Mr. Barth stated the quote provided by Judge Fleishauer concerning multiple offenders is significant. Mr. Barth stated he has also heard Judge Fleishauer say that if weren't for drugs and alcohol, he wouldn't have a job. Those individuals who are drinking and using drugs tend to get into more legal trouble as well as have employment and financial issues. Many individuals leave jail worse off financially. More education is needed to help understand the cost of prevention is less than the cost of treatment or corrections. Jail incarceration is an opportunity to intervene. Safe and affordable housing is needed. An Alano Club also needs to be developed in Portage County. Mentoring programs could also be developed to assist those in the early recovery stages.

Ms. Davies reported on women and AODA issues. Women are less visible than men since most women drink quietly and are hidden. Effects of alcohol are faster on women than men. Women tend to put others' needs ahead of their own. Most women also feel there is a stigma if they admit a problem. Mr. Bishop suggested an increase tax on alcohol be proposed to get income for these services. Mr. Krogwold commented it would be like the tobacco funds, the money is collected but then used for other services rather than what it is intended to fund. Treatment needs to include child care, transportation, and housing in order for it to work with women. Treatment would be long term and many women avoid this due to their responsibilities at home and needing to support their family.

Ms. Davies reported about 15% of individuals over the age of 60 drink to the extent of creating significant health risks. Seniors tend to not knowingly abuse prescription and over-the-counter drugs. Many are not educated on the use of alcohol with their prescription drugs. Seniors with AODA issues are hard to treat since their diagnosis can be the same as if they had an age-related disease. Mr. Okray commented that it is also a possibility that as the person gets older and their health fails, they may forget things that have been told to them. Many seniors also tend to drink at home so they are not as open about their drinking. Ms. Davies went through the recommendations which also includes educating the medical community to identify AODA abuse among seniors. The pharmacy or doctor also needs to educate the senior on the use of alcohol in combination with prescription drugs.

Ms. Rockman reported the youth portion of the report took the most time. The average age a young person begin experimenting with alcohol and drugs in Portage County is 13 years old and is dropping every year. Ms. Rockman went through the chart on page 24. Teachers also need to be trained to recognize problems in the early stages. Parents also need support to recognize the signs and symptoms of abuse. Parents also need to know where to go for services. The legal system also needs to follow through on consequences as well. Adults model the behavior youth will follow. It was also found that drugs are easily accessible on school grounds. Our community events and culture also need to be looked at. Ms. Rockman read the letter included on page 29 of the report. Mr. Clark questioned how we can teach kids to drink responsibly. Ms. Dodge stated through our own behavior. Mr. Barth stated there is also a strong genetic component to alcoholism and addiction as well. A great deal of discussion occurred regarding drinking and abuse issues and possible ways of where the community may need to change its philosophy of having alcohol available at every event.

IV. PERSONNEL ISSUES

A. Action to Authorize Staff Member to Travel Out-of-State

A motion was made by Mr. Zimdars and seconded by Mr. Bishop to approve the training request. Motion carried.

HHSB Meeting Minutes
May 27, 2003
Page 7

B. Action to Authorize Position Refill(s)

Ms. Bablitch stated a 40 hour intake position will be open due to the individual leaving for a different position. A motion was made by Mr. Zimdars and seconded by Mr. Bishop to approve refilling this position. Motion carried.

V. ADJOURNMENT

The meeting adjourned at 6:17 p.m. The next meeting is scheduled for June 10, 2003.

Respectfully submitted:

Dawn Grasamkee
Recording Secretary

0599P.SAV

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
June 10, 2003

Present

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

Excused

Jesse Higgins

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jim Canales, Family Care Director; Jenni Jossie, Business Manager; and Gary Itzkowitz, UW-SP.

Mr. Clark called the meeting to order at 4:28 p.m.

I. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of Health and Human Services Board Minutes of May 27, 2003

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

B. Correspondence

Ms. Bablitch distributed copies of the 2002 Annual Report. This will also be given to the County Board next Tuesday. The Advisory Committee members will receive it as well. The reason it is so late is because it takes time to close the books to show the revenues and expenses by the Department.

Ms. Bablitch also distributed copies of the new agency brochure. Ms. Bablitch asked for additional ideas of where to send the brochure. Currently it goes to churches, agencies, and organizations. Suggestions such as the municipal library, airport, the convention bureau, and public events such as Riverfront Rendezvous were given.

C. Director's Report

Ms. Bablitch reported the Department is beginning the strategic plan effort. Linda Cates will be helping with the plan. A meeting is scheduled for June 26 from 10:00 to 11:00 a.m. at the Gilfry Building to review the process. Any Board members wishing to attend are welcome.

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

D. Advisory Committee Report

Mr. Hunt reported the AODA report was given at the last meeting and presented to the Board as well. Mr. Hunt questioned where the report will be sent. Ms. Bablitch stated a mailing list of churches, organizations, County Board, library, and others will receive the report. Mr. Clark suggested someone from the newspaper come it and do an article on the report. The Portage County Gazette has already interviewed Ms. Rockman. It will also be given to the County Board of Supervisors. Mr. Medin stated there was not enough "teeth" in the recommendations. Ms. Bablitch stated in the past the task forces were asked to study the problem and report their findings. Mr. Hunt stated the Advisory Committee is careful to set recommendations with involve funding. He feels these recommendations need to be made at the next level. Ms. Bablitch stated in many cases once the report goes out, various agencies make recommendations based on the findings pertaining to the group of people they deal with. Much discussion occurred regarding the report.

Mr. Hunt reported the Task Force on Justice was going to look at the available housing issue for inmates being released from the jail at 12:01 a.m. The task force reported this is being looked at by other groups already. The Justice issue is a large issue. They will look at other areas and decide what direction they will go in. Mr. Hunt suspects they will start with juvenile issues first. He will report on their decision after the next Advisory Committee meeting.

E. Reports from Board Appointed Committees/Activities

Ms. Buck reported there was only one permanency plan review done in May. There will only be two children in June. Ms. Bablitch reported there are only 19 children in foster care at this time.

Mr. Bishop questioned how much money is not being spent on prevention efforts. Ms. Benz stated there are programs already in place but there is never enough. Work should be done to improve what we have currently. You will always have individuals you can't help no matter how much help is given.

Mr. Clark stated he attended a meeting along with Lauri Rockman, Jerry Koepfel, and a representative from the Boys and Girls Club. This was on Restorative Justice. This will be taken to the Community Response Team to work on.

Ms. Benz reported 147 children were served in May and 83 to date in June. In one week 44 children were seen and in today there were 27 children already. The increase is most likely due to the change in the WIC review process.

F. Period for the Board to Receive Public Comment

There were no public comments.

II. FISCAL ISSUES

A. Update: Potential Impact of State Budget on County Services

Ms. Jossie distributed a memo and spreadsheet from Bo DeDeker regarding the impact of the proposed Republican freeze on property taxes. Ms. Jossie explained Bo used actual figures from 2002 for comparison purposes. Under the proposal, the county could levy based on the change in new construction only. This would equate to a loss of approximately \$1.3 million in 2002 and almost \$2 million in 2003. Mr. Patton questioned if the plan is different under the Democrat proposition. Ms. Jossie stated she only had figures of how this tax freeze proposal would impact Portage County. The Finance Committee has discussed this problem as well. This tax freeze also freezes the county's ability to borrow funds. Therefore, a resolution is being proposed to allow the county to borrow funds up to \$10 million over the next three years. If the tax freeze proposal is passed, the county would need to go through the referendum process to borrow funds beyond the existing levy amount. Discussion occurred regarding the information presented and various impacts to the county. Mr. Clark stated it may be time the county look hard at the programs it is not mandated to provide. A debate could

be held on the County Board floor regarding funding these programs.

B. Action to Approve Vouchers

Ms. Jossie stated the vouchers are for the agency only. CCPC is not included. The department vouchers total \$357,234.63 and Portage House totals \$588.43. The vouchers also include the substitute care payroll. Ms. Jossie informed the Board finance is looking at re-evaluating the voucher process and making the format standardized to all committees. A motion was made by Ms. Benz and seconded by Mr. Bishop to approve the vouchers. Motion carried.

III. PROGRAM ISSUES

A. Report: 2002-2003 Program Outcomes

Mr. Itzkowitz stated 10 programs were reviewed this year. The programs rotate every year. Mr. Itzkowitz reviewed the logic model which is developed for each program stating where the information comes from, what activities are performed, and what goals are to be met. The goals are split into initial, intermediate, and long term targets.

Mr. Itzkowitz reviewed the School Health outcomes. All goals were met by the program. Mr. Patton questioned if the percentages reflect a large number of individuals or a small number. Mr. Itzkowitz stated he did not know. Outcomes are goals to be reached and not all statistical information. The Environmental Health outcomes were met with the exception of the whirlpool draining. A new method for testing pool water was also put in place. The WIC department met its goals as well except data is not yet complete for the intermediate outcome.

Ms. Bablitch stated the Tobacco Control outcomes were not done by Mr. Itzkowitz. Ms. Bablitch can bring in Ms. Prince at a future meeting to review these outcomes if needed.

Mr. Itzkowitz reported the Community Support Program met almost all of its goals except for the employment of clients goal. They feel the reason for not meeting this goal is due to the economy, changes in the budget, and changes at one skilled employment site. Child Protective Services met all goals except for one. There were some families which did have a subsequent CPS investigation. The Foster Care Program is achieving its

outcomes as well. The Prevention of Child Abuse and Neglect program reached its targets as well. Family Based Services missed one target.

Several children chose to live with the other parent and so no assessment was completed. The Juvenile Justice AODA program had three areas which could not be measured due to a change in data collection. The program did meet its other two goals. The Intensive Supervision/Intensive Aftercare program met its targets overall.

Ms. Bablitch stated all the programs in the Department have outcomes established in order to do some kind of evaluation of the program. Management now understands how to complete the process. The Department will be handling the report themselves in the future. Ms. Buck suggested since the report will be done in-house, actual figures could also be included. Ms. Dodge questioned what criteria is used to determine whether an investigation should be done on a child protective services referral. Mr. Itzkowitz stated outcomes are not in depth but an overall review of a program. Ms. Buck stated many grants are based on outcomes now.

IV. PERSONNEL ISSUES

A. Action to Authorize Limited Term Employee

Ms. Bablitch stated the position is for 520 hours as an LTE in the Mental Health Clinic. The individual will work four hours a week. Ms. Dodge questioned if the agency will be able to bill insurance for his services. Ms. Bablitch stated they will be now that he has a Ph.D. in psychology. A motion was made by Mr. Patton and seconded by Ms. Buck to approve the request. Motion carried.

B. Action to Authorize Position Refills

Ms. Bablitch stated Kathy Kelk will be taking the vacant Merry Liberty position. Ms. Bablitch is requesting refilling Ms. Kelk's position. A motion was made by Mr. Zimdars and seconded by Mr. Bishop to refill the position.

Page 6

HHSB Meeting Minutes
June 10, 2003
Page 6

V. ADJOURNMENT

The meeting adjourned at 5:41 p.m. The next meeting is scheduled for June 24.

Respectfully submitted:

Dawn Grasamkee
Recording Secretary

0599P.SAV

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
June 24, 2003

Present

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

Excused

Richard Bishop

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jim Canales, Family Care Director; Jenni Jossie, Business Manager; Rebecca Blue, Assistant Business Manager; Mike Carder, Environmental Health Supervisor; Becky Dougherty, Public Health Supervisor; Faye Tetzloff, Health Officer; Barb Hunt, Community Services/Resources Supervisor; Suzanne Oehlke, WIC Supervisor; Janelle Ruedinger, Elderly/Physical Disabilities Supervisor; Amy Heart, Hunger Prevention Partnership; Pete Matthai, YMCA; and Gary Itzkowitz, UW-SP.

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

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

A. Approval of Health and Human Services Board Minutes of June 10, 2003

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

B. Correspondence

There was no correspondence.

C. Director's Report

Ms. Bablitch reported the remodeling of the lower level is moving along. The remodeling will be done in three phases. The first is to tear out the wall to make a bigger area. The second is to remodel the CSP area. The

third phase will be remodeling the lab area as well. Two companies, Emmons and Corporate Express, provided furniture estimates. They were also asked to provide a design for the upper level as well. The remodeling is anticipated to house staff through 2004. Ms. Bablitch stated depending on the number of offices needed on the lower level she was given an estimate by Dennis Kolodziej of \$25,000 for his work. The estimates for the furniture needs is looking at about 49 office areas which would total about \$120,000. Ms. Bablitch stated no decision has been made yet and further information will be coming. Ms. Bablitch will discuss the proper account for the remodeling with the Finance Committee.

D. Introduction of New Management Staff

Ms. Ruedinger was hired on April 1. She is the new second supervisor for the Elderly/Physical Disabled Section in the CMO. She is sharing the responsibilities with Rick Foss. Her job consists of supervising three social work service coordinators and three RN service coordinators.

Ms. Blue is the Assistant Business Manager hired on April 14. She is assisting Ms. Jossie.

Ms. Dougherty is the Public Health Supervisor. She previously worked in the Public Health Section doing day care, maternal child health, prenatal care coordinator, and childhood lead screenings.

E. Reports from Board Appointed Committees/Activities

Ms. Buck reported there were only two permanency plans. One review was done in May and there are no reviews scheduled for July.

Ms. Benz stated she attended the CCPC Governing Board meeting. They are working with the State to see why the capitated rate has gone down for Portage County. An on-site visit is scheduled for August. The CMO is no longer a pilot program. Letters of support were sent regarding building homes for low income individuals that are fully accessible. The statistics for the month of May were reviewed. The program has averaged 10 new enrollees each month. There are currently over 600 members in CCPC.

Mr. Clark reported he attended the Prevention of AODA meeting. It meets twice a month from 12:30 to 2:30 p.m. The committee will look at programs to support prevention of AODA issues. The task force report on

AODA in Portage County was distributed to all members of this committee as well.

Mr. Clark stated the county's strategic planning committee will be reinstated. It will look at prioritizing programs due to the anticipated budget cuts.

Mr. Clark stated on July 2 a meeting will be held to establish a committee to look at the County's space needs. Representatives from the jail, health and human services, and finance will also be on the committee. A timetable for needed space issues will be developed. Mr. Higgins suggested keeping someone from the Department on Aging off the committee since their space needs were already addressed with the addition that was built onto the building.

Mr. Clark stated the StreetSmart committee met as well. They are looking at holding their campaign to help persons in need of housing assistance in December and January. The campaign will look at asking all sit-down restaurants to participate in the program. The program asks patrons of the restaurant to donate \$1 per table (not per person) towards preventing homelessness in Portage County. As restaurants are asked to participate, they will be informed of the program and how the collection process will work.

Ms. Benz reported there were 180 children served in the day care to date in June.

Mr. Hunt questioned if the outcomes report discussed at the last meeting could be given to the Advisory Committee as well. Ms. Bablitch will see they receive copies.

F. Period for the Board to Receive Public Comment

There were no public comments.

II. FISCAL ISSUES

A. Action to Approve Vouchers

Ms. Jossie stated the vouchers for the agency are for two weeks. The date of the voucher report should be June 24. The department vouchers

total \$214,448.71 and the Portage House vouchers total \$1,066.06. The CMO vouchers are for four weeks and total \$1,182,464.52. A motion was made by Mr. Higgins and seconded by Ms. Benz to approve the vouchers with the date correction as reported. Motion carried.

Ms. Jossie explained the voucher system is currently be discussed to gather ideas to present the vouchers in a similar fashion for all the departments. The system will be a paperless system. Currently a limit is being placed on vouchers of \$10,000 or more. These will need prior authorization. The other vouchers will be approved after the fact.

Mr. Clark complimented Ms. Jossie on her work with the HIPAA program.

III. PROGRAM ISSUES

A. Public Hearing on Changes in 3.2 Portage County Code (Campgrounds, Mobile Home Parks, Pools, and Recreational Camps) Ordinance

There were no individuals from the public present to discuss the ordinance. Mr. Carder stated the changes to the ordinance are primarily "housekeeping" in nature. It involves changing the department name and updating the statute numbers. The major change to the ordinance is allowing new establishments or new owners to receive a 15 month licence rather than needing to complete paperwork twice in a short period of time. The example given is if someone opens a facility in May they need to complete the paperwork and pay the license fee and then needs to complete the same information again in June since the license expires on June 30.

B. Action to Adopt Changes in Ordinance and Forward to County Board

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

C. Report: Portage County Hunger Survey - 2003

Mr. Itzkowitz reviewed the survey results. He stated the first question of the survey is a "throw away" question. It is easier to obtain results if you ask about others first rather than the individual. The survey is based on households earning \$25,000 or less. The survey participants were asked their wages. The survey overall shows there is a chronic hunger problem

in Portage County. In most cases the family needs to decide on paying for housing and utility costs or buying food each month. Mr. Krogwold stated the survey did not ask enough information such as why other necessities are families buying and if nutritious foods are being bought. Ms. Benz argued the purpose of the study was met according to the methodology statement included in the report.

D. Review; Hunger Partnership Efforts

Ms. Rockman referred to the chart in the 2002 Portage County Hunger Profile report. Requests for emergency food have risen. Over 2,800 unduplicated households have requested emergency food in 2002. Over 9,000 instances of food assistance were utilized. 80% of these households have only one employed adult. There are now four project teams. The Public Policy/Legislative Advocacy and the Education Systems Initiatives have been combined into one team.

A living wage ordinance is an idea suggested from the Hunger Summit. The benefit of a living wage is the need for less expensive government programs by allowing people to support themselves, it benefits employers by having less turnover in the employees, and helps to have more money to spend locally. A living wage is becoming more common country-wide. Mr. Patton questioned if the federal poverty level formula is the same formula used in the 60's. Mr. Itzkowitz stated it is the same formula. A study has shown that poverty levels have continued to rise but the minimum wage has not increased at the same level to help prevent poverty. The proposed living wage would be a combination of wages and benefits to equal about \$11.94 per hour. The suggested ordinance would impact county employees and services contracted for \$25,000 or greater through the county. Monitoring of the living wage would be included in the contract and subject to inspection. A great deal of discussion occurred regarding the need for a living wage, the monitoring of the progress, how it would affect individuals, potential impact on the private sector, as well as if the wage only affects a specific population group. The Board is supportive of further exploration and suggested that information be collected regarding the living wage ordinance in effect in other counties as well as any surveys conducted with contractors. It was also suggested that any potential plans to enforce the living wage be included as well.

The school breakfast program was discussed as well. The low usage of the school breakfast program in Portage County is attributed to the

children not wanting to be identified as needing this service as they want to blend with the other children in the school. The lunch program does not identify children with hunger issues as much as the school breakfast program does.

It was decided that this issue be put on hold for further discussion at a future meeting.

E. Action to Endorse Resolution Promoting Developmental Assets in Portage County's Youth and Forward to County Board

Mr. Matthai reported developmental assets are identified points that are identified or not identified that help raise to youth to become healthier adults. The data collected has shown that 29% of parents are involved in their child's schooling. Research also shows that 64% of youth are involved in religious development. A motion was made by Mr. Higgins and seconded by Ms. Benz to endorse the resolution. Mr. Hunt suggested the resolution be modified on the fourth "whereas" to include the Search Institute to identify the developmental assets. Mr. Krogwold asked for clarification of the resolution as to what would be supported. Mr. Matthai stated it would be to use the 40 assets as a model. The motion carried with the amendment of the fourth "whereas" as suggested by Mr. Hunt.

IV. PERSONNEL ISSUES

A. Action to Authorize Position Refills

There were no position refills.

V. ADJOURNMENT

Ms. Bablitch reminded Board members of the strategic planning meeting being held on Thursday, June 26, from 10:00 to 11:30 a.m. at the Gilfry Building. Board members are invited to attend. The meeting adjourned at 6:00 p.m. The next meeting is scheduled for July 8.

Respectfully submitted:

Dawn Grasamkee
Recording Secretary

0599P.SAV

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
July 8, 2003**

Present

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

Excused

Jim Clark
Ed Hunt
Tony Patton

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jim Canales, Family Care Director; Lucy Runnells, CMO Business Manager; Patty Drierer, County Grant Writer.

I. INFORMATIONAL UPDATE

Ray Przybelski presented the informational update on how drugs can help those with serious mental illness.

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

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of Health and Human Services Board Minutes of June 24, 2003

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

B. Correspondence

There was no correspondence.

C. Director's Report

Ms. Bablitch reported Bo DeDeker has temporarily paid for the lower level remodeling. This will be brought to the Finance Committee for their decision as to which account should be charged.

D. Reports from Board Appointed Committees/Activities

Ms. Benz reported the child care served 205 children in June. To date, 68 children have been served in July.

Ms. Benz stated she attended the Community Response Team meeting on June 26. Empty Bowls is scheduled for October 18. There are five community gardens. The Living Wage Ordinance was reviewed. Work is being done to provide the school breakfast program to all students, not just the low-income students. Time was spent reviewing the proposed Planning Council. The Restorative Conferencing for Youth report was tabled until a future meeting. Currently there is only enough money for emergency rent to last until the end of July. The indicators for January thru March were reviewed. Ms. Bablitch stated the Planning Council concept will be presented to the Board at the next meeting.

E. Period for the Board to Receive Public Comment

There were no public comments.

III. FISCAL ISSUES

A. Action to Approve Vouchers

Ms. Runnells stated the HHS vouchers totaled \$126,699.40 for regular accounts, \$96,846.23 for high cost, and \$235.39 for Portage House. The CCPC vouchers totaled \$822,129.23. These are for two weeks. A motion was made by Mr. Higgins and seconded by Ms. Benz to approve the vouchers. Motion carried.

IV. PROGRAM ISSUES

A. Introduction of County Grant Writer

Ms. Bablitch introduce Patty Drierer. Ms. Drierer gave a brief synopsis of her background. Ms. Drierer stated she is currently identifying the needs in all the units. She is conducting research on grants and forwarding the information as it is found. Ms. Drierer is also providing project support concerning mental health issues and how to market programs. Another facet of her job will be to complete research and provide liaison support with other community organizations. All grants need to be sent to the

Finance Committee for their review. The Finance Committee is informed when a grant is being applied for and when it has been received. Ms. Drierer stated she is currently working on a grant for emergency management. This is a \$76,000 grant to obtain 40 defibrillators for the county.

B. Update: 2002 Review of Community Care of Portage County

Mr. Canales distributed a cover memo to go with the report. Mr. Canales reported this is a required report which needs to be done on an annual basis as part of the CMO Quality Assurance plan. Currently there are five counties doing Family Care in Wisconsin. The state is currently in the process of writing an RFP to allow open competition for Family Care in the state. There is not a lot of profit available in Family Care. The State has hired MetaStar to do Family Care quality review. The quality expectations have increased and provides a challenge to counties to meet these expectations. The State has stated that the federal government is also looking at Family Care as a national model. The Self Directed Supports (SDS) option is a requirement. In most counties the client does not have the right to direct their own cares. This is done by the social worker involved. There are no waiting lists in Portage County. If a person is eligible for Family Care, services are provided. Family Care averages about 18 new members per month. All enrollees are eligible for Medicaid. Ms. Buck reported there are practically no complaints being received. A financial concern is the cost of CBRF's, which has increased dramatically since last year. Rates are negotiated with the CBRF's for Family Care members. Adult family homes are often cheaper but it is very difficult to get an elderly individual willing to move from their home into another person's home. Most individuals would like their own living space. A new possibility is the development of assisted apartments. The individual has their own apartment but services are provided on the premises. A number of vendors are looking to develop an RCAC in Portage County. More information will be provided as this possibility is explored.

V. PERSONNEL ISSUES

A. Action to Authorize Position Refills

Ms. Bablitch stated Merry Liberty has vacated her 16 hour intake position to take the full time intake position. The 16 hour intake position now needs to be refilled.

Page 4

HHSB Meeting Minutes
July 8, 2003
Page 4

In addition, Becky Dougherty has vacated her 34 hour community health nurse position to take the Community Health Supervisor position. The 34 hour position was then filled by Sherril Bigelow. Thus, Sherril Bigelow's 40 hour community health nurse position now needs to be refilled.

A motion was made by Mr. Bishop and seconded by Ms. Benz to approve these two position refills. Motion carried.

V. ADJOURNMENT

The meeting adjourned at 5:56 p.m. The next meeting is scheduled for July 22.

Respectfully submitted:

Dawn Grasamkee
Recording Secretary

0599P.SAV

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
July 22, 2003**

Present

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

Excused

Jeanne Dodge
Ed Hunt

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jim Canales, Family Care Director; Barb Hunt, Community Services Supervisor; Jenni Jossie, Business Manager; Suzanne Oehlke, WIC Director; Ray Przybelski, Adult Services Coordinator; Jim Riggerbach, Shared Services Coordinator; and Lauri Rockman, Children and Family Services Coordinator.

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 July 22, 2003

Ms. Buck suggested spelling out what RCAC means. RCAC stands for Residential Care Apartment Complex. A motion was made by Mr. Higgins and seconded by Ms. Benz to approve the minutes with the correction. Motion carried.

B. Correspondence

There was no correspondence.

C. Director's Report

Ms. Bablitch reported funds have been approved for Dennis Kolodziej's portion of the remodeling. Mr. Clark stated Space and Properties will be having their next meeting at the Gilfry building.

There is some confusion regarding the space study to be conducted county-wide. Mr. Clark stated Mr. Szymkowiak will be talking to the Executive Committee regarding the direction they should go. Mr. Krogwold commented a plan needs to be in place to help set priorities.

Ms. Bablitch reported the strategic planning process is coming along. Surveys are out. Another meeting will be scheduled to review the results of the survey.

Ms. Bablitch passed around a draft of the signature authority policy developed by the Personnel Committee.

D. Reports from Board Appointed Committees/Activities

Mr. Clark stated he attended the *StreetSmart* Committee meeting. A restaurant manager will be interviewed on Thursday to get his impressions of the program. Personal visits to restaurants will be set up with Mr. Clark, Ms. Rockman, and Mr. Whitrock.

Mr. Clark stated he also attended the potential planning council and AODA meetings.

Ms. Benz reported 160 children have been served to date in July.

Ms. Buck reported she attended interviews for the CMO Claims Supervisor position. Ms. Bablitch reported the individual selected did not take the position so the process will need to start again.

E. Period for the Board to Receive Public Comment

There were no public comments.

II. FISCAL ISSUES

A. Review: Six Month Budget Projection

Ms. Jossie reported the SMI Residential Services budget has two IMD beds budgeted for but is only using one bed currently. The slight increase in CBRF costs is due to the transfer of clients from Plainfield Group Home to other living arrangements. The Children's Group/Residential Care budget reflects very few children in care. Youth Aids funds specifically for

AODA issues were shifted to the regular foster care account. Overall there is an anticipated savings of \$111,000 for the High Cost accounts.

The Administration/Business Services budget reflects recalculated projection for trust services collections. There was not much change in the Public Health Services budget. The Adult Services budget shows a small loss due to lower crisis intervention revenues. The Shared Services budget reflects not receiving the foster care training funds. The Children and Family Services budget reflects a grant that was applied for but will not receive until the fall. Overall the Regular accounts reflect a loss of about \$20,000. Ms. Jossie reported the next quarter's budget status report will be clearer due to beginning work on the 2004 budget. Mr. Medin questioned the switch in Shared Services and Children and Family Services budgeted amounts. Ms. Jossie reported the child welfare budget was moved from the Children and Family Services budget to the Shared Services budget as well as the staff doing this work. It is also anticipated two Parent Aides will be hired to work with two families currently being served. Mr. Patton questioned if Ms. Runnells still handles the children with disabilities budget. Ms. Jossie stated it is now handled by herself. The budget is determined by state projections. Mr. Patton stated he received a good comment regarding how Ms. Runnells worked with this budget.

Mr. Canales reported on the CCPC budget which was distributed at the meeting. The budget is actual costs and not projections. The total revenue is close to what was anticipated. There are more clients with an ability to pay as well as an increase in the amount of room and board being paid. Overall, revenues total about \$7.8 million. Expenses show a decrease in administration and service coordination due to the delay on filling positions. In addition, more clients moved into residential services during 2003. The overall operating income is about \$279,000. Once interest income, miscellaneous revenues, and IBNR adjustments are added the overall next income is \$464,870 which is better than what was anticipated. Mr. Medin questioned if the lower capitated rate may be due to the efficiency in administering the program. Mr. Canales reported the capitated rate is based on a complex formula. Portage County still has a higher rate than the other pilot counties but this is gradually being reduced while the other counties are slowly receiving higher rates.

B. Action to Approve Vouchers

Ms. Jossie reported the vouchers are for two weeks. The regular accounts total \$162,247.64, high cost totals \$23,583.80, and Portage House totals \$1,898.98. The CCPC vouchers totaled \$630,933.29. There were no unusual expenses. Mr. Patton asked if the supportive home care vouchers could be printed out on a quarterly basis. Ms. Jossie stated this would be possible. Mr. Krogwold questioned why there were no vouchers for Adult Family Care in the CCPC vouchers. Mr. Canales stated it could be since these are paid once a month. A motion was made by Mr. Higgins and seconded by Ms. Benz. Motion carried.

III. PROGRAM ISSUES

A. Review: Second Quarter Program Statistics

Ms. Rockman reported Economic Support service requests were down this quarter. Substitute care numbers were also down this quarter. Mr. Bishop questioned why service requests were down. Ms. Rockman reported this is due to the Family Planning waiver referrals now stabilizing. The Economic Support caseload continues to be high, averaging 400 cases per worker. Respite child care is on track. The high cost statistics reflect no AODA inpatient stays while the detox numbers are average. Currently there are eight volunteers for the Restorative Conferencing project. One referral was just received. The AODA prevention plan is being developed. The Teen Leadership Portage County project will be starting soon with 23 youth participating. The Youth and Family Services Section has completed its WISACWIS training and are now using the system. A concern which came up this quarter is the amount of emergency services requests for migrant workers. DelMonte has been telling them to come to us for food, gas, shelter, household items, bedding, and furniture. A letter has been written to DelMonte to request a meeting to see how we can assist each other.

Ms. Bablitch reported the Division of Health statistics remain constant. Surveillance regarding monkey pox and other health concerns will increase the work in the Division.

Mr. Przybelski reported psychological services referrals are down but this is due to a problem in the reporting system. The jail contacts are up. Emergency detentions are also on the rise. Crisis intervention contacts

were made with the family of the murder/suicide and attempted with the truck driver involved in a fatal crash. No shows are down for the doctor but contacts were also down due to the doctor being on medical leave for a month. The individuals reflected in the high cost inpatient mental health facilities are individuals without insurance. The increase in the community based care facilities are due to the closing of the Plainfield Group Home. These individuals were placed at Sullivan Home, Wausau Crossroads, Patrick's Farm, DeGroot Foster Home, and Crossroads in Stevens Point. All of these places are more costly placements. Another psychiatrist was added bringing the psychiatrist time to 36 hours per week. Mr. Medin suggested having a psychiatric services informational update.

Mr. Riggenbach reported on the Shared Services Division. Mr. Riggenbach stated the long-time intake worker, who has now resigned, had a different way of keeping the statistical information. The computer did not accurately count the statistics. This has now been corrected. Primarily the Shared Services Division worked on WISACWIS training and implementation. Ms. Bablitch stated it is unfortunate there is no funds to allow for overlapping positions when someone is leaving. It takes too long to fill some positions and so there is no one to train the new individual on how they did some aspects of their job. Mr. Clark stated he will be talking to Personnel regarding this issue.

Ms. Jossie reported on the Division of Business Services statistics. The amount billed for in 2002 reflected higher mental health, corrections, and foster care bills which were not seen in 2003. The larger amount billed in June 2002 reflects the billing to the schools for services which was not done in June 2003. Ms. Jossie reported the 2003 aging of accounts reflects about \$460,000 of which about \$335,000 is anticipated to be collected. The division was also involved in WISACWIS training this quarter. Ms. Bablitch has been working on the management pay plan. A revised voucher process is being planned as well. The purging of files is almost complete. The files have been moved to the Health Care Center. Mr. Patton questioned if a process is in place to review the files for purging so it will not be such a large undertaking again. Ms. Jossie stated a color-coded system is in place indicating when the file needs to be looked at again. The department still needs to submit duplicate reporting to the state concerning the Random Moment Sampling system compared to the "old" way of doing reporting.

Mr. Canales reported on the Division of Long Term Care. The membership information continues to be consistent. An average of 10 to 11 new members are seen each month. Females and ages 80+ continue to be the growing population area. Members continue to reside in their own homes. An average of two to three new providers are added each month. There were not many changes in the children's disability services. The capitated rates for 2004 will be received on Wednesday. The division is continuing to look at the development of an RCAC (Residential Care Apartment Complex) for low income people. Mr. Canales suggested removing Vocational Services from the waiting list since it will not be applicable with Family Care. As for the Family Support Program, there are no extra funds so a waiting list continues to be needed.

B. Update: Hunger Prevention Partnership

Ms. Rockman reviewed the "Faces of the Working Poor" document. These examples were taken from emergency services referrals. None of the examples have food budgeted. Also, none of the examples had any unusual expenses in a month. In most cases some of them are eligible for food stamps. Unfortunately, food stamps are only a supplement to their budget and not enough to feed the entire family. Referrals for energy services and low-income housing are made when needed as well. Many end up on a waiting list for lower housing costs. Discussion occurred regarding low income housing and its availability. Mr. Medin questioned if the economic climate has any affect on these situations. Ms. Rockman stated it is probable and it may be a reason for the rise in the requests for emergency services.

Ms. Oehlke reported on the school breakfast program. The Herb Kohl grant currently provides assistance to schools to start new breakfast programs. This grant will be looked at to expand existing school programs as well. Currently it is common for schools for grades K-4 or K-5 to have a snack in the morning. Mr. Patton suggested possibly having supplies sent to the home to make breakfast to avoid the stigma related to those receiving the program. It is hoped this program will be expanded to all students, not just those eligible for free or reduced programs. Mr. Bishop questioned where the parental responsibility is to feed their children at home. Ms. Oehlke stated in most cases both parents are working and the kids have to get off to school themselves or some end up on long bus rides to school.

Ms. Hunt reported the Mobile Pantry is a program paid for by grants. Len Dudas Motors has also donated a vehicle to use in providing the program. The Empty Bowls event is a fund raiser which was held last year and raised \$6,000. This event will be held again this year. The Mobile Pantry will serve the elderly and families in the rural areas. Information will also be given to these families as well concerning the various resources available. The food given thus far is primarily staple items like potatoes. Recipes of various ways to use a food product will also be provided. Food items for this project will be gathered from restaurant gleening programs and the community gardens.

C. Update: Potential Community Planning Council

Mr. Clark stated the potential Community Planning Council was reviewed by the Executive Committee of the County Board. Ms. Bablitch stated it would absorb existing committees such as the Community Response Team, Family Preservation and Support, and the Advisory Committee. The Council would base its work on data collection. It has worked well in Waushara and Marathon Counties and nationwide. Mr. Clark stated main players in the community would be asked to be on the Council. It is believed a Planning Council would carry more weight with funders rather than a lot of smaller committees who's mission can be unclear.

IV. PERSONNEL ISSUES

A. Action to Authorize Position Refills

Ms. Bablitch reported a social worker position in the Youth and Family Services Section is the position vacated by Kathy Kelk when she took the vacant position in Shared Services. Judy Wright has accepted this vacant position. This would now leave her HSS1 social worker position vacant. Permission to refill this position is being sought. A motion was made by Mr. Higgins and seconded by Ms. Buck to approve the request. Motion carried with Mr. Patton voting nay.

V. ADJOURNMENT

The meeting adjourned at 6:03 p.m. The next meeting is scheduled for August 12.

Respectfully submitted:

Dawn Grasamkee
Recording Secretary

0599P.SAV

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
August 12, 2003

Present

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

Excused

William Zimdars
Jesse Higgins

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jenni Jossie, Business Manager; Ray Przybelski, Adult Services Coordinator; David Pagel, Family and Employment Supervisor; Nancy Prince, Tobacco Free Coalition; Lucy Runnells, CMO Business Manager; Mike Slavin, Ministry Behavioral Health; Joanne Griffin, Ministry Behavioral Health.

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

I. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of Health and Human Services Board Minutes of July 22, 2003

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

B. Correspondence

Ms. Bablitch distributed an updated organizational chart. Ms. Bablitch also passed around a thank you card from the Juvenile Opportunity Program.

C. Director's Report

Ms. Bablitch stated the September 23 meeting has been canceled. If there are any urgent needs, the Board will meet at 4:30 p.m. at the County/City Building prior to the County Board meeting.

Ms. Bablitch reported a concern regarding low income people destroying housing was brought up at a prior meeting. After talking with Ms. Kampschoer of the Stevens Point Housing Authority, Ms. Bablitch stated this has improved greatly. The main problem seems to be helping families deal with balancing work and maintaining their homes. Ms. Dodge reported according her experience with the Portage County Housing Authority most of the homes are well cared for.

Ms. Bablitch stated the Finance Committee met last night and discussed the preliminary budget. Mr. Clark stated he feels the entire County Board should review projected increases so they can defend any questions which might arise. Mr. Krogwold stated a 3% increase will be allowed in salary and fringes.

Ms. Bablitch is close to choosing a firm to purchase furniture and partitions for the lower level. When a cost estimate is available, she will proceed to the appropriate committees.

D. Reports from Board Appointed Committees/Activities

Ms. Benz stated she attended the CCPC Governing Board meeting. The statistics were reviewed. The Governing Board will act as the Grievance and Appeal Committee as well. If there are too many grievances or appeals another solution will be explored. Financial data and the anticipated capitation rate for 2004 were discussed. A major change in the work groups of service coordinators and registered nurses was also done. Ms. Buck interjected the capitated rate has been lowered and may go down as far as 12%. Other counties received a small increase. Staff is exploring reasons for this. Ms. Dodge questioned how much is in the reserve. Ms. Runnells stated there is enough to fund the program for two months. If the 12% decreased capitation rate is final, it would mean a \$2 million loss. The final capitation rate will not be known until November.

Mr. Clark reported the StreetSmart campaign is moving along. Two proprietors are currently on board. Letters will be going out to other restaurants later this week.

Mr. Clark stated he attended the AODA Prevention Committee. Mr. Clark complimented Committee members on their efforts. The Committee is moving forward with their work.

Ms. Benz reported the day care served 225 children in July and 95 thus far in August. Some children had to be turned away since they were full.

E. Period for the Board to Receive Public Comment

Mr. Krogwold questioned the use of adult family care and the CMO. Ms. Bablitch stated adult family care is a service provided by the county and the CMO pays for the providers of this service for its clients. The adult family care homes provide services to elderly, developmentally disabled, physically disabled, and seriously mentally ill individuals. The CMO uses the services for elderly, developmentally disabled, and physically disabled individuals.

II. FISCAL ISSUES

A. Action to Approve Vouchers

Ms. Jossie reported the vouchers are for two weeks. The regular accounts total \$87,935.40, high cost totals \$81,137.57, and Portage House totals \$2,111.26. The CCPC vouchers totaled \$1,176,756.65. There were no unusual expenses. A motion was made by Ms. Benz and seconded by Mr. Bishop. Motion carried.

III. PROGRAM ISSUES

A. Update: Alano Club

Mr. Przybelski introduced Mike Slavin. Mr. Slavin works for Ministry Behavioral Health and is a member of the PRISM Board.

Mr. Slavin stated an Alano Club is a meeting house for recovering people. This club would give individuals a "safe" place to meet. Alcoholics Anonymous does not own any real estate. A Board of Trustees would own the property and the people using it would take care of it. Mr. Bishop questioned where the residents come from who reside at Oakside. Mr. Slavin stated they come from all over the state. When they are released, many go to halfway homes. Most of the people are voluntary residents with a very few being court appointed to attend. Currently large meetings are held in the Alano Club in Wausau. Currently PRISM is working on getting an Alano Club here in Stevens Point. An Alano Club is open all the time and is staffed by volunteers so individuals can get support. Mr.

Medin stated he is appreciative of the work done by the group and finds it encouraging as well. Ms. Dodge commented the bylaws are well done.

B. Update: Tobacco Coalition

Ms. Prince stated the brochure included in the packet is the new BreatheFree Committee which is the old Smokefree Committee. They have now branched off into their own organization. The Tobacco Coalition serves as a partner and a resource center. The BreatheFree Committee is working on clean indoor air standards. Various supporters of this standard can be found on the website as well as other cities endorsing clean indoor air. Currently meetings are being held in each district to discuss this. A media event was held today as well. Mr. Patton questioned if the suggested ordinance was sent to all businesses. Ms. Prince said it was. Mr. Patton then questioned if a building is smokefree but the employee break room can be used for smoking if this would be in violation of the ordinance. Ms. Prince stated it would be. The proposed ordinance is to have all work sites and restaurants having 50% or more of their funds in food be smokefree. This would exclude bars. Ms. Bablitch stated currently county buildings are smokefree but the outside area is not. Mr. Patton questioned why bars are exempt. Ms. Prince stated research shows that support for the ordinance drops when bars are included. Ms. Prince stated they will be attending a Common Council meeting and the 8/19 County Board meeting to give a presentation as well. Mr. Krogwold stated he has no problem with public buildings being smokefree but feels telling the privately owned businesses they must be smokefree is not right. He feels this is the owner's right to allow smoking or not allow smoking in their building. Ms. Prince stated they are taking the approach as a health concern and as such should be regulated.

IV. PERSONNEL ISSUES

Ms. Bablitch stated the county has lost the W2 contract. Mr. Pagel distributed a handout concerning the W2 performance standards. Mr. Pagel gave a brief statement concerning the W2 contract. The county began providing the W2 program in 1997. W2 replaced the old Aid for Dependent Children program. If a provider obtained the Right of First Selection when a contract was ending, had an approved plan, and still wanted to provide the program, there was no competition for the program. Thirty-eight of the 69 counties providing the program did not receive Right of First Selection this year. Portage County failed to meet one criteria area. This was due to staff vacancies and was a clerical problem rather than a client service deficiency. Unfortunately the case fell

through the cracks. A consortium has been developed with Wood and Adams Counties. The bid for the program was submitted on time. All three counties were denied points for the consortium as well as in their bid to administer the program. Mr. Pagel felt there was a conflict of interest in deciding who should administer the programs as well as possible mathematical errors. There is no paper trail to follow in examining reviewer's evaluations and scoring. The county had five days to file an appeal process. This has been done. The county will then have five days to file the second appeal should the State deny the first. The State has an unlimited time to respond on each appeal. Mr. Pagel stated the State continually changed its performance standard criteria throughout the year as well. Mr. Krogwold questioned who would administer the program in the consortium. Mr. Pagel stated Wood County would be the lead administrative agency and fiscal agent. Mr. Pagel stated Portage County had a contract with Forward Services at one time to provide some aspects of the W2 but canceled the contract since they were not satisfied with the outcomes of the clients. Mr. Medin commented that we are not upset with who got the contract but how it was processed. Mr. Pagel stated that is correct. Ms. Bablitch distributed a copy of the appeal done by Wood County. Mr. Pagel gave a brief example of one criteria area which had many different levels to it. If a proposal was felt to be very good there was a range of points that could be assigned to that section. Unfortunately there is no paperwork to audit in order to check for mathematical errors or any other comments that may have been made as part of the scoring process.

A. Action to Authorize Position Refills

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. Hunt and seconded by Mr. Patton to go into Executive Session. A roll call vote was taken with all voting aye.

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

On a motion by Mr. Krogwold and second by Mr. Bishop, the Board voted to return to open session. No action was taken.

Page 6

HHSB Meeting Minutes
August 12, 2003
Page 6

V. ADJOURNMENT

The meeting adjourned at 6:15 p.m. The next meeting is scheduled for August 26, 2003.

Respectfully submitted:

Dawn Grasamkee
Recording Secretary

0599P.SAV

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
August 26, 2003**

Present

Excused

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

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Nancy Prince, Tobacco Free Coalition; Lucy Runnells, CMO Business Manager; Jim Canales, Family Care Director; Mike Carder, Environmental Health Supervisor; Faye Tetzloff, Health Officer; Janelle Ruedinger, Family Care Supervisor; Barb Martin, Stevens Point Journal; Ted Marquardt, Town of Lanark; Doug Radtke, Town of Belmont; Peggy Brummund, Community Project House Staff Coordinator; Sandy Brandl, Community Project House Director; Eric Brandl, Community Project House; and Ron Borski, Town of Stockton.

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

I. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of Health and Human Services Board Minutes of August 12, 2003

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

B. Correspondence

Ms. Bablitch read a thank you note from a foster parent regarding the gift certificates received in response to Foster Parenting Week.

Mr. Clark read a thank you note from the BreatheFree Stevens Point Coalition for his comments at the August 19 County Board meeting.

C. Director's Report

Ms. Bablitch reported the Employee Foundation held its annual Kids Day at Camp event. 77 children attended with most of them staying overnight. This was funded by the agency through donations and volunteered time. Mr. Medin requested if any pictures were available to bring them to the next meeting.

Ms. Bablitch stated the vendor has been selected to provide the office equipment in the remodeled area. Mr. Kolodziej continues to remodel the lower level. Decisions have not yet been made as to who will be relocating to the lower level.

Ms. Bablitch informed the Board that the file room has been purged. About 43,000 files were reviewed. About 20 tons of paper were sent to the MRF. The files have been relocated to the County Home.

D. Advisory Committee Report

Mr. Hunt reported the Advisory Committee reviewed the proposed Planning Council. It is possible the Advisory Committee will no longer exist with the advent of the Planning Council. The Planning Council is broader in scope and will discuss issues in the community. The Council will be comprised of for-profit and non-profit individuals as well as representatives from county and city government. The Advisory Committee will serve as research assistants. This will be further discussed at the November meeting. Mr. Clark stated this Advisory Committee is one of the most capable committees to date. There are a lot of very qualified individuals serving on it which bring a lot of varied expertise to the Committee.

E. Reports from Board Appointed Committees/Activities

Mr. Clark stated he attended the AODA meeting. The focus of the meeting was to develop a plan to make the public aware of the issue. The plan will focus on the community and culture. A few more meetings will be held and then a plan will be developed and finalized. Mr. Hunt commented an editorial was printed in today's Stevens Point Journal regarding the AODA task force report.

Ms. Benz reported she and Mr. Clark attended the Community Response Team meeting. Mitch Fischer presented the Restorative Conferencing for Youth program. Discussion on the Planning Council was postponed until the next meeting. The StreetSmart program was reviewed as were the indicators for April through June. Operation Bootstrap served 43,736 meals during the last quarter. Prescription needs have decreased since the addition of the prescription program at Rice Medical Center.

Ms. Dodge and Ms. Buck reported on the permanency plan reviews. Two children were reviewed. One child is a young man who will never be adopted but is very fortunate to be placed in a loving foster home. The other child is ready to go back home but unfortunately the parents are not ready to take care of him.

Ms. Benz reported 196 children were served to date in Wally J's Place to Play.

E. Period for the Board to Receive Public Comment

Mr. Medin questioned how the space study is going currently. Mr. Higgins stated more clarification is needed from the Executive Committee. Ms. Bablitch questioned if a resolution was authorized to do the study, does the Executive Committee have the authority not to do follow the resolution? Ms. Dodge stated it should be brought back to the County Board for discussion. Mr. Krogwold stated he talked with Bo DeDekker and Mr. DeDekker would like the Space and Properties Committee to meet with Joint Finance on this issue.

Ms. Bablitch reported the budget meeting is scheduled for Thursday, October 2 at 4:30 p.m. There will not be any meeting on October 6 or October 7.

II. FISCAL ISSUES

A. Action to Approve Vouchers

Ms. Runnells reported the vouchers are for two weeks. The regular accounts total \$136,355.49, high cost totals \$91,219.64, and Portage House totals \$224.43. The CCPC vouchers totaled \$414,014.32. There were no unusual expenses. A motion was made by Mr. Higgins and seconded by Ms. Benz to approve the vouchers. Motion carried.

III. PROGRAM ISSUES

A. Update: Animal Control

Mr. Clark stated Mr. Borski, Mr. Radtke, and Mr. Marquardt are attending town meetings to discuss the issue of animal control and the Humane Society. Mr. Borski stated they are trying to get countywide licensing of dogs. Currently only about 1/4 of the dogs in the county are licensed. This means many are without rabies vaccination as well. The Town of Lanark, Belmont, and Stockton had pulled out of contracts with the Humane Society due to the costs involved. No accurate information was provided from the Humane Society. Currently these townships are policing calls on their own. Currently about five or six municipalities have pulled out of contracts with the Humane Society. They are attempting to get the county to endorse a program which would pay for services from the Humane Society through the license fees for dogs. Currently fees are \$3 for a spayed/neutered dog and \$8 for those dogs not spayed/neutered. They are proposing the cost be increased to \$5 and \$15 respectively. These funds could then be used to pay for the Humane Society. A resolution has been developed and is being reviewed by Mike McKenna of the Corporation Counsel. Mr. Radtke reported there is supposed to be a census done yearly on the dogs in each township. In 2001 there were 104 dogs. A census was conducted and the amount increased to 155 licensed dogs. There are actually about 235 dogs in the Town of Belmont. The goal is to get all the dogs licensed. If a dog is found not be licensed the first citation cost is \$132, the second is \$164, and the third is \$197. The Humane Society would have the authority to write these citations. Currently these citations are not being written since they are low priority for the Sheriff's Department. Mr. Radtke also suggested holding rabies clinics in the municipalities in order to assure dogs are licensed and vaccinated. Mr. Hunt requested information in writing as to the costs involved. A resolution will be brought forward during the next Board meeting on September 9.

B. Update: Tobacco Long Term Plan

Ms. Prince reported the impact of cigarette smoking on health care costs found on page 9 of the packet. An action plan was developed for 2004 to 2006. Mr. Hunt and Mr. Higgins helped develop the plan. Three priority areas will be looked at: cessation, clean indoor air, and youth. The cessation portion of the plan will focus on work sites. It is felt work site

support groups would be beneficial. The clean indoor air portion of the plan will focus on having all government buildings and cars smokefree. The youth portion will target youth being active in decreasing tobacco use.

In addition, a small grant has been received totaling \$9,275 which needs to be used by the end of the year. These funds are to be used to target youth 11 to 14 years of age. Three or four mini grants are being developed which would be given to middle schools, youth groups, and faith based organizations. The youth must report the results to students, schools, and the community. Ms. Benz questioned who screens the television ads. Ms. Prince stated many ads are given to the stations by various groups and not all are screened. Ms. Prince suggested looking at the end of the ad to find out who paid for the ad. Mr. Patton commented that if the police are involved in animal control, why they do not write out citations for underage tobacco use as well when they are on patrol and notice youth smoking.

C. Update: Care Management Organization Proposed 2004 Capitated Rate

Mr. Clark questioned if the rate is being reduced so much' does the county have the option to limit the number of new members or limit the services they can receive? Mr. Canales stated this is an entitlement program and all individuals that qualify must be served . Additionally, all services identified to meet outcomes must be provided. If services are limited or denied, the individual may appeal the decision. Mr. Canales stated the impact of the reduced capitation rate is more concerning two to three years from now. Even with the additional revenue received from room and board and cost share, it is anticipated the program may have a deficit of \$1.5 to \$1.7 million in 2004. The deficit does not include using the reserve. Ms. Bablitch stated the reserve is required by contract to be used to operate the program for two months should Family Care cease to exist. Mr. Krogwold questioned why our capitated rate was higher to begin with. Ms. Runnells stated this rate was based on historical costs. We had an higher disabled population in our mix. Disabled individuals generally cost more than elderly individuals. This caused our rate to be higher than the other pilot counties. Also, we maximized our use of the COP and CIP funds available prior to Family Care where the other counties did not maximize the use of these funds. Mr. Canales distributed a copy of a rate study proposed by the state. A request has been made to the state to have someone come and explain the rate study results to

the department and inform us if something is being missed or being done incorrectly. Ms. Runnells stated a county factor is also involved in the rate determination. An example is using an individual in Portage County who has the exact same functional screen results as someone in Milwaukee County. It would cost Milwaukee County \$298 more to provide the same services. Mr. Canales stated he has been assured the state will come and explain the process prior to the final rate being determined. As soon as this meeting is set, the Board will be notified.

IV. PERSONNEL ISSUES

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

Ms. Bablitch distributed one more position request. This was for the Network Development Manager to be changed from a leased position to a county position. The CMO positions being requested will only be filled as staff to client ratio increases. This is the same procedure that was used last year. Mr. Krogwold questioned if all the positions were filled last year. Mr. Canales reported all the social worker positions are filled with the exception of one nurse position. A motion was made by Ms. Dodge and seconded by Ms. Benz to approve all the CMO positions, including the Network Development Manager request. Motion carried.

Mr. Krogwold questioned if the \$25 hour wage is correct. Ms. Tetzloff stated that is common for any hygienist as they enter the workforce after leaving school. The community donations consists of funds from Lions Club as well as various grants and funds. The grants used are one year grants and are sought each year. Delta Dental will provide a minimum of \$5,000 each year as long as the program exists. Mr. Hunt questioned the difference between leased employees and county employees. Mr. Medin questioned if any flexibility will be lost if the position is made a county position. Ms. Tetzloff reported the position is primarily a school year based program and doesn't believe anything will change. A motion was made by Ms. Dodge and seconded by Ms. Buck to approve the dental hygienist position. Motion carried.

B. Action to Authorize Position Refills

There were no position refills.

HHSB Meeting Minutes
August 26, 2003
Page 7

V. ADJOURNMENT

The meeting adjourned at 6:05 p.m. The next meeting is scheduled for September 9, 2003.

Respectfully submitted:

Dawn Grasamkee
Recording Secretary

0599P.SAV

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
September 9, 2003

Present

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

Excused

Tony Patton

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Mike Carder, Environmental Health Supervisor; Faye Tetzloff, Health Officer; Lucy Runnells, CMO Business Manager; Ray Przybelski, Adult Services Coordinator; Maiker Vang, Social Worker; Ted Marquardt, Town of Lanark.

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

I. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of Health and Human Services Board Minutes of August 26, 2003

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

B. Correspondence

Ms. Bablitch read a thank you note from a foster parent regarding the gift certificates received to celebrate to Foster Parenting Week.

C. Director's Report

Ms. Bablitch reported staff are working hard on the budget.

Ms. Bablitch stated with Board approval, the position requests approved at the last meeting will be amended. One less nurse and one less social worker will be requested. The Medical Assistant position will be a leased

position. Board approved.

D. Reports from Board Appointed Committees/Activities

Ms. Benz stated 57 children were served to date in Wally J's Place to Play day care. A total of 222 children were served in August.

Mr. Clark reported the AODA Planning Committee met Thursday. They are close to bringing forth a plan.

E. Period for the Board to Receive Public Comment

Mr. Higgins questioned if anything was sent in to capital improvements for the building. Ms. Bablitch stated nothing was sent. Renovations to the building continue. A concern is with the dictation equipment. It is unknown how much longer repairs can be made to the system. Ken Tronnier will request a county-wide dictation system.

II. FISCAL ISSUES

A. Action to Approve Vouchers

Ms. Runnells reported the vouchers are for two weeks. The regular accounts total \$132,736.58, high cost totals \$76,269.86, and Portage House totals \$512.24. The CCPC vouchers totaled \$833,679.62. There were no unusual expenses. A motion was made by Ms. Dodge and seconded by Ms. Benz to approve the vouchers. Motion carried.

III. PROGRAM ISSUES

A. Action to Endorse Changes in County's Animal Control Policy

Mr. Clark stated he asked Ms. Tetzloff to make a few comments on this issue. Ms. Tetzloff stated the Health Department would like to see the action endorsed as proposed. Due to the fragmentation of the system now, coordination is more difficult. Ms. Tetzloff states since rabies is a fatal disease, she feels under-reporting of bites could be possible. A coordinated operation needs to be in place so people know who to contact. The old system worked very well. Ms. Tetzloff also feels it is not a good use of resources if the responsibility of animal control falls to the Sheriff's Department. Mr. Clark commented a comprehensive study is

being done by Mark Hilliker to try to bring the Humane Society county-wide.

Mr. Marquardt stated the Town of Lanark voted unanimously to break-away from the Humane Society during their town meeting. Currently 50% of the township have gone to the Humane Society. Mr. Marquardt stated no information or cooperation is received from the Humane Society despite repeated requests. Two other townships are looking to drop out of contracts with the Humane Society as well. Mr. Marquardt feels the county needs the Humane Society but they also need cooperation as well. Townships cannot develop budgets without the information they need and they cannot get the information. Mr. Marquardt stated the Town of Lanark will most likely be going with Waupaca County as a provider. He will be volunteering to take in the animals. The Town of Lanark has been having problems with dogs killing ducks, geese, and even a colt. The townships would like to see the Humane Society cover the entire county and to also open up their books and reports. Per Mr. Marquardt, if an entity provides 50% of the funding to the Humane Society, then their books must be opened.

Ms. Dodge questioned what happened at the Finance Committee regarding this issue. Mr. Krogwold stated the issue was tabled and referred back to the Law Enforcement Committee. Some issues that were not clarified was the extent of the involvement of the Sheriff's Department, the unknown cost figures, and if someone from the Township Association and the County Board should sit on the Humane Society Board as well. Mr. Hunt questioned if the resolution is approved if this would make reporting mandated. Mr. Marquardt stated it would. Ms. Dodge stated Bo DeDekker is not sure that is the case. Bo DeDekker will be meeting with Mike McKenna to review the statutes regarding reporting. Mr. Clark suggested Ms. Tetzloff also participate in this study group as well. Mr. Higgins questioned whether the Health and Human Services Board should come from a public health standpoint. Mr. Clark stated it should be a public health issue. Mr. Krogwold stated if the county should take over the Humane Society then responsibilities of townships and municipalities also needs to be defined. Mr. Clark asked if a motion to table the issue until these concerns could be answered would be made. Mr. Higgins stated he is not comfortable with tabling the issue but feels a change to the resolution could be made instead.

Ms. Dodge moved to encourage the Portage County leadership to work to attain a contract with the Humane Society. Ms. Buck seconded the motion. Mr. Hunt asked if the motion should be amended to stated the Health and Human Services Board recommends the Portage County Board of Supervisors contract with the Humane Society of Portage County to provide a county-wide animal control program. All were in agreement with the recommended change to the resolution. Motion carried.

B. Update: Gambling Addiction Concerns

Mr. Przybelski stated Wisconsin's gambling has grown rapidly since 1989. There are three types of gambling problems. The first is the at risk gambler which can develop into more major problems. The second is the problem gambler who develops risky behaviors. The third is the compulsive gambler who can develop a progressive disorder. There are three phases experienced with problem or compulsive gambling. The first is the winning big phase. People will tend to start making more frequent bets in order to win big. The second phase is the losing phase. People start to lose time from work, become irritable and restless, and borrow over their means to meet their gambling addiction. The third phase is the desperate phase. People in this phase are unable to pay their debts, remorse sets in, panic develops, and the loss of their family can also develop. About 5 to 7% of the population fit into one of the three types of gambling problems. The majority of people who do gamble do not have an addiction to it. Adolescents, elderly, and dual diagnosed individuals tend to be the people who develop gambling addictions. There are over 18,000 sites on the Internet available to gamble on. Individual counseling is provided for gambling addiction. Gamblers Anonymous is also available, but there is no local chapter in Portage County. Gamblers Anonymous is based on the same steps as Alcoholics Anonymous. Gamanon is also another group provided for family support for the victims of addicted individuals. This is also not available in Portage County. The Wisconsin Council on Problem Gambling is a 24 hour hotline which is a resource to contact. Mr. Clark questioned if the casinos support efforts to help addicted individuals. Mr. Przybelski stated they do support efforts since a casino was the major sponsor of the gambling conference he attended. Even if the casinos were closed there would still be a problem with gambling. Mr. Medin stated the county shouldn't spend a lot of time or money on the problem. Mr. Przybelski stated the Department would only look at putting out information for those needing help with addiction

such as adding information to the SPIN directory directing people where to go for help and putting up posters.

C. Update: Southeast Asian Resources Action Center Conference

Ms. Bablitch stated Maiker Vang, a social worker with the Department, was invited to attend this conference. Ms. Vang distributed material from the conference. The Southeast Asia Resource Action Center (SEARAC) helps people to advocate for Southeast refugees. The group works as an advocate and is involved with political issues and the government. SEARAC is located in Washington, DC, and was developed after the Vietnam refugees came to the United States. They work with governments to provide education, networking, and funding to states and communities with refugees. SEARAC works with Middle East Asians, Southeast Asians, Phillipinos, Chinese, and Japanese individuals. Ms. Bablitch asked how the Southeast Asians have integrated into the community. Ms. Vang stated the first wave of immigrants were more educated and were leaders. These individuals have integrated quite well. In the Portage County area, the majority of refugees were farmers with a very basic lifestyle. Many were not educated and had no leadership in their government. They are having a difficult time assimilating to the community. Many of these individuals do not speak English. Many of the men are not open to change. Mr. Higgins questioned if there were any ideas available to work on these issues. Ms. Vang stated Jim Vang was trying to assist these individuals but the people tend to want various options rather than one option. Ms. Dodge questioned as the children are educated if they are becoming more mainstream and staying in the area. Ms. Vang stated the majority of the young go off to college in a different county or city and then do not come back to the community after graduation. Ms. Vang informed the Board she has a tape available regarding the refugees. Mr. Higgins suggested running the tape on Channel 3. Ms. Vang stated she is working on this.

IV. PERSONNEL ISSUES

A. Action to Authorize Position Refills

Ms. Bablitch stated Pat Bennett, the Community Support Program nurse, has resigned her position and will be moving to Georgia. Ms. Bablitch is requesting this position be refilled. The position is the only nurse responsible for working with the mental health population; providing

medications and case management to them.

Ms. Bablitch stated Dannielle Eggers has taken another position in the Youth and Family Services Section. This will leave her current position vacant. Reorganization of it is in process.

A motion was made by Mr. Higgins and seconded by Mr. Hunt to approve the refilling of these two positions. Motion carried.

CONTEMPLATED EXECUTIVE SESSION

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

Mr. Clark called the Board into Executive Session. A roll call vote was taken with all voting aye.

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

A role call vote was taken to return to Open Session. On a motion by Mr. Krogwold and second by Mr. Medin, the Board unanimously voted to continue looking at staffing issues in relationship to fiscal constraints. Reorganization may be necessary. All voted in favor of the motion.

V. ADJOURNMENT

On a motion by Mr. Hunt and second by Ms. Benz, the Board voted unanimously to adjourn. The meeting adjourned at 6:10 p.m. The next meeting is scheduled for **Thursday, October 2, 2003.**

Respectfully submitted:

Dawn Grasamkee
Recording Secretary

0599P.SAV

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
OCTOBER 2, 2003**

Present

Jim Clark
Bill Zimdars
Sandra Benz
Ann Buck
David Medin
Jeanne Dodge
Lonnie Krogwold
Richard Bishop

Excused

Ed Hunt

Absent

Jesse Higgins
Tony Patton

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; 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; Susan Rutta, Administrative Services Supervisor; Linda Weitz, Developmental Disabilities Supervisor; Rebecca Blue, Assistant Business Manager; Becky Dougherty, Community Health Nursing Supervisor; Doug Radtke, Town of Belmont; Don Butkowski, Citizen; Liz Langer, Portage County Groundwater Committee; Allen Berrett, Citizen; Kathy Olszewski, Ministry Behavioral Health.

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

I. APPROVAL OF MINUTES OF SEPTEMBER 9, 2003

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

II. REVIEW OF PROPOSED 2004 DEPARTMENT BUDGET

Ms. Bablitch reminded Board members the next meeting will be held on October 14 at Oakside Residential Center.

Ms. Bablitch stated a balanced budget is being submitted. The Special Budget Review Committee met in Monday and the budget was presented to them. They were supportive of the budget presented. Ms. Bablitch stated management staff worked very hard to tighten the budget and make it as efficient as possible.

There are four separate accounts in the budget -- Regular Accounts, High Cost Accounts, Portage House, and the Care Management Organization (CMO). Program description is included as well. The priority ranking for each program is included in the budget. Ms. Bablitch distributed a copy of the priority ranking document used to determine a program's priority as well as a comprehensive list of all the programs and their priority ranking.

Ms. Bablitch distributed copies of letters of support sent to Secretary Gassman regarding the W2 contract by our legislators. The Department is currently appealing the decision by the State not to renew the W2 contract with the county. The budget has been prepared without the W2 contract.

Another important issue is the proposed capitation rate for the CMO. Ms. Bablitch distributed a memo from Mr. Canales informing Board members of an upcoming presentation by the Center for Delivery Systems Development Office of the state regarding how they 2004 capitation rate was determined. It will be held on Wednesday, October 22 from 11:30 a.m. to 1:30 p.m. in Rooms 103/104 of the Gilfry Center.

A. Budget Overview

Ms. Jossie distributed a summary of the High Cost and Regular accounts budget summarizing the main increases in revenues and decreases in expenses. The budget is coming in with a 1% increase to the tax levy and an exemption request for health insurance and retirement costs. Overall, the entire budget is under a 2% increase to the tax levy. Fee increases are being recommended as well. A fee increase to flu and pneumonia vaccines is being requested for this year as well as 2004. New IV-E Legal Service funding has been budgeted allowing the county to receive a 33% reimbursement for legal expenses. Community Based Medicaid Administrative Claim funding has also been budgeted based on a 50% state reimbursement. The county has been doing this work already and will now receive reimbursement for this work. Funding from Youth Aids that was previously held for Corrections placements will be utilized elsewhere in the budget considering a trend of fewer placements in juvenile correction facilities. An immunization grant will be utilized for personnel costs. The Public Health Preparedness/Bioterrorism grant will also be utilized for personnel costs. The Department will be receiving a little more funding with the General Assistance reimbursement.

A number of county positions are being eliminated which will result in decreased expenses. Operating costs are decreased slightly. Data processing costs are reduced substantially. Some Gemini Employee Leasing positions are being eliminated as well. The outreach program which provided services to the seriously mentally ill has discontinued. This was a contracted service. A high cost placement in an IMD will be leaving the facility soon which will result in a substantial decrease in expenses.

Ms. Jossie reviewed the Supplementary Schedules. The budget compliance report shows the proposed budget totals including the exemption for health insurance and retirement. It is anticipated no reserve funds will be needed for the High Cost accounts. Overall, the budget is coming in at a 1% tax levy increase. Ms. Jossie reported one fee was missed on the 2004 Fee Schedule. Under Stepparent Adoption, a single screening should have a fee of half of the total of stepparent adoption fee or \$132 for 2004. The majority of services provided by the department are based on the client's ability to pay.

B. Review of Administration/Business/Finance Budget

Ms. Bablitch stated the fiscal and accounts receivable staff have been moved to the Finance Department. The Right From the Start budget shows a 0% increase. Ms. Jossie reported the Finance budget is for informational purposes only. This includes the fiscal and accounts receivable staff. Only tax levy funds have been transferred with this budget.

C. Review of Adult Services Budget

Mr. Przybelski reported Portage House is mostly a grant supported budget. Last week Friday, a 1% increase to the grant was given from the State. This results in about \$2,700 in additional funds. The Psychological Services budget reflects a decrease in the psychiatric contract of about \$9,000. A local psychiatrist has been contracted with which provides more services with fewer hours. There are now two psychiatrists providing about 36 hours of services to clients. An additional \$400 was received in the Elder Abuse grant. Some of the grant is used to offset personnel costs in the Adult Protective Services budget. The SMI Contracted Services budget reflects the reduction of the in-home assisted living services which was closed as of 7/15/03. These services will be picked up by internal staff and other agencies.

D. Review of Children and Family Services Budget

Ms. Rockman reported the Chemical Dependency budget reflects combining some of the expense lines into one expense. The Hunger Prevention Partnership budget is totally funded by grants and fees. The Intensive Supervision/DOT budget was a joint effort with Planning and Zoning. This budget has been moved to the Planning and Zoning budget. The Intoxicated Driver Program Assessment budget reflects the higher fees to be charged based on surrounding counties. This will also be the first full year for this budget. A grant has been received to provide the Children Come First/Coordinated Services Team Initiative. The Children/Family Purchased Services budget reflects the move of substitute care revenues and expenses to the high cost accounts. The Focusing on Success budget is an "umbrella" for related services such as the Mentoring Program, Youth Monitor, and the Juvenile Opportunity Program. The Juvenile and Family Services budget reflects the loss of W2 funds as well as one position. The Ancillary Services (Respite and Contracted Child Care) budget features estimates based on the random moment time sampling method. The Wally J's day care has been moved from this budget to the Administrative budget. The Economic Support budget does not include salaries and fringes – these have been moved to another budget. The Emergency Services budget reflects the loss of W2 funds to support the coordinator position which has been eliminated. Other community sources are being sought to continue this service. The Fraud/Program Integrity budget reflects a change in the contract to a performance based contract. The Income Maintenance Cost Pool budget is a pool of the salaries, fringes, and operating costs for Economic Support, Ancillary Services, Fraud, and General Assistance. The Wisconsin Works (W2) budget has been closed out for 2004.

E. Review of Public Health Budget

Ms. Tetzloff reported minimal changes in state funds were reported. The Lead Project budget reflects some WIC staff funds to provide lead screening of children during WIC clinics. The Public Health Preparedness/Bioterrorism budget is a new budget. Funds are received through a Public Health Consortia with very strict criteria required to complete the duties outlined by the state. The Community Health budget reflects the increase in flu vaccination fees. The amount of Medical Assistance and Medicare reimbursement has also increased as well. The Community Dental Program budget is totally grant funded and services

are provided during the school year only. The Immunization Outreach (VIP) budget covers staff time and clinic time. The Prenatal Care Coordination/Maternal Child Health Block Grant budget is a combination of the Prenatal Care Coordination and Maternal Child Health budgets. A reduction of MA Deficit Reduction revenues is anticipated. The School Health budget reflects the increase in school contracts. The Environmental Health budget is the general services provided by environmental health staff. The budget also reflects the elimination of the Environmental Health supervisor position. This was a very difficult decision. The position supervises two employees and it was felt this supervision could be handled by the Health Officer. No decrease in services is anticipated. Ms. Tetzloff reported Greg Pulaski from the State is comfortable with the inspections done by the two remaining sanitarians. They will both have to take the Registered Sanitarian test in April. The DNR Agent Services budget is a contract to inspect water systems and provide air quality services. The DPH/DATCP/DOC Agent Services budget is a contract with the State to license and inspect public establishments and facilities. The Thomas T. Melvin Fund Tobacco Control budget was a grant funded budget which has been eliminated from the budget since grant funds are no longer available. The Tobacco-Free Portage County Coalition budget is also a grant funded budget. The decrease in funds resulted in a decrease in staff time. The Wisconsin Wins Tobacco Control budget requires that 218 compliance checks be conducted. Expenses were lower than anticipated and the budget reflects these lower expenses. The Governor's Cancer Control Tobacco Free Central Wisconsin Coalition budget is a five year grant. We are in the last year of the grant and funds are currently only available for the first six months of 2004. The Public Health Nutrition Grant budget has no funds identified but funds are being pursued. No budget has been prepared for 2004. The WIC budget is based on caseload and is anticipating no change.

F. Review of Shared Services Budget

Mr. Riggerbach reported the Access Services budget reflects an increase in salaries due to the need to add four hours for a back-up access worker. The use of the mandated State WISACWIS program takes more time in order to enter information. The Child Protective Services budget also reflects the funding and expenses for the WISACWIS program. About 50% of the staff costs can be reimbursed for implementing the system. The Child Welfare Services budget was formerly in the Children and

Family Services budget. This has now been shifted to Shared Services to consolidate the services in one area. The Foster Care Coordination budget reflects IV-E training funds which were not received. This will result in a decrease in training for next year. The Home and Financial Managers budget reflects an increase in revenues from fees from the CMO. The Shared Services Support Services budget reflects an increase in the contract with CAP Services to provide after hours coverage.

G. Review of Long Term Care Budget

Ms. Runnells reviewed the supplemental schedules for the Long Term Care Division. The Guideline Compliance Report reflects no county tax levy in the budget. The budget category comparisons reflect personnel costs. The budget for 2003 showed all the new positions in the entire year. For 2004, the budget was set up showing the anticipated date of hire of new employees. No provider increases have yet been budgeted for contracts in 2004. It is anticipated no funds will be put into the reserve account in 2004 due to the decrease in the capitated rate. Mr. Canales stated the CMO is currently in good financial shape. The concern is what may happen 3-5 years down the road if reserve account funds continue to be used on a regular basis. The Community Care of Portage County - Administration and Business Support budget reflects the transition of one Gemini position to one which is county funded. A change will also be made in the information technology system. The contract with Schenck and Associates will be terminated, with programming to be done internally. Bo DeDeker had suggested spreading the expenses for this out over five years. With the termination of the contract, the expenses have been deducted in 2003. The information technology system will be done in-house by a programmer/technician position being hired by Data Processing. Ms. Jossie reported the Children With Disabilities/Non-CMO Adults - Service Coordination and Contracted Services budget is primarily funded through COP and MA Waiver funds. The state will not renew the CSLA Waiver program. All children receiving these funds will be transferred to CIP 1B locally matched funding. Ms. Runnells reported the Community Care of Portage County - Service Coordination and Contracted Services budget reflects the added positions over the entire year. Travel expenses were also reduced since teams will travel together whenever possible.

H. Review of High Cost Budget

Ms. Rockman reported the High Cost/Chemical Dependency Inpatient/Detox budget had very few placements in 2002 and none in 2003. As a result the budget was reduced in 2004. The High Cost/General Assistance budget came in better than expected in 2003. Little change is anticipated in 2004. The High Cost/Children's Group/Residential Care budget reflects the movement of Youth Aids funds to this budget. The day treatment program is also in this budget. Mr. Przybelski reported the High Cost/Mental Health Inpatient budget has no significant changes. One individual is still placed at Winnebago. Rates at inpatient facilities are anticipated to increase as well. The High Cost/SMI Residential Services budget shows a slight decrease this year. No county residents are in the IMD Nursing Home facility.

Ms. Buck questioned how the fees for schools was determined. Ms. Jossie stated the salary and fringe of the nurse as well as the amount of staff time spent was calculated to determine the fee.

Mr. Carder distributed a statement he read to the Board concerning the elimination of his position. Mr. Carder stated any testimony he provides in Court is expert testimony. Mr. Carder feels it would be bad public policy to eliminate his position. He believes in providing the best quality service to the county.

Doug Radtke, Town of Belmont, reported Mr. Carder was very helpful during a proposed mobile home park in his district. He has also been helpful with the proposed animal control policy by attending initial meetings with the Humane Society. He also assisted with a bat bite by providing information and how to handle the bat to test for rabies. Mr. Radtke feels conferences, training, supplies, etc. should be eliminated first rather than this position. Mr. Radtke urged the Board to retain the position.

Liz Langer, Groundwater Committee member, stated Mr. Carder has been very helpful in revising the county's groundwater plan. He has helped establish goals and strategies to develop the plan. He also secured a grant for them as well. Ms. Langer also encouraged the Board to retain the position.

Don Butkowski, citizen, spoke of the assistance Mr. Carder provided with the air quality problem at the KB Willett arena. He made them aware of the testing that needs to be done and had come through periodically to conduct the testing. He was also instrumental in putting together a program for food handlers at festivals. Mr. Carder has also occasionally closed down beaches due to problems with the water as well. Mr. Butkowski stated doing away with the position would mean someone has to absorb the responsibilities which would be very difficult since many people are already overloaded with their current responsibilities. He encouraged the Board to retain the position.

Allen Berrett stated the Board should become familiar with HFS 139.07 and make sure they are not in violation of this regulation.

Mr. Clark stated Bill Hettler phoned him to express his support for retaining the position as well.

Ms. Bablitch clarified the department has already decreased expenses in supplies, conferences, training, etc. Ms. Bablitch stated layoffs are not something anyone likes to do but in these very difficult times unfortunately they are necessary. Ms. Dodge questioned how many positions are budgeted to be cut. Ms. Bablitch stated four leased positions totaling 3.62 FTE's and seven county positions totaling 6.4 FTE's. Ms. Bablitch reminded the Board of the elimination of the Mental Health Clinic supervisor two years ago. Ms. Dodge stated she feels as those who spoke, that Mr. Carder has done very good work and it is a difficult situation. Mr. Bishop questioned if the Environmental Health Supervisor is mandated by the state. Ms. Tetzloff stated it is not mandated, only a Health Officer is mandated. Mr. Krogwold stated many departments have had to make cuts and he feels the HHS Department has done a good job and should be commended. Mr. Krogwold stated if management feels the duties can be covered as much as possible, then the Board should go along with the recommendation.

I. Action to Change 2003 Fee Schedule

A motion was made by Ms. Dodge and seconded by Ms. Benz to change the 2003 fee schedule. Motion carried.

HHS Meeting Minutes
October 2, 2003
Page 9

J. Action to Adopt 2004 Fee Schedule

A motion was made by Mr. Zimdars and seconded by Mr. Bishop to adopt the 2004 fee schedule. Motion carried.

K. Action to Adopt 2004 Health and Human Services Budget and Forward to Finance Committee

A motion was made by Mr. Bishop and seconded by Ms. Buck to adopt the 2004 budget with the personnel changes as presented and forward to the Finance Committee. Motion carried.

III. ACTION TO REFILL POSITIONS

There were no positions needing to be refilled.

IV. ACTION TO ADJOURN

The meeting adjourned at 6:32 p.m. The next meeting will be Tuesday, October 14, 2003 at 4:30 p.m. at Oakside Residential Center.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
October 14, 2003**

Present

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

Excused

Jesse Higgins

Absent

Ed Hunt

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Faye Tetzloff, Health Officer; Jennifer Jossie, Business Manager; David Pagel, Family and Employment Supervisor; and Susan Kampmeier, Stevens Point Journal.

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

I. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of Health and Human Services Board Minutes of October 2, 2003

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

B. Correspondence

Mr. Clark commented he would like Board members to consult the director and/or staff with any questions prior to taking them to other Committees. Clarification can then be received and many questions or concerns can be addressed in this fashion without needing to involve other Committees.

Mr. Krogwald commented a budget is only slated for recall if additional funding is being requested.

Ms. Bablitch thanked Karen Cooper and Kathy Olszewski from Oakside for the use of the room and for giving the tour of the facility later in the meeting.

C. Director's Report

Ms. Bablitch stated we can meet November 11 as the County Board meets November 12.

Ms. Bablitch reminded Board members of the October 22 meeting with the state to look at the CMO rate setting policy. This will be at 11:30 a.m. at the Gilfry Center.

Ms. Bablitch informed the Board, the October 28 Board meeting is scheduled at the Alternative School, 1025 Clark Street, Stevens Point. School health nursing will be discussed at this Board meeting.

Ms. Bablitch stated Board members are invited to attend the Portage County Alliance for Youth meeting to promote developmental assets. It will be held on October 23 at St. Paul United Methodist Church with a reception from 5:30 p.m. and dinner at 6:00 p.m. Please RSVP to Maryanne Krems at 344-2453 or Ms. Bablitch at 345-5350.

Ms. Bablitch stated the minutes need to be changed to reflect the correct spelling of Greg Pallaske.

D. Reports from Board Appointed Committees/Activities

Mr. Zimdars reported he attended the Leadership Luncheon Series. The topic was AODA in Portage County. Ms. Buck stated this presentation was also given to the League of Women Voters and many were shocked as well with the results.

Mr. Clark stated he attended the StreetSmart meeting. Letters will be going out to all restaurants inviting them to participate. A suggestion was made to extend the program into February but the idea has been put on hold currently. The program will run in December and January.

Ms. Benz stated 174 children were served in September and 93 children were served to date in October in Wally J's Place to Play day care.

E. Period for the Board to Receive Public Comment

Mr. Patton questioned if the budget will still be recalled. Mr. Krogwold stated if the issue is resolved this evening it would not be. The public can

still make comments at the budget hearings. Mr. Krogwold stated generally if there is no monetary concern then the budget will not be recalled..

II. FISCAL ISSUES

A. Update: 2004 Personnel

Ms. Bablitch distributed a memo addressing concerns regarding the elimination of the Environmental Health Supervisor position. Ms. Tetzloff reviewed the handout. Ms. Tetzloff believes services to the public will not change. The timeframe to receive an investigation will not change either. The other two sanitarians felt they could take over the duties with little change to the public. As for the qualifications of the Health Officer to oversee Environmental Health, Ms. Tetzloff stated by statutes the Health Officer is ultimately responsible. The Health Officer must look at the big picture when dealing with public health. Ms. Tetzloff further informed the Board that after discussing the issue with the Regional and State staff, Portage County will not be out of compliance with state statutes or administrative codes on MOU's. Oversight will be provided by Greg Pallaske. The remaining staff will be taking the Registered Sanitarian test in April. If they do not pass, the state will continue to provide the oversight needed. They are currently doing this in other counties as well and anticipate no problems. HFS 139 prescribes qualifications for certain professional employees or local health departments. HFS 139.07 describes the qualifications for a Director of environmental health programs. There will no longer be an environmental health supervisor under the proposed plan. Ms. Tetzloff stated there are no grounds for reclassification. Many of the OPEIU members at the level of the sanitarians are required to pass a registration exam. Passing this exam aligns the sanitarians qualifications with the registered nurses therefore Ms. Tetzloff would not support a request for reclassification. Ms. Tetzloff stated that she will not be requesting a reclassification for her position.

Mr. Clark commented this is not the first time a supervisory position has been eliminated. Mr. Clark reminded Board members of the necessity to eliminate the mental health supervisor a few years ago. Services were not affected by this position elimination. Ms. Bablitch distributed a list of previous reductions of staff done in 2002 and 2003.

Mr. Patton questioned who would be the acting Health Officer in cases of the individual being gone. Ms. Tetzloff stated other health managers or Ms. Bablitch would have the authority to sign orders for restaurant closures, quarantines, etc. A discussion occurred regarding the acting Health Officer position when Ms. Hladky left the Department.

Discussion occurred regarding the possible combining of Environmental Health with Planning and Zoning which was suggested a few months ago. Ms. Tetzloff stated it was decided not to combine Environmental Health with Planning and Zoning. The majority of the duties performed by Environmental Health fall under the direction of the Health Officer and it was felt combining these departments would not be appropriate.

B. Action to Authorize Changes in Budget to Add W2 Contract

Ms. Bablitch stated the letter indicating Portage County won their appeal on the W2 contract was sent to Wood County since they are the fiscal agent of the consortium.

Mr. Pagel stated if the W2 contract is accepted again it will provide continuity of services to the public and the relationship with the Job Center will continue. Mr. Pagel stated he felt the W2 program was intended to be administered by Health and Human Services agencies initially. Mr. Pagel stated notification was sent to the state to terminate the lease with the Job Center but that has now been put on hold awaiting the decision by the Board whether or not to accept the W2 contract. The staff are very interested in continuing their work with the W2 program.

Ms. Bishop questioned how the consortium would work. Mr. Pagel stated there would be one fiscal agent for all three counties as well as one contract manager. A Steering Committee would be developed which would monitor the services in all three counties. Ms. Bablitch stated she will nominate Mr. Pagel to be the chair of the Steering Committee. Wood County would be the fiscal agent.

Ms. Bablitch distributed a revised position reduction memo indicating how the W2 contract would change the proposed position eliminations. Of the leased employees, the Economic Support Assistant position would be retained. Of the county employees, the Family Support Case Manager and the Family Support Case Manager - Hmong positions would be retained. It is anticipated the Access worker may need to be reduced to a

24 hour position as well. This will be looked at further.

Mr. Clark questioned how much the total program has been reduced. Ms. Jossie distributed a financial sheet showing the anticipated financial changes. The Services row reflects employees. The Benefits row is the amount to be spent by the state for those who are eligible. The Administration row is the 15% cap to cover the administrative functions of the program.

Mr. Medin questioned how the program will be handled differently. Mr. Pagel stated mutual resources will be utilized better, services will be leaner, and less follow-up and "hand-holding" of clients will be done. Mr. Krogwold questioned if any tax levy is involved in this program. Ms. Bablitch stated no county tax levy is involved.

A motion was made by Mr. Bishop and seconded by Ms. Dodge to accept the W2 contract and include it in the budget with no tax levy funds assigned. Motion carried.

C. Action to Approve Vouchers

Ms. Jossie stated the vouchers are for four weeks. The regular accounts total \$318,502.12, high cost totals \$132,162.45, and Portage House totals \$1,602.84. A motion was made by Ms. Benz and seconded by Mr. Zimdars to approve the vouchers. Motion carried.

III. PERSONNEL ISSUES

A. Action to Authorize Position Refills

There were no position refills.

IV. ADJOURNMENT

The meeting adjourned at 5:50 p.m. The next meeting to be held on October 28 at the Alternative School.

V. TOUR OF OAKSIDE RESIDENTIAL CENTER

Respectfully submitted:

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
October 28, 2003**

Present

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

Excused

Jesse Higgins

Absent

Ed Hunt

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Faye Tetzloff, Health Officer; Jennifer Jossie, Business Manager; Ray Przybelski, Adult Services Coordinator; Jim Riggerbach, Shared Services Coordinator; Lauri Rockman, Children and Family Services Coordinator; and Lucy Runnells, CMO Business Manager.

I. INFORMATIONAL UPDATE

An informational update was provided by Kathy Oswall regarding the School Nursing Program. Liz Fulton provided information regarding the Alternative School.

Mr. Clark called the meeting to order at 5:20 p.m. at the Alternative School..

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of Health and Human Services Board Minutes of October 14, 2003

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

B. Correspondence

Mr. Clark stated he received an invitation for the Community Foundation's brunch at the Sky Club on November 13.

Mr. Clark reported he received a copy of the letter Ms. Bablitch sent to Lynn Hicks and Susan Kampmeier of the Stevens Point Journal regarding their W2 article in the paper. The letter expressed their support and coverage of the W2 program.

Ms. Bablitch stated two evaluations are included in the Board packet. They are for the informational update presented tonight as well as the one presented at the October 14 meeting. Ms. Bablitch asked Board members to complete the evaluations and return them to her.

Ms. Bablitch distributed a copy of information given to County Board members regarding the questions raised regarding the Environmental Health Supervisor position becoming a union position. The information from the union states why this would not be appropriate.

Mr. Clark reported receiving a plaque from the Asset Building for Youth program.

C. Director's Report

Ms. Bablitch reported the November 11 Board meeting may be canceled since there are no agenda items currently. The November 25 Board meeting may also be canceled. It is possible a Board meeting will be scheduled for November 18 to accommodate any issues which may arise.

Ms. Bablitch stated Mr. Clark suggested the Department/County may wish to publicize their services by hosting a TV show much like Mayor Wescott does on Channel 3. Mark Hilliker, UW-Extension is interested in exploring this idea further.

Mr. Bishop commented the Coalition of Wisconsin Aging Group has suggested a service directory be published. Ms. Bablitch stated some publications are available in booklet form as well as the SPIN directory is available online. Community Connections is also available by telephone. Currently there are no funds to publicize services in other medias.

Ms. Bablitch thanked the Board members for their comments at the recent Finance Committee public hearing.

D. Reports from Board Appointed Committees/Activities

Mr. Clark stated he attended the state's presentation on the CCPC Rate Review along with Mr. Bishop and Ms. Buck. It was very interesting to hear what factors are used to determine the rate.. Ms. Runnells stated she feels more confident the rate will self correct itself after the presentation. Portage County will not receive a 12% rate reduction. The actual rate reduction percentage is not known yet.

Ms. Buck informed the Board she and Ms. Dodge attended the Permanency Planning Review Panel. There were three children reviewed. Two are teens and are not able to go home and will stay in care until age 18. The State felt the girls would be very adoptable but the parent has not terminated parental rights. Ms. Dodge commented she is very impressed with the foster parents handling these difficult situations.

E. Period for the Board to Receive Public Comment

There were no public comments.

III. PROGRAM ISSUES

A. Update: Quarterly Statistics (July - September 2003)

Ms. Rockman reported requests were down for Youth and Family Services. A significant drop was seen in Juveniles in Need of Protection and Services requests. Economic Support activities are stable. OWI arrests are down as well. The number of persons served by Ministry Behavioral Health should be 89. Currently a Careline and web site are being developed for AODA information. It is anticipated it will be operational by December 1. The Mobile Pantry has served 60+ people. Empty Bowls raised \$10,000 this year to help fund the Mobile Pantry and other Hunger Partnership activities. Teen Leadership Portage County held its orientation. There were 22 youth involved in the orientation. The W2 plan has been approved. Mr. Medin questioned if Adams County will be part of the consortium. Ms. Bablitch reported Adams County Health and Human Services Board has met and approved the consortium. It now needs to go to the Adams County Board for approval. Wood County will be the fiscal agent and David Pagel is the chair of the Steering Committee. Mr. Krogwold questioned if the positions anticipated to be released will be kept. Ms. Bablitch stated a report will be forthcoming

regarding the positions now being kept and those still anticipated to be terminated.

Ms. Tetzloff reported the AIDS/HIV statistic for this quarter should be zero. There were no unusual concerns. The county received its first West Nile case. Ms. Tetzloff stated a decision was made not to do a press release since a lot of information was already out and there was no new pertinent public interest information available. Mr. Medin questioned if a press release will be done regarding the flu season. Ms. Tetzloff reported she is currently working on a press release regarding this. A new initiative is also available in WIC. This provides free flu vaccinations for children. A targeted mailing is being developed. Mr. Clark stated the environmental health services statistics will be watched closely since many people are concerned the services will not be as good as in the past.

Mr. Przybelski stated referrals for psychological services are up. The emergency detentions are stable. There was one crisis intervention which involved a critical incident with a family member. The clinician went on site and provided counseling and debriefing. Ms. Buck questioned how many people are seen in the medication clinic currently. Mr. Przybelski reported about 25 individuals are seen. No shows for the doctor have increased but contact hours have also increased. No shows for the clinicians have decreased as did the contact hours. The statistics for the Norwood Health Care Center should be 13 with 75 days for the third quarter and 50 with 291 days for the year to date 2003. Due to time constraints this information was not available. A HOPES (Helping Others Prevent and Educate about Suicide) meeting is scheduled for November 12 at 11:30 a.m. to 1:30 p.m. at the Annex. Mr. Clark commented the "Making a Difference" concerning the protective services call was very informative.

Mr. Rigenbach stated the decrease in the intake contacts is only the statistical gathering, not the actual calls. Due to being short staffed it has been very difficult maintaining the data collection portion of this position. There is no time currently to log all the information from each call. Ms. Dodge commented the Sheriff's Department keeps an eligibility list. Mr. Clark stated he feels the process of recruiting for vacant positions needs to be done immediately. Mr. Krogwold stated if the position is a very important position, having to wait for all Board and Committee approvals could be waived. Mr. Clark stated this concern will be discussed at further meetings. The foster parents are beginning their own Foster Parent

Association. Currently the Parent Aide is working with two families. The County will be moving from the WISACWIS system to the EWISACWIS system. Basically the function will be the same but the formatting and navigation are different.

Ms. Runnells stated the CCPC enrollment has flattened out. There are 678 members to date. No significant changes are evident. A contract was developed with Occupational Therapy and Physical Therapy to consult on assessment and purchases of equipment. The work on the Children's Waiver is on hold. The federal government has put all waiver programs on hold. They are looking at all applications again. There are only two people left at Northern Wisconsin Center.

Mr. Bishop questioned how the new space area is coming along. Ms. Runnells reported there are six CMO business staff temporarily housed in this area. Ms. Bablitch stated final plans are coming from Corporate Express. A mock office will be set up as well so staff can see the arrangement. No information is available yet on the cost of the furniture. Mr. Tronnier has asked all Department heads to give an estimate on their space needs for the next 10 years.

Ms. Jossie reported the major difference in the amount billed and cash received is due to the collections method used for out of home placements. These are now automatically tracked by WISACWIS. The difference for August 2003 and August 2002 in amount billed is due to corrections and residential placements. The difference in the cash received for September 2003 and September 2002 is due to receiving a school health payment as well as room and board payments.

IV. FISCAL ISSUES

A. 2003 Budget Status Report

Ms. Bablitch suggested postponing this until the next meeting. A surplus is projected in both accounts.

B. Action to Approve Vouchers

Ms. Jossie stated the vouchers are for two weeks. The regular accounts total \$102,696.14, high cost totals \$9,125.50, and Portage House totals \$0. Ms. Jossie commented she was on vacation and some vouchers for

Page 6

HHSB Meeting Minutes
October 28, 2003
Page 6

Portage House may not have been opened yet. Ms. Runnells reported the CCPC vouchers are for seven weeks. They total \$2,296,485.30. A motion was made by Mr. Bishop and seconded by Ms. Dodge to approve the vouchers. Motion carried.

V. PERSONNEL ISSUES

A. Action to Authorize Position Refills

There were no position refills.

VI. ADJOURNMENT

The meeting adjourned at 6:12 p.m.

Respectfully submitted:

Dawn Grasamkee
Recording Secretary

0599P.SAV

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
November 4, 2003**

Present

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

Absent

Jesse Higgins

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jennifer Jossie, Business Manager; Lucy Runnells, CMO Business Manager; and Jim Canales, CMO Director.

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

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

A. Correspondence

Mr. Clark stated he received a letter regarding the strategic planning meeting.

Mr. Clark received a copy of the letter sent to Monica Deignan from Jim Canales thanking her for providing Portage County with the capitated rate determination explanation presentation.

B. Director's Report

Ms. Bablitch thanked the Board for being able to meet on such short notice.

The next meeting of the Board is scheduled for November 18 if a meeting is needed.

C. Reports from Board Appointed Committees/Activities

Ms. Benz reported 20 children have been served in the day care thus far in November. 174 children were served in October.

Mr. Clark reported he attended the interviewing process for the CMO Claims Supervisor position. Three people were interviewed. All were very knowledgeable.

D. Period for the Board to Receive Public Comment

There were no public comments.

II. FISCAL ISSUES

A. Review of Third Quarter Budget

Ms. Runnells reviewed the CMO budget report. Revenues are above projections due primarily to the room and board and cost share revenues which are higher than anticipated. Expenses are at about 98% of the budget. Savings were reflected in vacant positions. Direct benefits comprise of the majority of the expenses and are over budgeted amounts. In the Operating Expenses, interest income is below budget due to lower interest rates. Currently only six month CD's are being utilized until interest rates go up. The large amount in the prior year adjustments is due to the IT Development. This is a change in the accounting method used which was approved by Bo DeDeker. When the IT system was first developed, a contractor was hired and the Bo directed the cost to be amortized over five years. Now this contract will be terminated at the end of the year. Bo has thus approved the CMO to go back and expense all the costs through the end of the year. It will be less expensive having our own programmer through the county rather than contracting it out. An anticipated \$740,000 will go into the reserve fund.

Ms. Jossie reviewed the agency budget report. The high cost accounts were reviewed first. The SMI Residential Services budget is projecting a \$101,000 surplus. This is due to an individual leaving an IMD placement here and moving out of state. The Inpatient/Chemical Dependency and Inpatient/Mental Health accounts are on track. The Children's Group/Residential Care budget shows a revenue decrease due to AODA group placements. There are no placements yet this year and thus

shifting these funds to the regular accounts for foster care placement rather than losing the funding. The General Assistance budget reflects higher revenues based on expenses. More funds were received this year for General Assistance. Overall, in the High Cost accounts no reserve funds will need to be applied. An excess of about \$200,000 is anticipated to be placed into the reserve account.

The regular accounts were reviewed next. There is basically no change in the Administration/Business Services account. The fiscal and accounts receivable portions of this division were transferred to the Finance Department budget. Only tax levy was moved. The Public Health budgets reflect a \$49,000 savings due to staff vacancies. The Adult Services budgets also reflect a savings due to staff vacancies. Shared Services accounts reflect a savings of \$17,000 due to staff vacancies as well. The Children and Family Services accounts reflect a favorable variance of about \$61,000. This is due to the transfer of the funds from the high cost account for foster care as well as additional allocations from the state from corrections placements. There is a small variance in the Children with Disabilities and Non-CMO Adults budget as well. Overall the regular accounts reflect an increase in Community Aids of \$4,500 due to an allocation amendment mid year. This results in excess revenues of about \$138,000 for the year.

Mr. Medin commented that in the future it may be prudent to get Board approval when shifts of large amounts of funding need to be made. Even those most funds can be shifted around, an accusation of "shifty accounting" cannot be made if the Board is fully aware of these changes. Mr. Krogwold stated a good summary is made of the shifts and transfers. He believes full disclosure is being made but can understand where some may think differently regarding these shifts, especially if you don't understand how the funds are able to be moved.

III. PERSONNEL ISSUES

A. Action to Authorize Position Refills

Ms. Bablitch requested Board approval to refill the position of Office Manager being vacated by Sue Rutta due to her retirement. Ms. Runnells requested approval to refill the Account Clerk II position being vacated by Mary Jo Bartkowiak. Mary Jo will be taking the position of CMO Claims Supervisor. A motion was made by Ms. Dodge and seconded by Mr.

Page 10

HHSB Meeting Minutes
November 4, 2003
Page 4

Krogwold to approve these refill requests. Motion carried.

IV. ADJOURNMENT

The meeting adjourned at 5:00 p.m.

Respectfully submitted:

Dawn Grasamkee
Recording Secretary

0599P.SAV

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
November 18, 2003**

Present

Absent

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

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Runnells, CMO Business Manager; Lauri Rockman, Children and Family Services Coordinator; Jim Canales, CMO Director; and Joanne Griffin, Ministry Behavioral Health.

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

I. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of Meeting Minutes of October 28, 2003 and November 4, 2003

Mr. Krogwold moved approval of the meeting minutes from both meetings. Seconded by Ms. Benz. Motion carried with Mr. Higgins voting present on both meetings.

B. Correspondence

The Board signed a Christmas Card to the staff as well as the memory book for retiring office manager, Sue Rutta..

C. Director's Report

Ms. Bablitch informed the Board she will be out of the office Monday through Wednesday, November 24-26. The office will be closed Thursday and Friday, November 27-28.

Ms. Bablitch stated the Community Planning Council discussed at previous meetings will start with a less ambitious version next year. The smaller version will be composed of the Family Preservation and Support Guidance Team, Community Response Team, and the Advisory Committee and focus on children and family issues. They will work toward developing the more comprehensive Planning Council..

Ms. Bablitch requested direction on comments made at the recent County Board meeting about our work with the Planning and Zoning Department. The Board directed Ms. Bablitch to speak with Mr. Kell personally.

D. Advisory Committee Report

Mr. Hunt stated this was the last meeting of the Advisory Committee. They will now join with the Community Response Team and Family Preservation and Support to form the Community Planning Council. Sign up sheets were distributed to all Committee members requesting their interest in serving on this Planning Council or serving as Community Advisors or both. Currently five people are interested in serving on the Planning Council and three will be Advisors. The first meeting of this new group will be in February and will be facilitated by Mr. Hunt and then he will be leaving the area. Accomplishments of the Advisory Committee were also reviewed. Ms. Benz requested a round of applause for Mr. Hunt's leadership the past few years. Mr. Clark commented he appreciated all the Advisory Committee has accomplished and a lot of their reports have helped to develop programs available in the community.

E. Reports from Board Appointed Committees/Activities

Mr. Clark reported the AODA Prevention Committee will be looking at focusing their efforts on the community. A Community Readiness survey will be sent out. The survey will compare how alcohol use is perceived in our area. Strategies will be developed from the responses received.

Mr. Clark stated the Streetsmart program will be kicked off about the second week in December. All funds received from this effort will be used solely for the homeless.

Mr. Clark reviewed a proposal given to the Executive Board regarding doing a Cable Access TV show similar to Mayor Wescott's show. It would review services offered to the community by all county departments. Mark

Hilliker will host the shows. A committee will be formed to gather the services to be aired and to help develop the show. Ms. Bablitch stated the Department heads were very enthusiastic about this effort. Mr. Hunt questioned if any research was done regarding how many people actually watch the Cable Access show. Mr. Clark stated no study was done but he felt it would be watched not only by those needing services but other supportive people in the community as well. The city is also very supportive of this effort.

Ms. Buck reported she and Ms. Dodge attended the Permanency Plan Review meeting. Only one child was reviewed. This child will most likely be in care for the rest of his life. The parent is very supportive of the child.

Mr. Zimdars reported he attended the Hunger Prevention Partnership on November 12. A report on the Empty Bowls event was given. About \$10,800 was taken in. A profit of over \$9,500 was made. The Boys and Girls Club will be working on summer lunch programs. In addition, Community Gardens was also discussed. Any leftover produce in the gardens could be harvested and given to the Mobile Pantry.

Ms. Benz stated 89 children were served in the day care to date in November. There were 174 children served in October.

F. Period for the Board to Receive Public Comment

There were no public comments.

II. FISCAL ISSUES

A. Update: CMO 2004 Capitated Rate

Mr. Canales handed out Family Care Rate 2004 information. The final rate has been received. The rate is \$2,277.39 per member per month. This rate represents a 3.8% decrease from the 2003 rate, and is less of a decrease than was proposed earlier this fall.

The change in the rate was attributed partly to a change in the county calculation factor. This factor looked at the cost difference between counties. For example, if someone with the same service needs is served in both Portage and Milwaukee County, higher wages, cost of living, housing costs, etc. All contribute to a more favorable county factor in

Pages

HHSB Meeting Minutes
November 18, 2003
Page 4

Milwaukee County. In addition, 2002 expenses which were paid in 2003 were included in more recent calculations. Finally, the case mix of member acuity was also taken into consideration when the new rate was established for 2004.

With the change in the rate decrease, provider increases will be re-examined for 2004. It is anticipated the Family Care budget will no longer required the immediate use of reserve funds in order to avoid an early deficit.. Mr. Canales reported the rate is expected to stabilize over time and then begin to slowly go up. This would be due to individuals being enrolled earlier. As they age, their services needs would also increase which would result in a higher rate over the years.

B. Action to Approve Vouchers

Ms. Runnells stated the regular accounts totaled \$134,628.45, high cost totaled \$82,922.28, and Portage House totaled \$1,688.49. These were for two weeks. The CCPC vouchers totaled \$958,688.09. There were also for two weeks. A motion was made by Mr. Higgins and seconded by Ms. Dodge to approve the vouchers. Motion carried.

III. PROGRAM ISSUES

A. Update: AODA Prevention Project

Ms. Rockman distributed a copy of the flyer which was developed to promote the Care Line. The Care Line is a confidential informational line people can call. It will be answered by the in-house OWI Assessor. He will help individuals by answering questions, listening, and directing them to appropriate services. A web site is also being developed.

A prevention plan and readiness survey is also being developed. It will give a picture of the attitude and perception of AODA issues in Portage County. This will help to direct messages to the public to help reduce underage drinking. The surveys will be sent randomly to about 800 people in the community.

A concern of AODA issues and the jail population is also being looked at. A cross match of jail inmates from 2002 who were seen by Dan Barth and had AODA issues will be compared with those who received treatment at Ministry Behavioral Health. A huge percentage of the jail population have

AODA issues and this is not being dealt with as effectively as it could. A discharge plan survey will be developed which will look at the factors needed for these individuals to stay sober and receive the support they need. The survey will be given to those leaving the jail as well as those completing treatment at Ministry Behavioral Health. Mr. Higgins questioned if the Tavern League is included in these discussions regarding prevention. Ms. Rockman stated they will be asked to join after more information is gathered. Ms. Buck also suggested sending the results of the survey to legislators as well. Mr. Medin questioned if individuals seen at Ministry Behavioral Health are court ordered or primarily crisis situational individuals. Ms. Griffin stated individuals are not sentenced or court ordered to come for treatment. In most cases they are not crisis situations either. Many people come just to get treatment.

Ms. Bablitch commented she would like to invite the legislators to a Board meeting in the future. Mr. Clark suggested having them come to a joint meeting with the Department on Aging as well as the Health Care Center.

B. Update: Office Arrangements

Ms. Bablitch stated Corporate Express has almost finalized the office arrangement plan through 2004. All the existing good furniture and partitions will be utilized as well as new furniture will need to be purchased. Managers will be reviewing their individual areas to decide who needs to be placed in their Division. A cost estimate should be available for the December 9 Board meeting. Wendy Redeker from Corporate Express will attend to present the estimate.

Ms. Bablitch stated the staff has also looked at space needs through 2015. This information will be forwarded to Ken Tronnier after the Board's review.

IV. PERSONNEL ISSUES

A. Action to Authorize Position Refills

Ms. Bablitch stated a request to refill the position vacated by Sarah Janz as a CMO Registered Nurse is needed. Ms. Janz has taken the vacant Community Support Program RN position. A motion was made by Mr. Zimdars and seconded by Mr. Bishop to approve the request. Motion carried.

Page 7

HHSB Meeting Minutes
November 18, 2003
Page 6

V. ADJOURNMENT

The meeting adjourned at 5:20 p.m. The Board then looked at the mock office set up being proposed by Corporate Express.

Respectfully submitted:

Dawn Grasamkee
Recording Secretary

0599P.SAV

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
December 9, 2003

Present

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

Excused

Tony Patton

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jenni Jossie, Business Manager; Faye Tetzloff, Health Officer; Colleen Brandt, County Workmen's Comp Specialist; Wendy Redeker, Corporate Express; Janet Janssen, Corporate Express; Jerry Julius, Corporate Express; and Ken Tronnier, County Purchasing Agent.

I. INFORMATIONAL UPDATE

An informational update was provided by Ray Przybelski and Terry Kaddatz regarding mental health clinic services.

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

II. MINUTES, GENERAL REPORTS, COMMENTS

A. Approval of Meeting Minutes of November 18, 2003

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

B. Correspondence

Mr. Clark distributed a letter from Tony Patton regarding reviewing the elimination of the Environmental Health Supervisor position. A petition regarding the restoration of this position was also distributed.

Ms. Bablitch passed around a copy of an article highlighting Ann Buck. Copies will be sent to all Board members.

Ms. Bablitch distributed copies of a letter received by Mr. Canales regarding the CCPC rates. A mistake was made on the rates sent to the Family Care counties. The corrected rate reflects a decrease of \$184,000 for the year. This is a 4.7% rate reduction for 2003-2004.

C. Director's Report

Ms. Bablitch stated the proposed meeting dates for 2004 were included in the packet.

Ms. Bablitch reported Mr. Bishop will be moving to Plover and will no longer serve on the County Board or the Health and Human Services Board. Mr. Bishop stated his last meeting will be January 13, 2004.

Ms. Bablitch stated the agency experimented with changing its hours to allow more evening hours on Monday and Tuesday and closing early on Fridays. There were no negative comments received and both the public and staff like the new hours. This will be continued into 2004.

D. Reports from Board Appointed Committees/Activities

Mr. Clark stated he and Ms. Benz attended the StreetSmart Committee meeting. Michele's and Shoney's are already operating the StreetSmart program. A meeting will be held with the Cedar Post on Wednesday to see if they are interested in starting the program. Red Mill is looking at doing the program next year. In addition, the Tomorrow River Supper Club will look at participating.

Mr. Clark stated he attended the AODA meeting. About 800 surveys will be sent to random county residents asking their views on alcohol and other drug issues. More school personnel are needed to participate in this committee.

Mr. Zimdars attended the Leadership Lunch. Dr. Locher spoke regarding obesity in children. The goal is to treat the entire family. Suzanne Oehlke spoke regarding nutrition in the schools. The Marshfield Healthy Lifestyle Initiative is looking at all activities in the area. Ms. Bablitch stated the next Luncheon is January 20, 2004 and will look at emergency services.

Ms. Benz stated she attended the last Community Response Team meeting. A presentation was given on the Community Planning Council Vision Team. Community Response Team members were asked if they would like to volunteer for the Vision Team. An update on Empty Bowls and the Hunger Prevention Partnership was presented by Lauri Rockman.

Ms. Benz stated the day care served 141 children in November and has served 93 children to date in December.

Ms. Bablitch reported the December 23 Board meeting will most likely be canceled. There is nothing urgent so far.

E. Period for the Board to Receive Public Comment

There were no public comments.

III. FISCAL ISSUES

A. Update: Remodeling of Gilfry Building - Presentation by Corporate Express

Ms. Redeker introduced Ms. Janssen and Mr. Julius. Ms. Redeker stated only the lower level was to be looked at to put in additional work stations. In addition, a decision of who should be moved to the lower level was also to be considered. An evaluation of future space needs into 2004 was also looked at. After much consideration and review, it was determined that downsizing of work stations could be done. A mock-up of the work stations was set up in the lower level. An evaluation of the upper level was also done. The evaluation consisted of looking at existing offices and evaluate the need for the number of guest chairs in offices as well as filing cabinets. Confidentiality was also taken into consideration. An evaluation of the existing furniture was also completed. There are 65 current work stations furniture which can be re-used. Managers were also given the opportunity to put in their input when it came time to decide who should be placed on the upper level and who should move to the lower level. The private offices still need to be evaluated.

A proposed floor plan was distributed. The newly remodeled area will house the CMO Business staff as well as the Health Division. Most of the existing office areas already in the lower level will remain such as the

Community Support Team, Word Processing, and WIC. New panels will be put up as well. This will create 35 work stations in the lower level.

The floor plan for the upper level will include moving Divisions around. The CMO will be moved into the area previously occupied by the Health Division. In addition, the Shared Services Division will be moved to where the Youth and Family Services Section is currently. Youth and Family will move into the middle of the upper level to join up with the rest of the Children and Family Services Division and to allow for easier public access to this area. The Fiscal area currently in the lower level will be moved upstairs and joined with the Accounts Receivable area to form a financial area. This will be housed in the old location of the Developmental Disabilities Section. The upper level currently houses 100 offices and this will be increased to 120 offices. In addition, the hallways will be revamped to allow more walking room between the offices. Mr. Medin questioned security issues. Ms. Bablitch stated security should not be an issue since the same doors which are currently locked now will remain locked and all public are escorted to and from offices by the staff.

Future expansion will be available on the lower level. This will include the office area vacated by the Fiscal staff once they are moved to the upper level. This will allow about 2-3 years for expansion.

Ms. Brandt stated she was partially responsible for the project expanding to the upper level. Work stations of individuals have been looked at for about 10 years. Evaluations were done but due to lack of funds not all offices were updated. Ms. Brandt believes she will start seeing an increase in workmen's comp claims if individuals continue to utilize outdated and old furniture.

Ms. Redeker stated in addition lighting in some areas was also looked at. Some areas in the upper level have no lights on the ceilings at all. This will be corrected by placing lights on the panels separating the offices..

Mr. Julius distributed the estimated price cost. An additional discount was given by the Alsteel for the furniture costs. The cost was broken down in four areas. Ms. Buck questioned if the CMO would share in the cost of the remodeling. Ms. Bablitch stated that would be determined by the Finance Committee. Mr. Krogwold stated originally \$125,000 was allocated for this project.

Ms. Dodge stated this information would be given to the space study as well to look at. Ms. Bablitch stated some of the changes need to be done quickly due to lack of space currently in the building. Mr. Tronnier stated the old furniture and panels would be disposed of through allowing other municipalities to come in and take what furniture and panels they wanted from the old furniture. Ms. Bablitch stated another wrinkle added to the project is that Dennis Kolodziej suggested new carpeting be put in when this is done. The current carpet upstairs is about 6-7 years old which is about the life of a carpet according to Mr. Kolodziej. Mr. Medin questioned if Corporate Express would receive payment for their services even if no remodeling is done. Mr. Tronnier stated their evaluation is included in the cost. In addition, both companies were given the same dollar figure to work with due to the state contract price. No bids were needed for this reason. Mr. Bishop stated he would not like to see this project be kept on hold indefinitely and feels Committees need to make decisions and act on them as quickly as possible. Mr. Bishop would like to see the entire remodeling project go forward as quickly as possible. Mr. Medin questioned how the remodeling process would be phased in. Ms. Redeker stated there would be five phases. The first phase would be putting in the new offices in the lower level and moving the Health Division. This would be done during the day. The next phase would be to move the CMO into the new offices in the upper level. This would also be done during the day. The third phase would be to move the Shared Services Division. This would also be during the day. The fourth phase would be revamping the offices in the W2 area. This would be done on Friday after 3:00 p.m. and on the weekend. The last phase would be moving the Youth and Family Services section to the middle. Each phase would take about 3-4 days to complete. If carpeting will be laid as well, this would change the process since the work crew would only be able to work after the carpet layers were done. Mr. Clark questioned how long the projected cost is good for. Ms. Janssen stated the cost is good for 12 months. Additional discussion occurred regarding whether the funds would be available to do the entire project or to just do the lower level remodeling. This information will also be given to the Finance Committee and space study.

B. Action to Approve Vouchers

Ms. Jossie reported the regular accounts totaled \$240,636.73, high cost totals \$133,182.11, and Portage House totals \$1,970.97. These include the substitute care payroll. The CCPC vouchers total \$1,143,176.20.

Mr. Krogwold questioned if the travel amount is consistent. Ms. Jossie stated it fluctuates depending on when staff turn in their travel vouchers. A motion was made by Mr. Zimdars and seconded by Ms. Benz to approve the vouchers. Motion carried.

IV. PROGRAM ISSUES

A. Review of Space Needs to 2015 and Action to Forward to Space and Properties Committee

Ms. Bablitch stated the staff and space needs are only rough estimates. Funding was not taken into consideration. Mr. Tronnier stated a firm has been selected to do the study. Mr. Tronnier further said he would see if Health and Human Services could be the first area studied. It is anticipated the study will be completed quickly. A motion was made Mr. Krogwold to forward the space needs to the Space and Properties Committee with a second by Mr. Bishop. Motion carried.

V. PERSONNEL ISSUES

A. Action to Authorize Position Refills

There were no position refills.

VI. ADJOURNMENT

The meeting adjourned at 6:13 p.m.

Respectfully submitted:

Dawn Grasamkee
Recording Secretary

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