

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
January 13, 2004**

Present

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

Excused

Dave Medin

Absent

Ed Hunt

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jenni Jossie, Business Manager; Jerry Koeppel, Youth and Family Services Supervisor; Ray Przybelski, Adult Services Coordinator; Lauri Rockman, Children and Family Services Coordinator; Lucy Runnells, CMO Business Manager; Mandy Rue, Word Processing Specialist; Terry Kaddatz, Psy.D., Mental Health Clinic; Linda Cates, United Way; 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 December 9, 2003

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

B. Correspondence

Ms. Clark distributed a letter from the District Attorney written to Chairman Phil Idsvoog of the County Board stating the County Board had not violated the open meeting law at the last meeting.

Ms. Bablitch reported a full report on Environmental Health services will be done at the next meeting. Everything is progressing along satisfactorily.

Mr. Krogwold questioned if a report will be given on W2 regarding the number of employees needed. Ms. Bablitch stated this will be given at the next meeting.

Ms. Bablitch introduced Mandy Rue who will be taking minutes at the next meeting.

Ms. Bablitch distributed the new service directory to Board members.

Ms. Bablitch reported an updated organizational chart will be given at a later date due to a number of changes forthcoming.

C. Director's Report

Ms. Bablitch stated a headline in today's Stevens Point Journal gave the impression that school nursing services would be eliminated. The article explains that just a shift in the funding for these services is being done. The services are not being eliminated.

Ms. Bablitch reported in a meeting with Phil Idsvoog, Dwight Stevens, and Jim Clark the remodeling issue was discussed. Other funds may be available for this project. A future meeting is scheduled to discuss these funds with Lonnie Krogwold and Jim Clark to attend as well.

Ms. Bablitch reported Dennis Kolodziej also stated the upper level carpeting should be replaced if the remodeling occurs. He will be getting an estimate on the cost of the carpet.

Ms. Bablitch informed the Board the remodeling issue is on the Space and Properties meeting set for Monday, January 19. She will be present at this meeting to answer any questions.

Ms. Bablitch also reported interviews for refilling Sue Rutta's position are taking place. Five interviews were held on Monday, January 12, with three more scheduled for Wednesday, January 14. Jim Clark, Ray Przybelski, and Joanne Small were present for these interviews.

Ms. Bablitch recognized Mr. Bishop for his service on the Board. An engraved coffee cup was presented to Mr. Bishop. Mr. Bishop thanked the Board and staff for all the help and cooperation they gave him when he first came on the Board and throughout the time he has served. Mr.

Bishop stated he would be present at the next meeting if needed. He also stated he would be willing to serve as a citizen member on any committees in the future if needed.

D. Reports from Board Appointed Committees/Activities

Ms. Dodge stated she and Ms. Buck attended the permanency plan meeting. There was nothing remarkable to report.

Mr. Clark stated he attended the Visions meeting of the Community Planning Council. This Council is moving along. A meeting is scheduled for February 19 for the larger Council which comprises of members of the Community Response Team, Family Preservation and Support Services, and Advisory Committee. This Council will help eliminate duplication of efforts. The Council is moving along slowly in order to make sure everything will work as anticipated.

Mr. Clark also attended the AODA meeting. A survey was sent out to 800 random households in Portage County. They are due back at the end of February. The focus of the AODA Committee is to try to change the attitude of the community regarding alcohol and drugs. Hopefully this will also impact the youth as well.

Ms. Benz reported there were 51 children served to date in January. 171 children were served in December. For 2003, there were 2,160 children served. This is down slightly from 2002 which may be due to the large amounts of migrant workers seen in 2002.

E. Period for the Board to Receive Public Comment

There were no public comments.

II. FISCAL ISSUES

A. Action to Approve Vouchers

Ms. Runnells reported the vouchers are for five weeks. The regular accounts total \$293,931.30, high cost totaled \$136,132.68, and Portage House totaled \$3,866.53. Mr. Krogwold questioned if the high cost accounts showed an overall savings. Ms. Runnells stated yes due to placements being down in Children and Residential Services. The CCPC

vouchers are also for five weeks. They totaled \$1,576,837.67. There was also one claim run included in January but the claims were primarily for 2003. A motion was made by Mr. Higgins and seconded by Ms. Benz to approve the vouchers. Motion carried.

III. PROGRAM ISSUES

A. Update: Strategic Planning Process

Ms. Cates distributed a folder regarding the strategic planning process. This was updated in June 2003 with the central management staff. Ms. Cates stated originally the four previous initiatives were looked at. A survey was sent to staff and stakeholders to see where these four issues are at today. Overall a good response was received by both staff and stakeholders. Ms. Cates went through the survey results included in the packet. These results were identified by various factors such as overall response, stakeholder participant profile, "other" stakeholder responses, employee responses, effectiveness delivering on mission, use of technology, understanding and visibility, work environment, fostering a collaborative model, major strengths, major challenges, the most important issue facing Portage County, opportunity to receive training, and shared decision making. Overall the responses were very positive. A SWOT (strengths, weaknesses, opportunities, and threats) analysis was also completed. This will be used to help identify potential issues and to establish priorities.

Mr. Clark stated he believes only taking two or three priorities to focus on would be against the mission of the agency. He believes taking seven or more issues and doing some work in each would better serve the community. This way a broad spectrum of services would be available albeit not as intense. Ms. Cates stated members of the team are well aware of the challenges facing them and will be very clear about services and programs. Mr. Clark stated even in the mandated programs, there may not be a clear definition of the level of service that needs to be provided.

Ms. Cates stated the planning team will now get employees involved to help put issues together. Mr. Clark commented he was disappointed in the low employee participation in the survey. Ms. Bablitch distributed information compiled by the managers regarding the results of the strategic plan originally developed.

B. Continuation of Report: Mental Health Clinic Services

Mr. Kaddatz stated at the last meeting an overview of the mental health clinic was provided. The difference in education of the various clinicians was given. A Social Worker has completed four years of schooling with a bachelors degree. They can provide case management, coordination of services, and check on individuals in their home. An MSW has attended two additional years of schooling. They can provide therapy services, family therapy, and supervise workers. A Psy.D. has completed five to eight years of post graduate schooling as well as completed an internship and one year post or pre-doctoral training. A masters level clinician can complete psychological testing.

There are four or five reasons why testing is done. The first is because a diagnosis is unclear. Another reason is because a referral was received by Probation and Parole. We receive very few requests from this area. Another reason is a request by the Court due to a custody dispute. Schools will refer children to find out if they have ADHD. The Department on Aging will also refer individuals to see if they qualify for disability. A variety of tests can be administered depending on who sent the request and what information is being sought. Testing takes a long time to complete. Mr. Clark questioned how the norms have changed over the years. Mr. Kaddatz stated the Minnesota Multi-phasic Personality Inventory (MMPI) was developed in the 1930's. The norms from the 1930's have obviously changed over the years. The MMPI has now been updated to reflect today's norms. The Wechsler Adult Intelligence Scale (WAIS) and Wechsler Children's Intelligence Scale (WCIS) are continuously updated to keep up with the norms.

Mr. Przybelski stated qualified professionals are doing the work. Having direct access to other workers in the agency is a benefit. Mr. Clark questioned how successes are seen. Mr. Przybelski stated a pre and post comparison of depression scales is completed. About a 75% increase is seen in individuals which indicates they are doing better. Mr. Kaddatz stated a satisfaction survey is sent randomly to clients. The results have shown that the majority of individuals are satisfied with their services and are very positive about the services offered by the Mental Health Clinic.

C. Report: Substitute Care Evaluation

Ms. Rockman stated the Evaluation Committee of the Advisory Committee

looked at the substitute care system. Individuals who were in the foster care system from 1990 to 2000 were sought. It was very difficult to find these individuals. About 200 to 300 children were sought out but only about 40 or 50 were found. The report reflects the emotional responses received when contact was made. Mr. Koepfel stated unfortunately the results were not split between delinquency and abuse and neglect placements. This will be done in any future reviews. Mr. Clark questioned if a child is placed earlier if their lives would be more successful. Ms. Rockman stated it is difficult to answer that question, but earlier intervention would probably help the family and child cope better and learn skills to prevent removal or even a shorter stay in foster care. Ms. Dodge stated unfortunately some children don't get placed into foster care until something happens. Ms. Rockman reviewed the responses found through the survey. A discussion occurred regarding the changes which have taken place over time regarding discipline and corrective action. Ms. Dodge stated it is unfortunate that no one can give a good definition of abuse. Each person has their own definition of abuse and what can be seen as corrective action for one individual may be construed as abuse by another individual. Ms. Rockman stated the results of this report will be taken to the Planning Council for discussion.

D. Report: Prevention Services (Youth) Strategic Plan

Ms. Rockman stated the prevention services for youth is broad. The plan was developed through a collaboration of community professionals. Page 18-20 of the packet reflect the results of the information collected and what priorities were assigned and how to work on them. A five year plan was developed. This information will also be shared with the Planning Council.

IV. PERSONNEL ISSUES

A. Action to Authorize Position Refills

Ms. Bablitch stated Johnilee Slark has resigned her position as WIC Dietetic Technician. A request to refill this position is being made. A motion was made by Mr. Higgins and seconded by Mr. Zimdars to approve the request. Motion carried.

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V. ADJOURNMENT

The meeting adjourned at 6:00 p.m. The next meeting is scheduled for January 27, 2004.

Respectfully submitted:

Dawn Grasamkee
Recording Secretary

0599P.SAV

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
January 27, 2004

Present

Jim Clark
William Zimdars
Jeanne Dodge
Lonnie Krogwold
Tony Patton
Sandra Benz
Ann Buck

Excused

Dave Medin
Jesse Higgins

Absent

Ed Hunt

Also Present: Judy Bablitch, Director; Mandy Rue, Recording Secretary; Jim Canales, Family Care Director; Jenni Jossie, Business Manager; Jerry Koepfel, Youth and Family Services Supervisor; Ray Przybelski, Adult Services Coordinator; Jim Riggerbach, Shared Services Coordinator; and Faye Tetzloff, Health Officer.

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

I. MINUTES, GENERAL REPORTS, AND COMMENTS

A. Approval of Meeting Minutes of January 13, 2004

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

B. Correspondence

Ms. Bablitch announced that there will be a retirement party for Sue Rutta on Friday, January 20. All were invited to attend.

Ms. Bablitch also reported that Kim Roth has been hired for the Office Manager position. Ms. Roth was previously employed at Stora Enso, and her position there was eliminated. Mr. Clark stated that he was surprised that we were able to get Ms. Roth as she was the first choice for the position. Ms. Roth will begin on Monday, February 2, and will supervise eight employees.

C. Director's Report

Ms. Bablitch updated the board regarding Mr. Krogwold's request of a report being given on W2 and how we are going to work things now. The

coalition is taking longer to develop. There are three counties we are trying to bring together, and it will most likely be another month before they discuss how they are going to operate for staffing and budget issues. It appears that other counties involved in consortiums in the state each run their own separate programs and do not really do much together. We are really the only one in the state that is trying to merge our staff and services for more efficiency to have residents able to go to whatever county they are located in. She noted she will have the report for the board as soon as possible.

D. Reports from Board Appointed Committees/Activities

Ms. Dodge stated she and Ms. Buck attended the permanency plan meeting. There were five children reviewed last month and will be six reviewed this month. There was nothing remarkable to report. A conversation was held regarding the foster care system and the high caliber of our foster parents in Portage County. Mr. Patton raised a question as to what happens when we do not have enough foster families to meet the demand for placement. Mr. Riggerbach explained that there are other private agencies who also offer substitute care. These are called treatment foster homes and are similar to our Level II homes. These are often not in the community the child's natural family resides in and are quite expensive.

Mr. Zimdars attended the Hunger Prevention Partnership meeting. Empty Bowls will again be held at SPASH this year in October. The schools have been extremely cooperative in bowl donation, however, there is still a need for more bowls as the event has a large turnout. Free breakfast for all children in school was discussed as a priority for the partnership. The community gardens project was discussed. It was found that the garden located at the Ruth Gilfry building did not do well because of the deer. It is hoped that more Master Gardeners will be involved with the project in the future.

Wally's Place has served 136 children to date as compared to 163 children last year.

E. Period for the Board to Receive Public Comment

There were no public comments.

II. FISCAL ISSUES

A. Action to Approve Vouchers

Jenni Jossie presented the vouchers for approval. The regular accounts totaled \$134,637.12, high cost totaled \$142,903.05, and Portage House totaled \$1,034.49. The CCPC vouchers totaled \$544,730.88.

Mr. Krogwold had a question on the CCPC vouchers as to why Family Care pays for nursing home stays. Mr. Canales explained that when a member joins the CMO, CCPC becomes the Medicaid payer for nursing homes. CCPC is then reimbursed through Family Care. The MA portion is built into the capitation rate. CCPC will maximize the Medicare benefits, but will pay after Medicare benefits run out until a member dies.

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

B. Action to Authorize Change in Fee Schedule

Ms. Tetzloff reported that an environmental health staff person brought it to the department's attention that the charges for repeat water testing for the TNC contract were not being billed out and that we were eating the cost. It was proposed that a change in fee schedule to now bill for repeat testing occur. Ms. Tetzloff stated it will not be a large source of revenue, but will help as the contract currently includes approximately 25-30 wells. For nitrates, only new wells which test high for nitrates are retested. Old wells are not retested as in some areas, it is just a given that the nitrate levels will be high. The unsafe bacteriological tests are the tests that can sometimes be repeat tested up to 11 times. A motion was made by Mr. Krogwold and seconded by Ms. Dodge to authorize change in fee schedule. Motion carried.

III. PROGRAM ISSUES

A. Quarterly Statistics - October to December 2003

Mr. Koeppel reported that we had a good year until this last quarter, when our foster care placements increased significantly. We had several families with multiple children that needed to be placed in foster care, one where both parents are in prison and one where one of the parents is in

prison. So, that number will probably stay relatively high for a while until we find some other services for the families. He indicated that we were able to place more children in our own foster homes rather than using treatment foster homes this year. He indicated the workers are still facilitating groups. He also highlighted that 10 adolescents completed a community service project which consisted of making treats and delivering them to residents at the Portage County Health Care Center. Mr. Koepfel also noted there has been a significant increase in the amount of requests for kinship care.

Ms. Bablitch had a few comments from regarding the Family and Employment Support Section. David Pagel as he was not able to be here and Lauri Rockman was on vacation. Requests are up for food stamps and employment training activities. The economic support caseload continues to increase fairly evenly, but the W2 program has seen an increase of 25% (five cases). Emergency requests for the last quarter increased by about 10%.

Ms. Tetzloff stated that PNCC services were down this quarter. Staffing is a concern in public health and in WIC. Public Health has not been successful in recruiting efforts. There is now a waiting list of 23 people for PNCC services, which has never occurred before. This also impacts WIC as it has limited the number of WIC pregnant women who can enroll. WIC will also be impacted by losing Johnilee Slark, a registered dietician. Suzanne Oehlke was slated to begin work with the Birth to Three Program, but now will be unable to as there must be a registered dietician in WIC. Funding for the tobacco control coalitions has been cut by 30%, putting us on tentative ground for next year. Cathy Mackay has openly stated that she is looking for other positions. The situation is similar to the situation the W2 section was looking at last year. In environmental health, Greg Pulaske has stated he is confident with the work that Gary Garske and Keith Baine are doing. They are ahead of last year. No complaint has gone unanswered within 24 hours. Keith Baine has expressed interest in bioterrorism awareness and will do training in that area. Gary will not be taking a leave as was previously thought as it was able to be worked out with his schedule without needing to do so. The dental health program was discussed, and it was explained that second grade students receive the sealants, and third grade students are screened to see if any need resealing.

Mr. Przybelski stated that psychological services and adult protective services referrals were up this quarter. In the future, adult protective services and guardianships will be separated out in the report. There was a two year high in the number of emergency detentions, which calculates to more inpatient stays at a cost to us for patients without insurance. Two of the emergency detentions at Winnebago were not on our radar at budget, and had not been considered in the high cost budget. We again have relied heavily on Crossroads this quarter, but this is more cost effective than inpatient hospitalization. We no longer use Plainfield Community home and are unsure as to its license status. The last that was heard was that the facility was not licensed, and it was assumed that this is still the case.

Mr. Riggerbach reported that he does not believe there actually was a decrease in the number of total intake contacts for this quarter, but attributes the numbers to a new staff person not logging contacts due to being short staffed. As of Monday, a new backup will be starting and should get this back on track. Child abuse and neglect reports were down this quarter, however, the amount of reports screened in is about average. Mr. Riggerbach gave a sampling of the kinds of cases child protective services, both in investigation and in ongoing services, is working with. These included a 14 year old girl who was impregnated by her 26 year old brother. The father is deceased, and the mother is severely alcoholic. This child was removed from the home as well as a 12 year old brother. The reasons for removal of the multiple children families had to do with numerous reports of unsupervised periods of time that they were left alone, and these were 2-3 year old children. There were also two young girls whose parents are in prison for methamphetamine production. It is extremely dangerous for children to be in homes where methamphetamine is being produced. In an ongoing services case, two girls ages 7 and 8 who are placed with their grandmother due to filthy living conditions in the home and a lack of supervision. The mother has AODA issues and is focused more on the men in her life than her children. Even when the girls, who have been in placement for over a year, are able to come visit their mother, she is more focused on her current boyfriend. There are two young teens whose mother is in and out of jail, and they are now in foster care because of this. This is another example of a parent being more involved in her own needs than that of her children and men, and they are always abusive men. There was a case where a baby was born prematurely because the mother had been beaten up by her current boyfriend. She tends to go from shelter to

shelter, meets men, gets involved quickly with them, and is now going to marry a mentally ill man that she has known for two weeks. Mr. Riggerbach stated that home and financial managers are doing a lot of supervised visits. Mr. Riggerbach stated that the number of active drivers is actually six, not 11, as stated in the quarterly statistics. Mr. Riggerbach indicated the increase in foster care is due to the child protective services cases that have required placement. There are currently 35 children in placement in Portage County. Mr. Clark raised a question about how it is determined what a foster family is paid for providing foster care. Mr. Riggerbach explained that there is a uniform foster care rate review form that is completed that takes into consideration the child's age, special needs, emotional/behavioral concerns, etc. to determine the appropriate compensation rate for care. It was explained that parents who are able to pay for part or all of the expense of having a child in substitute care are expected to do so. When that does not happen, the parent(s) are referred to child support for collection efforts. If child support is not able to help, it is referred back to us for a conference. Mr. Clark requested a sample of the uniform foster care rate review be provided. Mr. Riggerbach stated that was possible and would follow through on this. A conversation ensued regarding the permanency planning process. Ms. Dodge explained that the purpose of permanency planning is to create a plan for the next six months for children in substitute care. Ms. Bablitch stated that through concurrent planning, the ultimate goal is to have only one placement for each child, although she was unaware of how to accomplish this. Constant replacements are damaging to children as there is a lack of bonding. The best situation is when children can remain in their natural homes. Foster parent motivation was discussed, and it was determined that reimbursement was not a major factor in people's decisions to become licensed foster parents. Mr. Riggerbach reported that three families are in the licensing process currently. He also stated that a volunteer has been recruited to assist the home and financial managers with taking their clients grocery shopping and to do laundry. Mr. Riggerbach stated eWISACWIS still poses some problems for staff as they are losing data and documents. The state has assured that this will be fixed. Ongoing CPS workers are struggling, and Mr. Riggerbach warned the board that this issue will most likely be brought up again if staffing issues persist.

Ms. Jossie stated that the increase in the total number of open balances this quarter was due to the fact that services such as flu clinic and water testing are only billed once a year. She also reported a decrease in case

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management billing for Youth and Family Services. WISACWIS is now being used to generate payments. It has not yet been figured out how to use WISACWIS with cash received. A number of claims were delayed in the fourth quarter as they needed to be resent for HIPAA compliance.

Mr. Canales indicated that the CMO enrollment has seemingly stabilized as more members are passing away. This has already occurred in two of the other five Family Care counties. It has given the department the chance to take a breather. On April 1, 2004, there will be an RFP issued to continue to operate as a Care Management Organization. Bidding will be open to the private sector. It is a five year RFP period. Mr. Canales does not believe many private sector companies will want to get in on this since most companies that would provide these services are not accustomed to providing services to developmentally disabled and physically disabled clients, only the elderly clients. Mr. Canales reported Milwaukee County has had financial difficulty in their CMO. He reported that 6% of the CMO clients are in nursing homes and 69% are in their own home or apartments. There were no grievances this quarter. The first grievance hearing since 2001 was recently held. Mr. Canales no longer participates. Mr. Zimdars and Ms. Buck were involved in this hearing, which lasted approximately 1½ hours. They commented they were surprised at how much work goes into the service authorization process. The issue to be resolved was actually quite a simple one regarding a bed. Mr. Zimdars stated it was difficult to make decisions when the emotions of dealing with an individual are involved. Of the 31 disenrollments this quarter, 27 were due to death. Nine new CCPC providers have been added to bring the total to 281. Contracts were out before the end of the year. Mr. Clark questioned why only one year contracts were created. Mr. Canales explained that the state only signs a one year contract with CCPC, so they in turn only offer a one year contract with vendors. Mr. Canales stated that the 2004 capitation rate should work for CCPC, as initial projections indicate only a \$69,000 deficit in a \$20 million budget. Mr. Canales reported that there were very positive results from the 2003 quality site visit, and that CCPC was certified for its provider network in 2004. In the children's disability services section of the quarterly statistics, Mr. Canales believed that the number of children served in the 4-17 age group for last quarter was incorrectly represented. He stated he would look into this. 74 children were served age 4-17. 44 was an incorrect number.

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IV. PERSONNEL ISSUES

A. Action to Authorize Position Refills

There were no position refills to authorize.

B. Action to Authorize Lead Worker for Portage House

Mr. Przybelski indicated creating a lead worker position was a way for Mr. Houlihan to keep valuable and already trained staff. A motion was made by Ms. Benz and seconded by Ms. Buck to authorize the lead worker for Portage House. Motion carried.

V. ADJOURNMENT

The meeting adjourned at 6:00 p.m. The next meeting is scheduled for February 10, 2004.

Respectfully submitted,

Mandy Rue
Recording Secretary

0599P.SAV

JOINT PERSONNEL AND HEALTH AND HUMAN SERVICES COMMITTEE
MEETING MINUTES

PRESENT:

Jim Clark
Jeanne Dodge
Bill Zimdars
Lonnie Krogwold
Tony Patton
Sandra Benz
Ann Buck
Jim Gifford
Jim Zdroik
Jim Krems
Bob Steinke

EXCUSED:

ABSENT:

Ed Hunt

ALSO PRESENT:

Mike McKenna, Corporation Counsel; Laura Belanger, Personnel Director; and Judy Bablitch, H&HS Director.

The joint meeting was called to order by Health and Human Services Chairperson Jim Clark at 4:30 on Tuesday, January 27, 2004 in the Ruth Gilfry Building.

Supervisor Steinke made a motion, seconded by Supervisor Zdroik, that the Board reconvene under the authority of Section 19.85(1)(g) Stats. in closed executive session to confer with legal counsel, Corporation Counsel, regarding legal strategy in regards to a proposed legal settlement of claims from the former environmental health supervisor. Motion passed unanimously.

A motion was made and seconded and passed unanimously to reconvene under the authority of Section 19.85(2) Stats. in open session to ratify and approve the proposed legal settlement discussed in closed session.

On a motion by Supervisor Zdroik and second by Supervisor Krogwold, the proposed settlement was accepted unanimously.

The meeting was adjourned at 5:00 p.m.

Submitted by:

Judy Bablitch
Director

PERHHS.APR

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
February 10, 2004**

Present

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

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jenni Jossie, Business Manager; Faye Tetzloff, Health Officer; David Pagel, Family and Employment Supervisor; Jim Canales, Family Care Director; Kim Roth, Administration Assistant; Charlotte Whitmarsh, W2 Case Manager; and Karen Vacha, W2 Case Manager.

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

Mr. Clark reported an amended agenda was distributed. A motion was made by Mr. Zimdars and seconded by Mr. Hunt to accept the amended agenda. Ms. Bablitch informed the Board the amended agenda was faxed to the media as well.

Mr. Higgins questioned if agendas will be changed to allow Board members to take action on discussion items if necessary. Ms. Bablitch stated she will talk with Mike McKenna of the Corporation Counsel to find out the standards for agendas.

I. MINUTES, GENERAL REPORTS, AND COMMENTS

A. Approval of Meeting Minutes of January 27, 2004

A motion was made by Ms. Dodge and seconded by Ms. Benz to approve the minutes. Motion carried. Mr. Higgins voted as present for the last meeting.

B. Correspondence

Ms. Bablitch informed Ms. Dodge and Ms. Buck the permanency plan meeting has been changed to March 9 for the next meeting.

C. Director's Report

Mr. Clark introduced Kim Roth as the new Administration Assistant. Ms. Roth worked formerly for Stora Enso in Wisconsin Rapids. Mr. Clark stated the selection committee was very impressed with Ms. Roth's qualifications. Ms. Roth is replacing Sue Rutta.

Ms. Bablitch stated the Strategic Plan Committee met today. Two additional meetings will be held on February 17 and March 5 at 10:00 a.m. at the Gilfry Center.

D. Reports from Board Appointed Committees/Activities

Ms. Buck reported she attended the Strategic Planning meeting. There was very interesting discussion which took place concerning whether programs are propelled only when money is available or whether programs are initiated and propelled if they are important and then funding is found. This was only a discussion item. Mr. Clark commented he believes program focus changes due to need. Mr. Higgins stated this was done when the Hmong population increased in the area. He believes this may also happen with the expanded Hispanic and elderly populations as well.

Ms. Dodge questioned if Ms. Bablitch attended the meeting concerning the space study. Ms. Bablitch reported it was an open meeting regarding space needs in the county at all facilities. It was interesting and well lead. Ms. Dodge reported Space and Properties Committee members were not allowed to attend the meeting, only the Chair of the Committee. Ms. Dodge stated it was felt business leaders would not feel comfortable reporting on their space needs to the entire Committee. Ms. Bablitch stated only Brian Doudna from the Portage County Business Council and John Gardner from the City were present at the meeting. No other business leaders were present.

Ms. Benz reported 146 children were served in January in the day care and 64 children have been served to date in February.

E. Period for the Board to Receive Public Comment

There were no public comments.

II. FISCAL ISSUES

A. Action to Authorize Budget Changes

Ms. Jossie distributed a budget amendment change. Ms. Jossie reported the Tobacco Control budget has excess funds from 2003 which is being requested to roll into 2004. This was due to staffing changes. The amount is \$853 which would be carried forward. Ms. Jossie also stated this would be the format that would be used in the future if the Board approved. Mr. Medin moved to approve the request with a second by Mr. Clark. Motion carried.

B. Action to Approve Vouchers

Ms. Jossie reported the vouchers are for five weeks. The regular accounts total \$119,376.94 and high cost totaled \$137,329.64. There were no Portage House vouchers due to a mix-up in the mail. The CCPC vouchers totaled \$937,945.44. A motion was made by Mr. Higgins and seconded by Ms. Benz to approve the vouchers. Motion carried.

III. PROGRAM ISSUES

A. Update on W2 PAW Consortium Progress

Mr. Pagel introduced Char Whitmarsh and Karen Vacha. Both of these individuals are involved with the PAW consortium and are line staff with Portage County.

Mr. Pagel reported many meetings have been held with the PAW Consortium. It is anticipated the consortium will be implemented by April 1. Currently revisions for service delivery is being completed. The benefit of the consortium is that clients from all three counties will be able to access services at the county closest to where they reside. For example, if a Portage County resident living near Wood County requires services, they would be able to go to Wood County since it is closer to their home than Stevens Point. This was approved by the state as well. The consortium is unique in that one budget will be maintained for all three counties. In most consortiums, each participant would have their own budget to maintain. Wood and Adams County were selected to be in the consortium since they are in the same Workforce Development area as Portage County. Waupaca was also asked to participate but they could

not due to being in a different Workforce Development area. Marathon County is too large and is a stand alone county so they were not approached to be part of the consortium. Mr. Clark questioned if there is any momentum in the State to look at regional services throughout the state. Ms. Bablitch stated this is being talked about in strategic planning. Discussion occurred regarding what could happen if more regional services are considered. Ms. Dodge commented it would be more economical and efficient to provide regional services. Mr. Higgins stated concerns may arise concerning staffing and location of where services are provided. Mr. Pagel stated with the development of the consortium there will be reduction of 3.0 FTE for Portage County. If the W2 program was not received, more staff would have been laid off. In addition, the consortium would allow more back-up to be provided between the three counties as well. Due to decrease funding, participants will be screened more thoroughly.

B. Update: Tobacco Control Efforts

Ms. Tetzloff reported the Breathefree Coalition is working on clean indoor air. They are trying to make all county businesses smokefree. The exception to this would be taverns. Ms. Tetzloff is speaking as the Health Officer and not a member of Breathefree. There is currently resistance with the City Council to get an ordinance on the agenda to make all businesses smokefree in Portage County. According to the Corporation Counsel, this would be interpreted as a police power. It was suggested one community step forward and make their area smokefree first and then others may follow. The Health Department strongly approves smokefree businesses due to the health hazards of secondhand smoke. Mr. Higgins suggested if a federal mandate is made, businesses are more apt to follow it rather than local regulations. Mr. Patton questioned if a formula would be used to exempt other businesses as well. For example, if a restaurant also serves liquor, they may attempt to state they serve more liquor than food, and should then be considered a bar to be exempt from any possible ordinance. Currently many taverns are also selling food to help boost sales. Discussion occurred on who will be the first to take the initiative and make their community smokefree. It was also anticipated that as soon as all businesses were smokefree, it would only be a matter of time before taverns soon followed. Mr. Patton questioned if the Food Safety Committee would be continuing as well. Ms. Tetzloff reported Al Berrett is the chair of that Committee and would call for meetings. It was suggested Mr. Patton contact Mr. Berrett.

IV. PERSONNEL ISSUES

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

Ms. Tetzloff reported she is asking for approval for her and Gary Garske to attend the NEHA Conference in Alaska. Ms. Tetzloff and Mr. Garske will pay for their air fare and meals. Mr. Hunt questioned why travel would not be included. Mr. Krogwold questioned why Keith Baine would not be attending the conference. Ms. Tetzloff stated due to family issues he did not wish to attend the conference at this time. Mr. Hunt questioned if there is funds available to pay for the travel expenses, then it should be included in the request. The anticipated cost for travel would be about \$1,000 for both of them. Ms. Bablitch stated she is reluctant to take it from the grant funds for staff morale concerns. Other employees get very little in staff development. A motion was made by Ms. Dodge and seconded by Ms. Buck to approve the request as presented.

Mr. Medin questioned if there is any literature on the conference. Ms. Tetzloff stated the brochure is quite lengthy and there is no synopsis. The brochure is available on the NEHA web site. Mr. Medin requested a copy be attached to the minutes. Mr. Patton questioned if the grant funds would be lost if the funds are not used. Ms. Tetzloff stated the funds would be used to accomplish other goals that need to be done with copies sent to the State identifying the accomplishments.

Mr. Higgins moved to amend the motion to include the travel expenses for both attendees. Mr. Hunt seconded the motion.

Mr. Higgins stated if funds are available then they should be used. Mr. Hunt felt staff feelings should come second to important issues which could benefit the county as a whole. Ms. Dodge stated it doesn't seem feasible to pay for the travel when there are so many budget restraints. Mr. Patton stated a concern would be setting a precedent for paying for travel expenses. It could become costly if other conferences are held in other areas of the country as well. Mr. Krogwold stated the Board should not try to micro-manage the department and if management felt the request was sufficient as presented it should be left alone.

Mr. Higgins retracted his motion to include the travel expenses in the request. Mr. Hunt seconded this request.

The original motion made by Ms. Dodge and seconded by Ms. Buck was to approve the request as submitted. Motion carried with Mr. Hunt voting nay.

B. Action to Authorize Position Refills

There were no position refills.

C. Action to Authorize Limited Term Employee

Ms. Bablitch distributed a memo from Ms. Oehlke requesting a limited term employee for the WIC Dietetic Technician position. The request is for 64 hours of LTE time. Ms. Bablitch increased it to 100 hours to be as safe as possible. Mr. Krogwold questioned how long the position would be needed. Ms. Bablitch stated it depends on how long it would take Personnel to post the position and/or advertise and interview applicants. Ms. Bablitch stated if additional time was needed, it would be brought back to the Board for approval. Mr. Krogwold moved to approve the request for up to 100 hours. Mr. Clark seconded the motion. Motion carried.

V. ADJOURNMENT

The meeting adjourned at 5:40 p.m. The next meeting is scheduled for February 24, 2004.

Respectfully submitted,

Dawn Grasamkee
Recording Secretary

0599P.SAV

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
February 24, 2004**

Present

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

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Faye Tetzloff, Health Officer; Jim Canales, Family Care Director; Lauri Rockman, Children and Family Services Coordinator; Lucy Runnells, Family Care Business Manager; Jim Riggerbach, Shared Services Coordinator; and Becky Bauknecht, Community Gardens.

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

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

A. Approval of Meeting Minutes of January 27, 2004 and February 17, 2004

The agenda needs to be changed to reflect minutes of February 10 not February 17. A motion was made by Ms. Benz and seconded by Mr. Krogwold to approve the minutes. Motion carried.

Ms. Bablitch reported the Corporation Counsel and the Personnel Director reviewed the Joint Meeting minutes and approved them as well.

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Krogwold stated Correspondence must indicate what correspondence was received, if any, but it cannot be discussed..

Ms. Bablitch reported the Finance Committee approved the travel request for the Alaska conference.

Ms. Bablitch informed the Board the Finance and Capital Improvements Committee approved the new furniture for the building. The carpeting was not included in the agenda and therefore no action could be taken. A resolution will be forwarded to the County Board seeking authorization to purchase the partitions and furniture. The funds being used are from unspent funds from the Department on Aging. The Finance Committee will review the carpet at their next meeting. It is anticipated the funds will come from the \$125,000 set aside originally for the new furniture. If approved, a resolution will be sent to the County Board. It is anticipated both resolutions will be on the next County Board agenda. Ms. Bablitch will not be able to attend the County Board meeting due to being out of state.

D. Reports from Board Appointed Committees/Activities

Ms. Benz reported on the CCPC Governing Committee meeting. CCPC seems to be entering a leveling off period. The 2004 contracts have been sent out. There were 170 contracts mailed and about half have been returned. The Residential Care Apartment Complex (RCAC) is moving along. The individual seeking to build the RCAC is applying for a grant. Financially, CCPC is in good shape. Mr. Clark questioned if people are enrolling earlier and thus staying in the program longer. Ms. Buck stated that may be true but many are still entering at an older age. Mr. Zimdars stated the 80+ age group is still the largest. Ms. Benz stated women are still the majority of the enrollees.

Mr. Hunt reported the Community Planning Council held its first meeting. Over 20 people were in attendance. This Council replaces the Community Response Team, Family Preservation and Support Services, and the Advisory Committee. Data from multiple agencies will be collected and put into one document for easier understanding and tracking. Other individuals will also be recruited for the Council. Mr. Clark commented the Council will be more visible and will highlight where we are in the county. It will encompass all concerns. This will also eliminate any duplication of efforts.

Ms. Buck reported there were five permanency plan reviews scheduled but one child had returned home. The worst was a young man age 15 or

16 who has a great deal of anger and feels abandoned by everyone. One of our best foster parents has placement but has asked for the child to be removed. There is no family for him to be placed with. Other placements will be sought for this individual.

Ms. Benz reported there are no statistics available for Wally J's day care.

E. Period for the Board to Receive Public Comment

There were no public comments.

II. FISCAL ISSUES

A. 2003 CCPC Financial Report

Ms. Runnells stated the revenues came in above that planned. The majority of this increase was due to room and board and cost share revenues. Expenditures reflect lower than anticipated costs for administration and service coordination. These were primarily due to vacant positions. The services to members were over anticipated expenses by about \$800,000. The majority was in residential services which includes nursing homes, CBRF's, and adult family homes. Ms. Runnells will be reviewing these costs to see why they were higher than anticipated. Overall a savings of \$483,907 will be put in the reserve account. This will bring the reserve to close to \$4 million. The books have been closed and the auditor will be reviewing them soon. There are no changes anticipated. Mr. Medin questioned why the budget book prepared in 2002 had different figures. Ms. Runnells stated this is due to the portion of Linda Weitz's position costs being included for the DD Children portion of her job. The income statement is only for CCPC and does not include children's services costs. A motion was made by Ms. Buck and seconded by Mr. Higgins to approve the financial report. Motion carried.

B. 2004 CCPC Budget Changes

Ms. Runnells stated the budget was prepared in 2003 for 2004. At the time of the budget preparation, the capitated rate was anticipated to go down 12%. In November, the final capitated rate was received by the State which did not go down 12%. Ms. Runnells is requesting the budget be changed to reflect the correct capitated rate. The revenue line would

be increased by \$1.5 million and the reserve applied would be decreased to \$67,750 instead of the anticipated \$876,873. There are a variety of small changes in the expenses as noted on page 13 of the packet. The largest changes would be to increase the depreciation/amortization line item to reflect the higher costs for maintaining the information technology costs. An increase in contracted services is also anticipated. A motion was made by Mr. Zimdars and seconded by Ms. Benz to approve the change to the budget and forward the request to the Finance Department. Motion carried.

C. Action to Approve Vouchers

Ms. Runnells reported the vouchers are for two weeks. The regular accounts total \$116,271.87, high cost totaled \$5,081.17, and Portage House totaled \$1,950.72. The CCPC vouchers totaled \$640,229.38. Mr. Clark questioned if there is trend in the amount spent each month. In 2001 claims were about \$900,000 for 3,500 claims per month. In 2003, claims increased to \$1.5 million with about 6,600 claims processed each month. Mr. Clark asked if services need to be approved prior to paying a claim. Ms. Runnells stated the service needs to be prior authorized. It is entered into the system and if it is okay it will clear. If not, the system will return the claim request back to the claims processor to be looked at closer. A motion was made by Ms. Dodge and seconded by Mr. Higgins to approve the vouchers. Motion carried.

III. PROGRAM ISSUES

A. Update: Health Department Ranking Report

Ms. Tetzloff distributed the Wisconsin County Health Rankings 2003 booklet. Ms. Tetzloff stated this was the first time this booklet has been developed. Page 1 gives a summary of the report. Outcomes and determinants were ranked by counties. Page 3 reviews the specific topics reviewed in this report. Page 5 gives the summary of the rankings for outcomes and determinants currently and change rankings for both categories. Page 8 and 9 break the determinants down individually. Page 10 and 11 gives a ranking of the counties by current and change. This will be done annually and will be more valid as it is enhanced. Mr. Patton commented it would be interesting to see how much is spent per person per county on health issues.

B. Update: State Health Department Restructuring

Ms. Tetzloff stated approximately 10,000 state jobs are proposed to be eliminated in the restructuring. A very lengthy report was developed by the State. It is proposed the Division of Health be divided into three areas. Funds would be transferred to local agencies which are currently being done at the state level. Partnerships will be developed between bureaus and internal re-alignment will be done in the Division of Health. Agent services would be done by local agencies. Many local agencies are resisting this change now. Statutory language would also need to be changed. The transfer of agent services would make no difference in Portage County since we already doing these services. The largest change would be in the fee structure language in the statutes. There is a lot of discussion regarding the new fees. In addition, consortias may be created between counties to provide these services. The largest concern is in staff and administrative overhead for the fiscal agent of the consortia. Mr. Higgins questioned if these services could be put up for bidding. Ms. Tetzloff stated there must be changes in the statutory language prior to any bidding of the services. Currently there is no practice to give authority in licensing to anyone other than county government. Ms. Tetzloff stated the full report is available for anyone interested in reviewing it.

C. Update: Federal Foster Care Review

Mr. Riggerbach distributed the Federal Child and Family Services Review. Mr. Riggerbach stated this review was done in August 2003. Wisconsin was the 43rd state to be reviewed and the 43rd state to fail the review. 50 random cases were reviewed from three counties (Milwaukee, Kenosha, and Outagamie counties). Case files were analyzed and interviews were conducted with the family, case worker, service providers, foster parents, and legal advocates. Outcomes were measured in the area of safety, permanency, and well-being. Systemic factors were also reviewed including a statewide information system, case review system, quality assurance, staff and provider training, service array, responsiveness to the community, and foster and adoptive parent licensing, recruitment, and retention.

Mr. Riggerbach reviewed the handout. Wisconsin's response to the review is to have a Program Enhancement Plan (PEP) in place by April 2004.

It was anticipated that Wisconsin would fail the review and already had committees in place to review the plan. Changes are anticipated at the county level but it is unknown what those changes would mean. More resources are needed in the area as well. A penalty of \$1.5 million could be imposed if the state fails to make sufficient progress on the program enhancement plan by 2007, when the follow-up review will be conducted.

A discussion occurred regarding the use of home and financial managers in the household to help families. This is currently being done with the addition of the Parent Aide as well to help families. Ms. Buck stated if a termination of parental rights is being pursued it may be better if the worker currently working with the family doesn't push the issue. Mr. Riggerbach stated the worker does not do this, another worker is assigned to complete the termination of parental rights. The same is true for a child abuse/neglect investigation. The investigating worker completes the investigation and then the case is turned over to another worker to work with the family. Mr. Riggerbach stated it is possible that statutory language may also be changed to limit the caseload sizes as well. Mr. Krogwold commented if all 50 states fail the review, the federal government may change their practices to be more realistic in their expectations.

D. Action to Authorize Moving Gilfry Garden and Forward to Space and Properties Committee

Ms. Rockman informed the Board the current Gilfry Garden is being destroyed by deer and lack of sunlight. Mr. Higgins questioned if there is a sprinkler system in place. Ms. Bablitch reported she was unsure. Mr. Krogwold stated he remembered there was a request for underground sprinklers at one time but isn't sure if it was ever put in. A motion was made by Mr. Krogwold and seconded by Mr. Zimdars to approve moving the garden and to forward to Space and Properties for their approval and to determine the location. Motion carried.

E. Action to Change Category of Citizen Membership on Health and Human Services Board

Mr. Clark stated with the creation of the Community Planning Council the Advisory Committee no longer exists. The chair of the Advisory Committee was automatically a member of the Board. It is being recommended that this Board member be changed to a citizen member.

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Ms. Bablitch stated she has discussed this with the County Clerk who also believes this would be an appropriate designation. If approved, the County Clerk will bring this to the Executive Committee on March 3 to discuss Committee make-ups. A motion was made by Ms. Dodge and seconded by Ms. Benz to approve the change. Motion carried.

IV. PERSONNEL ISSUES

A. Action to Authorize Position Refills

There were no position refills.

V. ADJOURNMENT

The meeting adjourned at 6:00 p.m. The next meeting is scheduled for March 9, 2004.

Respectfully submitted,

Dawn Grasamkee
Recording Secretary

0599P.SAV

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
March 9, 2004

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

Excused
Jesse Higgins

Absent
Ed Hunt

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jenni Jossie, Business Manager; and Erin Cumley, UW Eau Claire Nursing Student.

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

I. MINUTES, GENERAL REPORTS, AND COMMENTS

A. Approval of Meeting Minutes of March 9, 2004

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

B. Correspondence

Ms. Bablitch stated the Director Evaluation form was sent out separately and asked Board members to complete the form and return it.

C. Director's Report

Ms. Bablitch stated she will be on vacation from March 11 through March 23.

The next Board meeting scheduled for March 23 may be canceled. As of yet, there are no agenda items. A packet will be sent out if there will be a Board meeting.

Ms. Bablitch reported the County Board has appointed Ms. Benz for another three year term on the Board. The term will expire April 2007.

Ms. Bablitch stated Jim Clark has been attending the AODA Prevention Coalition meetings. A community-wide assessment has been completed. The Coalition is now looking for additional members to form action teams to start working on strategies. Mr. Clark will remain on the Coalition. The meetings will be held quarterly and more often if necessary. Mr. Zimdars, Ms. Benz, and Ms. Buck also volunteered to be on these action teams.

Ms. Bablitch informed the Board with the state looking at regionalization, a meeting was held with Marathon and Wood Counties to look at child welfare services. Additional meetings will be forthcoming to look at possibly regionalizing some of these duties.

D. Reports from Board Appointed Committees/Activities

Ms. Buck reported three families were reviewed at the permanency planning review meeting held today. One child reviewed also has two other siblings in foster care. This child has severe emotional problems. Ms. Dodge commented the mother needs to make more contact with the child. The child wants to come home but the mother doesn't seem to care if he is returned or not.

Ms. Benz reported the statistics for the Wally J's Place to Play Day Care. In January 146 children were served, in February 140 children, and 71 children have been served to date in March.

Ms. Dodge stated she attended the Finance and Capital Improvements meeting. Only two negative votes were received concerning the remodeling. The matter will be sent forward to the County Board for action.

Ms. Bablitch reported she received a comment from Bob Woehr regarding the County Board not being fully aware of what is going on with other departments. Ms. Bablitch stated as of the April 27 meeting, all County Board officials will receive a copy of the minutes and agenda for the Health and Human Services Board meetings.

Ms. Bablitch also reported Mr. Purcell questioned why staff were laid off but there are funds for remodeling. Ms. Bablitch stated there was lack of work for this position. In addition, funds may be available from revenue sources but are categorical in nature and not able to be used for wages.

Mr. Patton stated he spoke with Al Berrett regarding the Food Safety Committee. He also spoke with Gary Garske who would like to see this Committee continue. He will talk with Mr. Berrett to move this along. Ms. Bablitch stated an update regarding the Environmental Health services will be given during the quarterly statistical update.

Mr. Clark reviewed his meeting with the AODA Prevention Committee. The focus is now to create strategies and to alert adults to become models for younger people. For example, picnics will be asked to put their beer tent off the main drag so drinking is not so prevalent. Through the survey completed, it was noted that Wisconsin is perceived to have a lot of drinking problems and Portage County is considered to be high in the state with drinking problems. Strategies to help abate AODA problems in Portage County will be developed by action teams.

Ms. Dodge reported she attended the Department's strategic planning meeting. This will be completed shortly. Ms. Dodge commented all county departments should have to complete this process as it helps identify strategies and barriers for services as well as identifies financial problem and strength areas.

Mr. Clark attended the Planning Council Executive Committee meeting. A variety of individuals are involved from all areas of the community.

Ms. Benz stated the first meeting of the Indicators Committee of the Community Planning Council will be held on April 5. They will be working on consolidating data collected and developing a more concise data collection tool.

E. Period for the Board to Receive Public Comment

Ms. Cumley identified herself as a nursing student at UW Eau Claire and needed to visit professional meetings as required for her school courses.

II. FISCAL ISSUES

A. Action to Approve Vouchers

Ms. Jossie stated the vouchers are for two weeks. The regular accounts total \$81,766.59, high cost totals \$108,732.05, and Portage House totals \$257.37. The substitute care payroll payments are included in these

vouchers. The CCPC vouchers total \$626,535.95. A motion was made by Mr. Zimdars and seconded by Ms. Benz to approve the vouchers. Motion carried.

B. Update: Gilfry Remodeling

Ms. Bablitch reported she will not be present for the meeting regarding the remodeling project. Ms. Jossie will be in attendance for this meeting. Ms. Dodge stated Mr. Gifford voted nay for the request. His reasoning was this should have gone through capital improvements. Mr. Krogwold stated Mr. Borski was the other dissenting vote but his reasons why were unknown.

Mr. Medin questioned the DLR report and what type of questions were asked. Ms. Bablitch stated a phone interview was conducted to determine what the department does and the staff projection through 2015. It was determined the department needs an additional 15,000 square feet of office space. A meeting is scheduled for Wednesday to discuss the report. In addition, Space and Properties will meet with the Executive Committee regarding the report. The jail and Health Care Center were main targets for additional space as well.

III. PERSONNEL ISSUES

A. Action to Authorize Position Refills

Ms. Bablitch stated Jean Huth has resigned her position as a CMO Account Clerk II due to her husband being relocated. A motion was made by Ms. Dodge and seconded by Ms. Buck to approve refilling this position. Motion carried.

B. **CONTEMPLATED EXECUTIVE SESSION**

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

A motion was made and seconded to go into Executive Session. A roll call vote was taken with all voting aye.

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

The Board rated Ms. Bablitch's performance acceptable. Mr. Clark will complete the written review.

IV. ADJOURNMENT

The meeting adjourned at 5:40 p.m.

Respectfully submitted,

Dawn Grasamkee
Recording Secretary

0599P.SAV

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
April 6, 2004

Present

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

Absent

Jesse Higgins

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jenni Jossie, Business Manager; Jim Canales, Family Care Director; Becky Dougherty, Public Health Supervisor; Ray Przybelski, Adult Services Coordinator; Suzanne Oehlke, WIC Director; Becci Blue, Assistant Business Manager; Jim Riggerbach, Shared Services Coordinator; Jessica Schmidt, Network Development Manager; Linda Weitz, Developmental Disabilities Supervisor; Lauri Rockman, Children and Family Services Coordinator; Lucy Runnells, CMO Business Manager; Janelle Ruedinger, CMO Nursing Supervisor; Johnny Xiong, Hmong Family Support Case Manager; and Doug Radtke, Town of Belmont.

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

I. MINUTES, GENERAL REPORTS, AND COMMENTS

A. Approval of Meeting Minutes of March 9, 2004

A motion was made by Mr. Zimdars and seconded by Mr. Patton to approve the minutes. Mr. Hunt noted a page was missing in the minutes regarding the Director's performance evaluation. Mr. Clark stated he met with Ms. Bablitch and reviewed the Board's comments. Her performance is acceptable. Motion carried with amendment as stated.

B. Correspondence

Ms. Bablitch distributed a copy of the Summary of Long Range Planning Study results to the citizen members of the Board. This is only a preliminary report and no action has been taken on the results.

C. Director's Report

Ms. Bablitch presented Mr. Hunt with a clock with a plaque for his years of service to the Board and Advisory Committee. This is Mr. Hunt's last meeting as the Advisory Committee has been reconfirmed. A set of bookends with a plaque was presented to Mr. Clark for his years serving as the Chairman of the Health and Human Services Board. Mr. Clark is no longer eligible to be Chairman according to the Bylaws but can still be on the Board if appointed. Management staff was present to thank Mr. Hunt and Mr. Clark for their service.

Ms. Bablitch distributed an article from the New York Times regarding more Hmong families moving into the area. Ms. Bablitch introduced Johnny Xiong who works with the Hmong in our Department.

Mr. Xiong reported 17 families have registered to come into the area. There are 37 adults and 40 children comprising these 17 families. An additional three to five more families are pending relocating to this area. Currently work is being done with Lutheran Social Services in Wausau and Refugee Services in Madison to prepare for these families. Currently they are located in a camp in Thailand. The children are in the school range of K through 12. Sponsor families are already in place. The transition is expected to be easier this time since services are already in place. Ms. Bablitch reported Mr. Xiong has been a tremendous asset to the Department and the community. Currently there are no Hmong families on W2 due mainly to work Mr. Xiong has done with these families.

D. Reports from Board Appointed Committees/Activities

Ms. Benz reported the Indicators Team of the Community Planning Council met Monday. Statistics were reviewed. A list of categories will be presented to the Community Planning Council at its April 22 meeting. The focus is on families and children.

Mr. Zimdars stated he attended the Leadership Lunch Series along with Ms. Buck, Mr. Medin, and Ms. Dodge. A presentation was given by Judge Fleishauer and Kathy King. The topic was juvenile justice. A need for a juvenile detention center in the community was addressed. It was also stressed that juvenile crimes hurt not only the victim but the community and the offender as well. A Formative Committee meeting is scheduled for May 20 at 6:30 p.m. Call Judge Fleishauer to be placed on the mailing

list for this meeting.

Mr. Medin stated the \$3,000 spent last year to bring on Board the Restorative Conferencing portion conducted by Mitch Fisher was well spent. One person has completed the process in its entirety. The potential to resolve issues is very good. Mr. Medin believes the county will be on the cutting edge of this philosophy with the beginning of this program. The funds for this position were through a grant and no county tax levy was involved. Ms. Bablitch reported the next Leadership Lunch Series is scheduled for May 20 and will be on the United Way COMPASS report.

- E. Members of the Public Who Wish to Address the Board on Specific Agenda Items must Register Their Request at this Time, with Such Comments Subject to the Reasonable Control of the Board Chair as Set Forth in Robert's Rules of Order

Mr. Radtke stated he would like to address agenda items II.A and II.B.

II. FISCAL ISSUES

- A. Action to Authorize Resolution to Approve \$340,000 for the Purchase of Equipment Necessary to Maximize Space at Ruth Gilfry Building

Ms. Bablitch stated discussion has occurred on this subject for some time. It was brought to Ms. Bablitch's attention that official action was not taken regarding this issue although it was forwarded to Committees that she believed were in control of the decision. As such, the resolution has been presented for approval to expend the funds.

Both the Finance and Capital Improvements Committees have already approved the resolution.

A motion was made by Ms. Dodge and seconded by Ms. Buck to approve the resolution.

Mr. Krogwold stated he was also unaware no action was taken. In a conversation held with Mr. Tronnier and with the Corporation Counsel regarding the bidding process for the project, it was determined the bidding process was done properly.

Mr. Radtke stated he is concerned with the nearly half million dollar request. He believes it is premature and ill advised. The county is currently in the process of looking at space needs for the county. He believes this process will be done quickly. Mr. Radtke believes the perception to the public would be there are no funds for an Environmental Health Supervisor but there are funds for new furniture. The cost would cover the salary for seven years for an Environmental Health Supervisor. He believes the public would perceive the health and safety of its citizens is not as important as new furniture.

Mr. Clark reviewed the building was originally designed to hold 80 people but now has over 120 people. Various solutions were looked at including renting space in another location, adding to the annex, and others. However, these were expensive and not feasible. Mr. Radtke felt the 35 offices in the lower level would be a stop gap measure and then in a couple of years things could change.

Mr. Hunt questioned the quote in the Stevens Point Journal made by Mr. DeDeker regarding the county facing a \$1 million deficit this year and next year and funds are "stolen" from one area to pay for another. Mr. Hunt questioned if this is the case to pay for this remodeling. Mr. Krogwold responded the funds for this project are not involved. Mr. Krogwold further stated the furniture would move with the CMO if it is relocated to a different facility in the future. Currently the equipment in this building is old and not ergonomically correct and should have been replaced 4-5 years ago. Small departments were done about 3-4 years ago due to the increase in workman's comp claims. Mr. Krogwold agrees the timing is not good but it needs to be done. Mr. Medin questioned how productivity would be increased with the new furniture. Mr. Canales discussed current office arrangements and furniture do not accommodate necessary laptop computers. Ms. Jossie stated currently staff are going to different areas to gather the information they need to complete their job rather than having it at their desk. It is anticipated if the changes proposed are done, it would eliminate staff having to move around and track down information since it would be within reach in their work area.

Ms. Bablitch stated 65 office units will be kept now and it is anticipated the changes made would be adequate to house current and future growth for the next 2-3 years. Ms. Tetzloff also stated privacy is an issue. There are no longer any interview rooms with closed doors to be used to talk with a client regarding their issues. These interview rooms are now offices. In

addition, staff are scattered throughout the building. Staff need to traverse the building in order to coordinate with other staff regarding an individual or a situation.

Mr. Radtke suggested possibly paring down the request over a two or three year time period with spending \$90,000 this year, \$60,000 the next, and so on. Mr. Medin stated according to the consultant, that would not be feasible. It needs to be done at one time since entire sections will be moved and reorganized.

Ms. Dodge suggested the consultant and Ms. Tetzloff be present at the County Board meeting to address the concerns. Ms. Tetzloff could also address any public health concerns regarding the elimination of the environmental health supervisor.

Mr. Clark called for action on the motion made earlier to approve the resolution. Motion carried with Mr. Hunt abstained since he will be leaving the area and Mr. Patton voting nay.

B. Action to Authorize Resolution to Approve \$72,000 for the Purchase of New Carpeting at the Health and Human Services Department

Mr. Clark stated replacing the carpeting was suggested by Mr. Kolodziej. It makes sense to replace the carpeting at the same time that offices are being moved.

A motion was made by Ms. Benz and seconded by mr. Zimdars to approve the motion.

Mr. Krogwold stated the \$72,000 is an estimate. Mr. Kolodziej obtained a quote only. Bids will be taken on the carpeting if the resolution is approved.

Mr. Hunt questioned what would be done if the bids come in over \$72,000. Mr. Krogwold stated the county will only spend up to \$72,000.

Mr. Clark called for action on the motion made earlier to approve the resolution. The motion carried with Mr. Hunt abstaining and Mr. Patton voting nay.

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C. Action to Approve Vouchers

Ms. Jossie stated the regular accounts total \$206,051.26, high cost totals \$97,141.99, and Portage House totals \$2,309.39. The CCPC vouchers total \$1,578,438.63. A motion was made by Ms. Dodge and seconded by Ms. Benz to approve the vouchers. Motion carried.

III. PERSONNEL ISSUES

A. Action to Authorize Position Refills

Ms. Bablitch stated Kim Roth, the Office Manager, has accepted a position with Rice Medical Center. Since it was so close to the hiring date Ms. Bablitch was able to use the pool of candidates interviewed for the position. The position was offered to Dianne Koca. Mr. Clark stated Ms. Koca is a very qualified candidate for the position and would have been offered the job if Ms. Roth had not applied.

As such, the optical imaging position being vacated by Dianne Koca will need to be refilled. A motion was made by Mr. Hunt and seconded by Mr. Krogwold to approve the refill. Motion carried.

Ms. Bablitch stated Uta Garrison will be retiring. It was originally planned not to refill this position. In the interim, the State has recognized that caseloads have increased statewide and therefore will be giving more funds to pay for staff. As such, Ms. Bablitch is requesting that this position now be refilled. A motion was made by Mr. Patton and seconded by Mr. Hunt to approve the request. Motion carried.

IV. ADJOURNMENT

Ms. Benz reported 181 children were served in Wally J's Place in March. Mr. Clark thanked the Board for their support over the years to help develop new initiatives. Mr. Hunt also thanked the Board for his participation on the Board and the Advisory Committee. The meeting adjourned at 5:35 p.m.

Respectfully submitted,

Dawn Grasamkee
Recording Secretary

0599P.SAV

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
April 27, 2004

Present

Jim Clark
Jeanne Dodge
Lonnie Krogwold
Tony Patton
Sandra Benz
Ann Buck
Wallace Zywicki
Philip Peterson
Richard Bishop

Absent

Gerald Wynne, Jr.

Excused

William Zimdars

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

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

I. ELECTIONS

A. Introduction of Board Members

Board members introduced themselves.

B. Election of Chairperson and Vice-Chairperson

Ms. Bablitch called for nominations for the Chairperson. Mr. Clark nominated William Zimdars. Nomination seconded by Ms. Benz. Mr. Bishop nominated Jeanne Dodge. Ms. Buck seconded the nomination. Ms. Dodge declined the nomination. Ms. Bablitch called two more times for nominations. No other nominations were made. A roll call vote was taken for Mr. Zimdars to be elected Chairperson. All were in favor with Mr. Patton voting nay.

Ms. Bablitch called for nominations of Vice-Chairperson. Ms. Dodge nominated Jim Clark for Vice-Chairperson. Mr. Krogwold seconded the nomination. Ms. Bablitch called two more times for nominations. No other nominations were made. A roll call vote was taken for Mr. Clark to be elected Vice-Chairperson. All were in favor.

Mr. Clark declared the keeper of the minutes will be the director, Ms. Judy Bablitch. Anyone wishing copies should contact Ms. Bablitch.

C. Action to Establish Meeting Times and Dates

Mr. Clark stated over the years the meetings have been held on the second and fourth Tuesdays of the month starting at 4:30 p.m. Mr. Zywicki questioned why two meetings a month. Mr. Clark stated due to the vastness of the subject material two meetings are necessary. Ms. Bablitch interjected there is much that needs to be done and a lot of information needed to be learned. A motion was made by Mr. Zywicki and seconded by Mr. Bishop to hold the meetings on the second and fourth Tuesdays of the month beginning at 4:30 p.m. Motion carried.

II. MINUTES, GENERAL REPORTS, AND COMMENTS

A. Approval of Meeting Minutes of April 6, 2004

A motion was made by Ms. Benz and seconded by Mr. Bishop to approve the minutes. Ms. Buck stated on page 2 under the first paragraph of Section C, second sentence. It should read "... the Advisory Committee has been reconfigured" rather than reconfirmed. Motion carried with amendment.

B. Correspondence

Ms. Bablitch distributed a copy of the Board membership roster and asked for Board members to update the information.

The organizational chart for the department was also included on pages 7 and 8.

Ms. Bablitch provided new Board members with the 2004 Service Directory, the agency brochure, and the Glossary of Terms.

The 2004 agency budget book will be copied for the new Board members.

Ms. Bablitch distributed copies of the agency cookbook to all Board members. This was developed by the Employees Foundation.

C. Director's Report

Ms. Bablitch reported she is very grateful the County Board passed the furniture and carpeting request. A mock office set up is available for viewing in the lower level.

D. Reports from Board Appointed Committees/Activities

Mr. Clark explained there are other committees the Board members also participate in. A list and explanation of the committees will be prepared by Ms. Bablitch and given to new Board members.

Ms. Dodge reported she attends the Permanency Plan Review Panel. This panel reviews foster home placements. Ms. Buck stated in the last five months, placements were declining but they are now back up to 6-7 children needing to be reviewed each month.

Ms. Benz reported on the Community Planning Council. The COMPASS report was presented. Data collection and indicators were also discussed. A collection of the surveys and other information available in the county will be gathered and reviewed to isolate commonalities. Once this is completed, the Council will then decide on what action needs to be taken. Mr. Clark stated the Planning Council brings all organizations together to utilize pooled resources and prevent duplication of efforts.

Ms. Buck reported on the CCPC Governing Committee meeting. Almost 700 clients are being served. It is time to submit the new RFP to continue the program. It is anticipated that no other agencies in the county will submit an RFP. It was reported Milwaukee County will have other agencies submit an RFP but Milwaukee County could also support two or three agencies doing the work. Mr. Clark stated the CCPC program was started originally as a pilot program. Only five counties in the state were selected to start the program at no cost to the county. The quality of life is enhanced for these individuals. In addition individuals can choose the services they qualify for.

Ms. Bablitch reported the COMPASS report will be presented to the Board. In addition the new Board members were added to the Leadership Lunch mailing. The next meeting will be May 20 with the COMPASS report being highlighted.

Ms. Benz reported Wally J's Place to Play served 181 children in March and has served 173 children to date in April.

- E. Members of the Public Who Wish to Address the Board on Specific Agenda Items must Register Their Request at this Time, with Such Comments Subject to the Reasonable Control of the Board Chair as Set Forth in Robert's Rules of Order

There were no members of the public wishing to address the Board.

III. PROGRAM ISSUES

- A. Discussion/Action First Quarter Program Statistics - January-March 2004

Ms. Rockman reported the service requests for Economic Support, Workforce Development, and Youth and Family Services are increasing. The average Economic Support caseload should be 275 but it is at 455 per worker currently. Respite care services are almost half used up currently. OWI assessments are also increasing. The AODA Prevention Coalition has 50 people participating. Planning for Empty Bowls 2004 planning has begun. The PAW consortium, the W2 consortium between Portage, Adams, and Wood counties, has begun and is slow going. In addition, the Department will look at creating consortiums with other programs. Emergency Services has been subcontracted with another agency. Mr. Zywicki questioned what happens with the respite care once funds run out. Ms. Bablitch stated funds would be sought elsewhere in the budget or the service would be stopped. Ms. Bablitch clarified with some services funds are shifted since higher costs can be saved elsewhere within the budget.

Ms. Tetzloff reported Hepatitis C reports are increasing. The state will be giving additional resources to help with screening and awareness. The WIC program was inspected by the USDA (federal) and state WIC programs. The program passed inspection with flying colors. Inspection statistics now reflect the number of inspections being completed rather than the number of establishment visits multiplied by Environmental Health staff. While at first glance, this may appear to be a decrease, the number of inspections completed per quarter remains similar. All establishments are inspected one time per year unless problems are noted. The effectiveness of the current method for beach and pool testing will be evaluated. The goal is to maximize staff efforts by identifying risk

factors and conducting testing based on the presence of risk factors rather than a "routine" timeframe.

Mr. Przybelski reported the number of psychological services referrals for last quarter needs to be changed to 376 instead of 576. An increase in the elder abuse referrals is becoming more prevalent. At some point the issue of additional staff may need to be looked at. Emergency detentions are average. One outreach was done with an employer in the area who had an employee die on the job due to a heart attack. Counselors were sent to the employer to help the co-workers deal with the death. The average of 15-17% no shows in the clinic are below the general average of 25%. Placements at Winnebago are increasing. The cost is \$589 per day. Norwood has not yet sent a bill. Placements in the Community Based Care Facilities helps to offset inpatient care at a lower cost.

Mr. Riggerbach reported intake is the first contact with the agency. Adult Protective Services/Guardianships is increasing. The number of substantiated child protective services investigations are also rising. Mr. Riggerbach gave a brief sampling of the child abuse and neglect investigations. The Child Welfare Dispositional Services is a new category. Volunteers including volunteer drivers and Board members which provides a great service for the agency. The Alternate Care Program reflects the foster homes licensed by the agency. The agency does use homes licensed by the State and other agencies as well. A large donation of items was sent by Lands End which included backpacks, duffel bags, jackets, mittens, scarves, pants, and shirts. The value was more than \$6,500. Mr. Riggerbach stated the federal review of the child welfare services nationwide was conducted. All the states failed. No new funds will be available to improve these services.

Ms. Jossie reported the amount billed no longer reflects the out of home billings since the WiSACWIS system does these now. In March, a General Assistance recoupment of \$60,000 was added. The Cash Received in January 2003 reflected a \$100,000 school health payment which has not yet been received for 2004. In addition, flu clinics were held in the fourth quarter in 2003. The county will be doing an RFP for a new collections agency. Ms. Jossie stated time was spent setting up the system for the new Children's Waiver specific to autism.

Mr. Canales reported enrollment is increasing again. The 80+ age range continues to be the fastest growing population. 66% of members are remaining in their own homes. The Self-Directed Supports option population continues to increase. This allows members to direct their own cares, including hiring and firing their own care workers. Keeping a risk reserve is a contract requirement. It is needed to pay for three months of services to members if the program should go out of business. A correction in the Provider Information under Personal Emergency Response Systems needs to indicate 2 for this quarter. No new providers were added this quarter. There are 170 contracts and 90 service agreements with various agencies to provide services to members. Approximately 6,000 claims are processed each month. There are no waiting lists for long term care services for adults. The children's developmental disabilities section serves 122 children. Most of these children transition to Family Care once they reach 18.

IV. FISCAL ISSUES

A. Discussion/Action 2003 Year-End Financial Report (High Cost and Regular Accounts)

This agenda item was postponed until the next meeting.

B. Discussion/Action 2004 Budget Amendments (Regular and High Cost Accounts)

This agenda item was postponed until the next meeting.

C. Discussion/Action 2004 First Quarter Financial Report High Cost and Regular Accounts

This agenda item was postponed until the next meeting.

D. Discussion/Action First Quarter 2004 CCPC Financial Report

This agenda item was postponed until the next meeting.

E. Action to Approve Vouchers

Ms. Jossie stated the regular accounts total \$194,903.54, high cost totals \$93,869.10, and Portage House totals \$2,098.82. Ms. Runnells reported

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the CCPC vouchers total \$1,476,098.99. A motion was made by Ms. Dodge and seconded by Ms. Benz to approve the vouchers. Motion carried.

V. PERSONNEL ISSUES

A. Action to Authorize Position Refills

Ms. Bablitch stated an Economic Support Case Worker had their employment terminated. The funds for the position are still in place. A motion was made by Mr. Patton and seconded by Mr. Krogwold to approve refilling of this position. Motion carried.

IV. ADJOURNMENT

The meeting adjourned at 6:00 p.m.

Respectfully submitted,

Dawn Grasamkee
Recording Secretary

0599P.SAV

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
May 11, 2004

Present

William Zimdars
Jim Clark
Jeanne Dodge
Lonnie Krogwold
Sandra Benz
Wallace Zywicki
Philip Peterson
Richard Bishop

Excused

Gerald Wynne, Jr.
Ann Buck
Tony Patton

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

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

I. MINUTES, GENERAL REPORTS, AND COMMENTS

A. Approval of Meeting Minutes of April 27, 2004

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

B. Correspondence

Ms. Bablitch stated page 8 of the packet contains the tentative meeting dates set for 2004.

Ms. Bablitch stated page 9 contains the membership roster. Ms. Buck's address will be changing to 2625 Sandpiper Drive, Apt. 102, Stevens Point, WI 54481 effective May 13. Any Board member wishing their email address listed should give the information to Ms. Bablitch or Ms. Grasamkee.

C. Director's Report

Ms. Bablitch reported Ms. Buck was in Marshfield having an emergency appendectomy.

Ms. Bablitch stated Mr. Wynne has other commitments for the second and fourth Tuesdays in May but will begin attending the Board meetings in June.

Ms. Bablitch stated previously some County Board members expressed concern that they were not aware of what was going on during Committee meetings. Ms. Bablitch decided to send the minutes and agenda of the Health and Human Services Board meetings to all County Board supervisors. County Board supervisors were confused as to whether they should attend the meetings. After speak with Roger Wrycza, County Clerk, it was decided a letter will be sent to all County Board supervisors informing them the Health and Human Services Board meets the second and fourth Tuesdays of every month and County Board supervisors are welcome to attend but will not receive per diem for the meeting. If they would like the minutes they should contact Roger Wrycza.

Ms. Bablitch stated the open meeting training that was held in April was very informative. However, many managers and County Board supervisors were not able to attend. Ms. Bablitch questioned if the Board would like to receive a shortened version of this meeting at a future Board meeting. Board members stated a refresher course would be helpful. Mr. Bishop commented on the changes to the agenda with the addition of particular terminology. Ms. Bablitch stated she has been directed by the Corporation Counsel that certain language should now appear on all meetings held in the county.

Mr. Clark stated the first county TV program was held with Philip Idsvoog on Cable Access 3. The purpose of this programming is to explain what county government does to the general public. Forthcoming shows will deal with mandated programs first and then non-mandated programs. Mr. Bishop stated the public library has copies of all County Board meetings on tape. Mr. Krogwold stated Amherst, Rosholt, and possibly Almond now have cable service. It will be checked to see if they would carry the Cable Access 3 TV programs as well.

Ms. Bablitch distributed copies of the 2004 Department Budget, both long and short versions, to new Board members.

Ms. Bablitch reported there are now two Registered Sanitarians on staff.

Ms. Bablitch stated the space needs are moving ahead. Mr. Kolodziej is getting bids on the carpeting. The move will be done in phases. The Board will be kept abreast of the process.

D. Reports from Board Appointed Committees/Activities

Mr. Zimdars reported the AODA Coalition is on the agenda and so he will not give a report on the meeting.

Mr. Zimdars stated he, along with Mr. Bishop and Ms. Benz, attended the strategic planning meeting for the CCPC. Mark Hilliker did a fantastic job. Ms. Benz reported they were broken down in small groups to work on issues. Ms. Benz stated the interaction between the social workers and business staff was great.

Mr. Zimdars reported he attended the Hunger Prevention Partnership meeting on May 5. There are currently five community gardens in process. The Mobile Pantry served 14-15 people in Almond and 12 people in Junction City. Empty Bowls will be held on October 16 at SPASH. There are 436 bowls donated this year. The Crop Walk is in the process of being organized as well.

Ms. Benz reported Wally J's Place to Play served 200 children in April and 73 children to date in May.

E. Members of the Public Who Wish to Address the Board on Specific Agenda Items must Register Their Request at this Time, with Such Comments Subject to the Reasonable Control of the Board Chair as Set Forth in Robert's Rules of Order

There were no members of the public wishing to address the Board.

II. PROGRAM ISSUES

A. Discussion/Action Portage County Alcohol and Drug Abuse Prevention Coalition

Ms. Rockman reported the AODA Coalition was developed after the Advisory Committee completed their task force report on alcohol and other drug abuse in Portage County. Copies of the report were distributed to new Board members. Overall, Wisconsin was found to have a high use

of alcohol and other drugs compared to the rest of the nation. Portage County has high use of these substances in the state compared with other counties. There is a lack of education and awareness in the community regarding these substances. Focusing on the community is the first phase being worked on by the Coalition. There are 55+ individuals involved in the Coalition. The first phase includes preparing the community to hear prevention strategies. A Community Readiness Survey was completed and it was found that Wisconsin has a lot of work to do in order to prepare the community for change. The approach will be positive and common ground will be sought. It was felt to adult modeling behavior should be targeted first. Mr. Zimdars commented the presentation given at the meeting was excellent. There is a lot of work to be done. Ms. Bablitch stated Lauri Rockman and Susan Henry are co-chairing this Coalition. A motion was made by Ms. Dodge and seconded by Mr. Bishop to accept the report. Motion carried.

B. Discussion/Action Nutrition in Schools Project

Ms. Oehlke stated the WIC program is a federally funded program with the purpose of improving nutrition outcomes of newborns and pregnant women and preschoolers from age 0 to 5. The Nutrition in the Schools project is designed to improve nutrition in the community. Changes in school environments would need to be done so children are healthier. There is an increase in obesity and type 2 diabetes being seen in children. In 2003, the state earmarked funds for nutrition coalitions. Portage County is working with three other counties in a consortium on this issue. Currently elementary schools are being targeted with the hope to move onto junior high schools. Mr. Bishop commented more control could be put on student diets by going to a closed campus. Ms. Oehlke stated a shift in school policies would need to be done. A comprehensive survey was designed that looked at elements in school including physical activity, lunch room, the curriculum, and three other elements. This was completed by Madison School. A survey regarding breakfast was also completed. The lack of breakfast being served to students is an issue the Hunger Prevention Partnership is working on. Funding is being sought through a federal PEP grant and Blue Cross/Blue Shield to continue the project in other schools. Issues also to be looked at would be rewarding children in the school environment with candy as well as not allowing soda to be consumed with lunch. In addition, replacing the vending machine items with healthy, nutritious foods would also need to be done. It is felt that by doing a few schools together and then presenting the results to the

School Board would help effect change. Mr. Krogwold commented it is too bad the government and other agencies need to take over the responsibility of parents. Ms. Oehlke stated parents need to model proper nutrition habits to their children. A motion was made by Ms. Benz and seconded by Mr. Bishop to approve the report. Motion carried.

III. FISCAL ISSUES

A. Discussion/Action 2003 Year-End Financial Report (High Cost and Regular Accounts)

Ms. Jossie reported the accounts are broken down into three separate areas – regular, high cost, and CCPC.

Ms. Jossie explained the high cost accounts are high risk, unstable accounts. These accounts are allowed to carry a reserve due to their unpredictability.

The SMI Residential Services budget will have a surplus due to an IMD facility placement that was budgeted but not used. The Inpatient/Chemical Dependency budget has a surplus as well due to inpatient and detoxification placements not needed as budgeted. The Inpatient/Mental Health budget came in with a deficit due to greater needs in Norwood and Winnebago. The Children's Group/Residential Care budget has a surplus as well. In addition, AODA revenues were transferred to the regular accounts since no placements in the high cost funds met the criteria for this funding while others in the regular account did. In addition, there were fewer placements in residential care and day treatment programming. The General Assistance budget also had a surplus. The county received additional revenues for 2002 claims as well as additional recoupments. The percentage received from the State changes every year since it is dependent on the various counties' participation levels. Overall, the high cost accounts will come in under budget and will result in \$253,687 being placed into the reserve.

The regular accounts are overall coming in at \$37,265 over budget. The variance is less than 3% between the regular and high cost accounts combined. Ms. Jossie stated the individual breakdown of the regular accounts are included as well for more detailed information. The auditors have already reviewed the 2003 financial information and the Finance Department is in the process of running the closing entries for 2003.

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

B. Discussion/Action 2004 Budget Amendments (Regular and High Cost Accounts)

Ms. Jossie reported the budget amendment requested reflects the elimination of the environmental health supervisor position in the Environmental Health and DOH Agent Services accounts. These will be offset in the attrition account. A motion was made by Ms. Dodge and seconded by Mr. Peterson to approve the request. Motion carried.

C. Discussion/Action 2004 First Quarter Financial Report High Cost and Regular Accounts

Ms. Jossie reported the SMI Residential Services budget is projecting a surplus due to placements being lower than budgeted for the first quarter. The Inpatient/Mental Health budget is anticipating a deficit due to unexpected placements at Winnebago. All the other high cost accounts are projecting even. The high cost accounts would come in at \$116,855 over budget and would need to use the reserve if no further changes occurred in the year.

The regular accounts reflect a surplus in the Administration/Business Services budget due to CBMAC (Community Based Medical Administrative Claiming) revenue being higher than projected. The Children and Family Services budgets reflect a shortfall in revenues due to placements being higher than budgeted in juvenile corrections. Mr. Krogwold questioned if the potential for deficits occur if delays in hiring are looked at. Ms. Bablitch stated that could be done. In addition, recruitment of foster homes is also being done. Ms. Bablitch stated historically managers look at the worst case scenario. A motion was made by Mr. Krogwold and seconded by Ms. Benz to approve the report. Motion carried.

D. Discussion/Action First Quarter 2004 CCPC Financial Report

Ms. Runnells stated CCPC stands for Community Care of Portage County or the Care Management Organization (CMO). This is Portage County's Family Care program. The budget for this program is done more like a business through use of an income statement. The statement shows the

plan (budget), the anticipated per member per month (PMPM), and the actual amount received and actual PMPM costs. The revenue includes the capitation rate the agency receives for each member. The comprehensive rate is \$2,255.32 per member per month and the intermediate rate is about \$674 per member per month. The actual amount received is less due to less enrollments than anticipated. The cost share is revenue received by members to pay for their services. These are higher than anticipated. Consumable materials are the supplies purchased by the agency for members. This is the reimbursement the agency receives for the cost of supplies. Room and Board is also payments by members to help offset their costs of living in adult family homes or community based residential facilities (CBRF's). Private pay is funds received from members who are not financially eligible for Family Care but wish to participate and pay for their case management. Overall revenues are lower than budgeted due to lower enrollment numbers than anticipated.

The expenses have a slight savings in administration due to position vacancies. Service coordination is below budgeted amounts as well. This is a direct correlation to enrollments. Staff have not been hired and will not be hired until enrollments increase. Services to members are over anticipated costs. Expenses are higher than anticipated overall.

Currently the program is operating with a loss of \$357,629 for the first quarter. These figures can change throughout the year. Mr. Clark questioned if the capitated rate could be changed at the end of the year. Ms. Runnells reported the state indicates this is a self correcting program. The costs from two years ago will be used to develop the 2005 capitation rate. The program is anticipated to increase capitation rates when needed and lower them when needed. Mr. Krogwold questioned if the deficit would stay stable. Ms. Runnells stated as enrollments increase the deficit would decrease. Currently 25 new enrollees were done in April with 13 disenrollments. The interest income is from the \$3.9 million reserve invested in CD's and bonds. The IBNR (incurred but not recorded) are costs from 2003. The retro rate adjustment are funds received from the state for capitation rate adjustments caused by increases in Medical Assistance fees. Overall the program is showing a \$278,179 loss for the first quarter. The loss would come from the reserve account which is a requirement of the program. Currently there is just under \$4 million in the reserve. A motion was made by Mr. Clark and seconded by Ms. Benz to approve the report. Motion carried.

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E. Action to Approve Vouchers

Ms. Jossie stated the regular accounts total \$75,350.52, high cost totals \$101,872.66, and Portage House totals \$344.69. The payroll for adult substitute care and foster care are included in this voucher report. Ms. Runnells reported the CCPC vouchers total \$865,722.25. A motion was made by Mr. Krogwold and seconded by Mr. Bishop to approve the vouchers. Motion carried.

IV. PERSONNEL ISSUES

A. Action to Authorize Position Refills

Ms. Bablitch stated Michelle O'Donnell, RN, took the vacant position in Community Health. As such her current position would need to be refilled. There is no additional fiscal impact with the filling of this position. A motion was made by Mr. Clark and seconded by Ms. Benz to approve the refill request. Motion carried.

V. ADJOURNMENT

The meeting adjourned at 5:50 p.m.

Respectfully submitted,

Dawn Grasamkee
Recording Secretary

0599P.SAV

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
May 25, 2004

Present

William Zimdars
Jim Clark
Jeanne Dodge
Lonnie Krogwold
Sandra Benz
Philip Peterson

Excused

Gerald Wynne, Jr.
Ann Buck
Richard Bishop
Wallace Zywicki

Absent

Tony Patton

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jim Canales, Family Care Director; Lauri Rockman, Children and Family Services Coordinator; Lucy Runnells, CMO Business Manager; Jessica Schmidt, Network Development Manager; Jeff Whitrock, Teen Leadership; Gwen Casey, Teen Leadership participant; Anton Anday, Teen Leadership; and Judy Rannow, Teen Leadership.

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

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

A. Approval of Meeting Minutes of May 11, 2004

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

B. Correspondence

Ms. Bablitch had no correspondence.

Mr. Clark questioned if the meeting date and time is difficult for people to attend. Ms. Bablitch stated when Board members call in due to a conflict or illness, attendance is monitored for a quorum. If a quorum will not be present, calls will be made to the remaining Board members to cancel the meeting.

Ms. Bablitch gave a brief update on Ms. Buck's health. Her recuperation will be a couple of months. Ms. Buck questioned if she should resign from the Board. Ms. Bablitch stated that would not be necessary. Ms. Buck did opt to resign from the Permanency Planning Review Committee.

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C. Director's Report

Ms. Bablitch stated at the last Permanency Planning meeting an article from Time magazine was distributed. The article is titled What Makes Teens Tick. Ms. Bablitch has additional copies if anyone is interested.

Ms. Bablitch reported the renovation of the building will take place in July and August. All the furniture will be ordered. The price quote was extended until August. The carpet will be installed by Mid-Wisconsin Flooring. During the renovation, the Board will need to meet elsewhere. Room 5 in the Annex has been booked for July and August meetings. Additionally, Ms. Bablitch will see if there are any remote locations that could be toured with the meeting being held in that facility.

Ms. Bablitch questioned if Mr. Clark and Ms. Benz could meet with Lauri Rockman, Ed Hunt, and herself concerning the Community Planning Council. This will be arranged.

D. Reports from Board Appointed Committees/Activities

Ms. Benz stated the CCPC strategic planning meeting focused on areas of importance. Small groups were formed to discuss the issues. The meeting was very informative. The next meeting is scheduled for June.

Ms. Dodge reported the Permanency Planning Review meeting was held. It was another very difficult situation. Ms. Dodge questioned if the county will cover the cost of a child placed in foster care who is being moved to Rock County along with his mother relocating as well. Ms. Bablitch stated the high cost account will be paid by Rock County as well.

Mr. Clark attended the Leadership Series. The COMPASS report was presented. Ms. Bablitch stated the COMPASS report will be presented to the Board at a future meeting as well.

Ms. Benz reported the Indicators meeting for the Community Planning Council took all the material available from surveys and statistics. The material was given to the Committee members who will research which information predominant concerns families and children. A full report will then be made to the entire Community Planning Council.

Ms. Benz stated 143 children were served in Wally J's Place to Play to date for the month of May.

Ms. Bablitch stated she will bring the list of committees to a future Board meeting to see if any new Board members would be interested in serving on any of the subcommittees.

- E. Members of the Public Who Wish to Address the Board on Specific Agenda Items must Register Their Request at this Time, with Such Comments Subject to the Reasonable Control of the Board Chair as Set Forth in Robert's Rules of Order

There were no members of the public wishing to address the Board.

II. FISCAL ISSUES

- A. Discussion/Action to Approve Vouchers

Ms. Runnells stated the regular accounts total \$139,306.44, high cost totals \$3,554.14, and Portage House totals \$1,741.71. The CCPC vouchers total \$669,972.83. A motion was made by Mr. Clark and seconded by Ms. Dodge to approve the vouchers. Motion carried.

III. PROGRAM ISSUES

- A. Discussion/Action Teen Leadership Portage County Program

Ms. Rockman distributed a copy of the yearbook. A short video was shown highlighting photos from the program narrated by Mr. Whitrock. There were 22 sophomores involved in the program. These students represented all the high schools in the county. Seven sessions were completed with the students. A group project was also completed. The students opted to do a class project with the Adult Day Care Center. The project was done during spring break. A prom was put on with the election of a king and queen as well as crafts and games being done with the seniors. The students also attended a Peer Court, the Diversity Center at the University, and Heritage Park. Ms. Casey stated the experience was a lot of fun and was a program she looked forward to attending. Shadows were chosen by giving the students a list of shadows and they were allowed to pick the person they wished to shadow. The program will be marketed to teachers, guidance counselors, and

principals to pick out participants. Ms. Rannow reported the Partners in Education surveyed teachers aware of the program and found that the Teen Leadership program ranked as a top priority. There is interest in Waushara County as well to do a Teen Leadership program. Mr. Anday stated this is a good way for adults to help develop skills in our youth to build the future. In addition, Mr. Anday reported a Boys and Girls Club will be opening in Plover on June 12. The students also wish to develop a Teen Leadership Alumni program. Mr. Whitrock stated he has spent time in Wisconsin Rapids and Wausau and talked about Teen Leadership. Ms. Bablitch stated this program may be looked at as a pilot for a statewide effort. Mr. Krogwold questioned whether the sessions are adjustable. Ms. Rockman stated the sessions will be tweaked each year as issues arise.

B. Discussion/Action RFP for the Care Management Organization/Family Care Program

Ms. Bablitch stated the Department is in the process of completing the RFP to provide the Care Management Organization (CMO) portion of Family Care. Four of the pilots have no competition submitting an RFP. Milwaukee County has some competition. The State informed counties that the Care Management Organization should be a separate organization and if it is a public project, reports directly to the County Board. Ms. Bablitch sees no problem with this requirement. The employees would still be housed in the building for now. They would continue to be covered by the Union as well. The CMO serves adults only. Children will still be served by the Health and Human Services Department. Ms. Dodge questioned if statistical information would still be provided. Ms. Bablitch stated that could be done. The Governing Committee for the CMO has specific requirements for its composition. This would be handled by the County Board if the CMO is separated. A motion was made by Mr. Clark and seconded by Ms. Dodge to present the RFP to the County Board with a request to separate out into their own Department. Motion carried.

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IV. PERSONNEL ISSUES

A. Action to Authorize Position Refills

Ms. Bablitch stated Janet Weix has resigned her position as WIC Aide. In addition, Laurie Iczkowski has taken the position vacated by Dianne Koca as the Optical Imager. This leaves a Claims Processor position open in the CMO. A motion was made by Ms. Dodge and seconded by Ms. Benz to approve the refilling of these two positions. Motion carried.

V. ADJOURNMENT

The meeting adjourned at 5:45 p.m.

Respectfully submitted,

Dawn Grasamkee
Recording Secretary

0599P.SAV

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
June 8, 2004

Present

William Zimdars
Jim Clark
Jeanne Dodge
Lonnie Krogwold
Sandra Benz
Philip Peterson
Tony Patton
Richard Bishop
Gerald Wynne, Jr.

Excused

Ann Buck
Wallace Zywicki

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jennifer Jossie, Business Manager; Lucy Runnells, CMO Business Manager; Faye Tetzloff, Health Officer; and Gary Garske, Sanitarian.

I. INFORMATIONAL UPDATE

An information update regarding the budgeting process was presented to the Board.

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

Mr. Zimdars welcomed Mr. Wynne to his first meeting. Mr. Wynne gave a brief description of his background.

II. MINUTES, GENERAL REPORTS, AND COMMENTS

A. Approval of Meeting Minutes of May 25, 2004

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

B. Correspondence

Ms. Bablitch had no correspondence.

C. Director's Report

Ms. Bablitch stated a priority setting document is used during budgeting. A draft of the refined document will be presented at the next meeting.

Ms. Bablitch questioned if Board members would like the opportunity for the staff to ask questions of them. This was done in the past. The time limit would be a half hour. The Board agreed to this meeting. It will be scheduled for the next meeting if the agenda permits.

D. Reports from Board Appointed Committees/Activities

Ms. Benz stated 80 children were served in Wally J's Place to Play to date for the month of June. The May figures were not available.

E. Members of the Public Who Wish to Address the Board on Specific Agenda Items must Register Their Request at this Time, with Such Comments Subject to the Reasonable Control of the Board Chair as Set Forth in Robert's Rules of Order

There were no members of the public wishing to address the Board.

III. FISCAL ISSUES

A. Discussion/Action to Approve Vouchers

Ms. Jossie stated the regular accounts total \$142,707.88, high cost totals \$214,387.62, and Portage House totals \$727.72. This also includes the substitute care and foster care payrolls. Ms. Runnells reported the CCPC vouchers for two weeks total \$938,531.88. A motion was made by Mr. Bishop and seconded by Ms. Benz to approve the vouchers. Motion carried.

IV. PROGRAM ISSUES

A. Discussion/Action National Environmental Health Association (NEH) Conference

Ms. Tetzloff stated the conference helped public health be better prepared in epidemiology in bioterrorism. The consortia is currently looking at hiring an epidemiologist to provide training. Another topic discussed at the conference involved beach testing. A discussion will occur with Planning and Zoning and other professionals regarding what makes beaches unsafe and when they are at risk.

Mr. Garske stated the food safety portion of the conference focused on school cafeterias along with other food coming into schools. Work will be done with school food staff and public health RN's regarding tracking food items that come into the school. This would help identify possible foodborne illnesses as well.

Ms. Tetzloff informed the Board of work that needs to be done in order to identify a volunteer base in case the population needs to be immunized quickly due to an outbreak.

Discussion occurred regarding the various topics covered by the conference. A powerpoint picture presentation was presented highlighting the conference and side trips taken.

B. Discussion/Action Increase in Minimum Wage

Ms. Bablitch stated there is a state hearing and legislative process occurring regarding increasing the State's minimum wage. Ms. Bablitch stated locally there is work being done on developing a living wage in the county. The increase to the minimum wage would be a graduated increase. Currently the minimum wage is \$5.15. The state is looking at increasing the wage to \$5.70 the first year and then to \$6.50 by 10/1/05. Mr. Krogwold questioned the impact on the Wisconsin economy by increasing this wage. Ms. Bablitch stated a comparison has not been done to her knowledge. Mr. Krogwold voiced concern that union contracts would also request an escalation in wages due to this proposed increase. Mr. Patton stated there are too many variables to look at endorsing this request for now. A concern is that raising the minimum wage would increase revenues which the government would not spend wisely. Ms. Dodge moved to postpone the letter to the legislators until further information can be gathered. Ms. Benz seconded the motion. Motion carried.

V. PERSONNEL ISSUES

A. Discussion/Action to Authorize Position Refills

There were no position refills.

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June 8, 2004
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VI. ADJOURNMENT

A motion was made by Mr. Krogwold and seconded by Mr. Bishop to adjourn the meeting. The meeting adjourned at 6:00 p.m.

Respectfully submitted,

Dawn Grasamkee
Recording Secretary

0599P.SAV

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
June 22, 2004

Present
William Zimdars
Jim Clark
Jeanne Dodge
Wallace Zywicki
Sandra Benz
Philip Peterson
Tony Patton
Richard Bishop
Gerald Wynne, Jr.

Excused
Ann Buck
Lonnie Krogwold

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Lucy Runnells, CMO Business Manager; and Blair Ward, Corporation Counsel.

I. INFORMATIONAL UPDATE

An information update regarding the COMPASS report was presented by Susan Henry of the United Way.

Mr. Zimdars called the meeting to order at 5:07 p.m.

II. MINUTES, GENERAL REPORTS, AND COMMENTS

A. Approval of Meeting Minutes of June 8, 2004

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

B. Correspondence

Ms. Bablitch reminded Board members to complete the evaluation on page 1 of the packet concerning the COMPASS report.

Ms. Bablitch distributed the Department of Workforce Development - Statement of Scope of Proposed Rate regarding the minimum wage. This will be a future Board meeting agenda item.

Ms. Bablitch stated page 6 of the packet contains the Board membership. If you have any changes, please see Ms. Bablitch or Ms. Grasamkee.

C. Director's Report

Ms. Bablitch reported the move of office space is scheduled to start July 1. The Board meetings are scheduled in Room 5 of the Annex for July and August due to the move.

Ms. Bablitch requested Board members to tentatively schedule September 23 for a Board meeting regarding the 2005 budget. Due to the Wisconsin Counties Association meeting scheduled the next week, the September 28 Board meeting will be canceled. Ms. Bablitch requested Board members keep the October 4 and 5 date scheduled for the budget as well in case the budget is not ready for September 23.

D. Reports from Board Appointed Committees/Activities

Ms. Benz reported on the CCPC Governing Committee meeting. The member statistical report was given. Mr. Bishop gave a brief update on the strategic planning meeting. The financial report was presented as well. There were 14 net members gained in May. Grievances and complaints filed are being addressed. Currently staff are in the process of writing the Request For Proposal which is due June 30.

Mr. Bishop reported on the CCPC Strategic Planning meeting held on June 11. The attendees broke into two groups. Focus was on the most important issues discussed. The next meeting is August 6. The goal is to complete the strategic plan by the end of the year.

Mr. Zimdars reported the State has indicated that the CMO be a separate agency. This was also recommended by the Health and Human Services Department. The Executive Committee will be looking at this request in August.

Ms. Dodge reported on the Permanency Planning Committee. There were three individuals, three sisters, and a sister and brother reviewed.

Ms. Benz indicated the Indicators Team of the Community Planning Council: Visions Team met on Thursday. Available surveys in the community were compiled. The survey information was broken into four to five categories. The next meeting will be held in July. The highest

needs will be presented at that time.

Ms. Benz reported she and Mr. Clark met with Ms. Bablitch and Ms. Rockman today to form the agenda for the upcoming Community Planning Council.

Ms. Benz reported there were 168 children served in the day in May. There have been 192 children served to date in June.

- E. Members of the Public Who Wish to Address the Board on Specific Agenda Items must Register Their Request at this Time, with Such Comments Subject to the Reasonable Control of the Board Chair as Set Forth in Robert's Rules of Order

There were no members of the public wishing to address the Board.

III. FISCAL ISSUES

- A. Discussion/Action to Approve Vouchers

Ms. Runnells reported the regular accounts total \$82,657.00, high cost totals \$14,865.91, and Portage House totals \$2,088.65. These were for two weeks. Ms. Runnells reported the CCPC vouchers for two weeks total \$890,573.97. A motion was made by Ms. Benz and seconded by Mr. Bishop to approve the vouchers. Motion carried.

IV. PROGRAM ISSUES

- A. Discussion/Action to Authorize Appointment of Board Members to Various Health and Human Services Department Committees

Ms. Bablitch reported there are various committees Board members also serve on. The memo on pages 7-9 indicate these committees, their current members, and when they met.

Ms. Bablitch reported Ms. Buck may not continue on the Permanency Planning Committee due to her illness. Ms. Buck has not made a final decision as of yet.

The Hunger Prevention Partnership Committee is currently working on the Empty Bowls event. This event funds the Mobile Pantry. Ms. Benz requested a presentation on the Mobile Pantry at a future Board meeting.

The Public Policy/Legislative Advocacy Committee of Hunger Prevention Partnership looks at changing public policy. The meetings are usually once a month. A Legislative Forum is scheduled for September 30 in conjunction with the League of Women Voters. It is scheduled for 5:00 p.m. at the Department on Aging. Mr. Peterson indicated interest in participating on this Committee.

The StreetSmart Committee works with restaurants to help raise awareness and funds to prevent homelessness. Mr. Clark requested that Mr. Patton also be included in this Committee.

The Food Advisory Committee is in the process of revision currently. Ms. Bablitch will inform the Board about changes.

Ms. Bablitch stated no changes will be made currently to the CCPC Governing Board. It is anticipated this will become part of the Executive Committee's appointment process if the CMO becomes a separate agency in 2005.

The AODA Coalition currently has 60 members. There is much work needing to be done. Mr. Wynne indicated interest in attending this Committee but will not be available until after August. Ms. Benz stated she is also on this Committee.

The Health and Human Services Department Legislative Advocacy Committee would be a new committee currently under consideration. Ms. Bablitch envisions working with three to six area counties on health and human services issues. Currently Marathon and Wood Counties are being asked if they wish to become part of this consortium. The Board supported developing this idea. Mr. Bishop and Mr. Peterson indicated interest in being part of this Committee once it is formed.

A motion was made by Mr. Clark to appoint those individuals expressing an interest in these committees to be added to them. The motion was seconded by Mr. Bishop. Motion carried.

B. Discussion/Action on Long Range Planning Study

Ms. Bablitch stated she found the report adequate and the Department will make due with the changes currently in progress. A motion was made by Ms. Dodge and seconded by Mr. Clark to accept the report.

V. PERSONNEL ISSUES

A. Discussion/Action to Authorize Position Refills

Ms. Bablitch stated Ann Schlice has taken the vacant nursing position in the Health Division. This would leave her nursing position open. A motion was made by Mr. Bishop and seconded by Ms. Dodge to approve refilling the position. Mr. Patton questioned the purpose of eliminating Mr. Carder's position and now hiring another individual. Ms. Bablitch stated this position is a nursing position and not a sanitarian position. In addition, there was no work for the Environmental Health Supervisor position.

Ms. Bablitch reported Mandy Rue has accepted the vacant Economic Support position. This would leave a vacancy in Word Processing. A motion was made by Mr. Clark and seconded by Mr. Bishop to approve refill of the word processor position. Motion carried.

B. Contemplated Executive Session

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

A motion was made by Mr. Clark and seconded by Ms. Dodge to go into Executive Session. A roll call vote was taken with all voting aye.

C. Reconvene Into Open Session for the Purpose of Taking Action on Closed Session Items if Necessary

A motion was made by Mr. Clark and seconded by Mr. Patton to go into open session.

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Ms. Dodge made a motion to reject the Union's offer of settlement on the Helms grievance. The motion was seconded by Mr. Bishop with all voting aye.

VI. ADJOURNMENT

The meeting adjourned.

Respectfully submitted,

Dawn Grasamkee
Recording Secretary

0599P.SAV

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
July 13, 2004

Present

William Zimdars
Jim Clark
Jeanne Dodge
Ann Buck
Lonnie Krogwold
Wallace Zywicki
Sandra Benz
Philip Peterson
Richard Bishop
Gerald Wynne, Jr.

Excused

Wallace Zywicki

Absent

Tony Patton

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jenni Jossie, Business Manager; Faye Tetzloff, Health Officer; Lauri Rockman, Children and Family Services Coordinator; Perry Ackeret, OWI Assessor; Becky Dougherty, Public Health Supervisor; Marilyn Dethlefsen, Public Health Nurse; Joanne Griffin, Ministry Behavioral Health; Julia Froehlich, Public Health Nurse; and Tara Holman, Intern.

I. INFORMATIONAL UPDATE

An information update regarding the illegal drug labs in Wisconsin was presented by Henry Nehls-Lowe.

Mr. Zimdars called the meeting to order at 5:25 p.m.

II. MINUTES, GENERAL REPORTS, AND COMMENTS

A. Approval of Meeting Minutes of June 22, 2004

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

B. Correspondence

Ms. Bablitch stated page 8 of the packet contains the Committee appointments a discussed at the last meeting. Mr. Peterson requested to be added to the AODA Coalition Legislative Subcommittee.

Ms. Bablitch reported the Legislative Advocacy Consortium is being well received by Marathon and Wood Counties. The other counties involved in

the County's Legislative Committee will also be approached to gain their interest in joining the Consortium. Further information will be made available as this effort moves forward.

C. Director's Report

Ms. Bablitch reported the move of offices in the building has commenced and is progressing satisfactorily.

D. Reports from Board Appointed Committees/Activities

Ms. Benz reported she attended the AODA Coalition Community Education and Awareness Subcommittee meeting. Two meetings were held due to the amount of information to cover.

A message will be developed. Four marketing firms will be presenting their ideas to the Subcommittee. Mr. Clark stated there are funds to cover advertising the message. Ms. Benz stated they are looking at a long range approach to make the public aware of our culture and the need for change. Adults need to model behavior for children. The Coalition is not asking individuals to stop drinking, but to do so responsibly.

Ms. Benz stated there were no figures to report on Wally J's Place due to not being in the building for the meeting.

E. Members of the Public Who Wish to Address the Board on Specific Agenda Items must Register Their Request at this Time, with Such Comments Subject to the Reasonable Control of the Board Chair as Set Forth in Robert's Rules of Order

There were no members of the public wishing to address the Board.

III. FISCAL ISSUES

A. Discussion/Action to Approve Vouchers

Ms. Jossie reported the HHS vouchers include \$135,456.92 for the regular accounts, \$95,229.28 for high cost, and \$2,691.84 for Portage House. The CCPC vouchers total \$123,816.55. The CCPC vouchers were low due to Ms. Runnells being on vacation. A motion was made by

Ms. Buck and seconded by Mr. Bishop to approve the vouchers. Motion carried.

IV. PROGRAM ISSUES

A. Discussion/Action Jail Discharge Survey Summary

Ms. Rockman reported a cross match of individuals served by Ministry Behavioral Health and who had been in jail in the same year was completed. There was a 70% correlation between these items. A detailed study of offenders' circumstances at the time of release from jail has just been completed. About 90% of the offenders released between 9/03 to 6/04 were surveyed. Mr. Ackeret reviewed the charts included in the packet. The majority of individuals were male between the ages of 18-25 and had less than a 12th grade education. More than half were unemployed. 68% were looking for employment as well. Barriers to employment were self-reported by these individuals. Transportation was an issue since 78% reported having no driver's license. 85% reported a history of AODA issues, but only 82% were in treatment. Of those not in treatment, 72% stated they didn't need or want treatment. In addition, of those surveyed, 46% felt they were not involved in the community. Ms. Dodge stated this would be a good opportunity to track individuals to see if they have made changes in their lives or continue with AODA issues. Mr. Krogwold questioned if jail is the appropriate placement for these individuals. Mr. Ackeret reported many without criminal activity could be placed elsewhere if a facility was available. Mr. Wynne commented that treatment is good but once the individual has completed treatment, there isn't enough ongoing support. The time of release being at 12:00 midnight is also a barrier since the only places open at that time tend to be bars. Mr. Ackeret reported an Oxford House program is being looked at. This program is a nationwide program which is run by offenders for offenders.

B. Discussion/Action Change in Priority Setting Method

Ms. Bablitch stated the priority setting method is being refined. In general, the health programs were separated as they have different priorities. In addition, Administrative priorities are also more detailed.

Mr. Clark stated he would like to see the mandated programs also include the level of services that need to be offered.

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Mr. Clark stated he would like to see the entire county do this for all programs. This would help in decision making if a program needs to be reduced or cut. It would also be helpful to inform the public when decisions need to be made.

V. PERSONNEL ISSUES

A. Discussion/Action to Authorize Position Refills

There were no positions to be refilled.

VI. ADJOURNMENT

The meeting adjourned at 6:10 p.m.

Respectfully submitted,

Dawn Grasamkee
Recording Secretary

0599P.SAV

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
July 27, 2004

Present

William Zimdars
Jim Clark
Jeanne Dodge
Ann Buck
Lonnie Krogwold
Tony Patton
Sandra Benz
Philip Peterson
Richard Bishop
Gerald Wynne, Jr.

Excused

Wallace Zywicki

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Faye Tetzloff, Health Officer; Lauri Rockman, Children and Family Services Coordinator; Erica Wojcik, Assistant Business Manager; Jim Canales, Long Term Care Coordinator; Ray Przybelski, Adult Services Coordinator; Jim Riggensbach, Shared Services Coordinator; and Lucy Runnells, CMO Business Manager.

I. INFORMATIONAL UPDATE

An information update regarding Open Meetings was presented by Mark Hilliker.

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

II. MINUTES, GENERAL REPORTS, AND COMMENTS

A. Approval of Meeting Minutes of July 13, 2004

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

B. Correspondence

There was no correspondence.

C. Director's Report

Ms. Bablitch introduced Erica Wojcik who took the Assistant Business Manager position.

Ms. Bablitch stated the remodeling of the Gilfry Center is on target. An open house will be held after the remodeling is completed.

Ms. Bablitch stated that her request to endorse the minimum wage was tabled previously for more information. She passed this out to Board members at a recent meeting. She is putting it back on the agenda on August 10 so she hopes Board members have time to review the information.

D. Reports from Board Appointed Committees/Activities

Ms. Benz reported on the Community Planning Council meeting. The Indicators Team reported five categories of need were identified. The September meeting will refocus the role of the Community Planning Council. The Council was developed to focus attention and resources on the county's top health and human services needs through collaborative assessment and planning currently for children and families..

Ms. Benz stated no statistics were available for the Wally J's Place to Play day care. The information will be included in the minutes. 187 children were served to date in July.

Ms. Dodge stated she attended the Permanency Planning Reviews. Two children were reviewed. Both are teen boys and are not expected to leave foster care prior to turning 18.

Mr. Zimdars attended the AODA strategic planning meeting. At this point, there is nothing to report since it was the first meeting. Strategies will be developed and worked on.

Ms. Dodge stated the Justice Coalition held a strategic planning meeting. Some interesting statistics are being discussed. The unemployment rate in Portage County is 5.9% with a rate of 8% in the City of Stevens Point. Some good discussions were being held. Ms. Dodge stated unfortunately this meeting started prior to our Board meeting and she was unable to continue with the meeting. Ms. Dodge asked Ms. Bablitch to see if it is possible that the Justice Coalition could hold its meetings on a different date or time to allow Board members to attend these planning meetings since unemployment impacts on the Department as well.

- E. Members of the Public Who Wish to Address the Board on Specific Agenda Items must Register Their Request at this Time, with Such Comments Subject to the Reasonable Control of the Board Chair as Set Forth in Robert's Rules of Order

There were no members of the public wishing to address the Board.

III. FISCAL ISSUES

- A. Discussion/Action Second Quarter Budget - High Cost and Regular

Ms. Bablitch reported the mental health inpatient and out-of-home placements continue to impact the high cost accounts. Due to the move, the regular accounts are not as detailed. More attrition than originally budgeted has been realized. The accounts will be more detailed for the budget process and the next report. A motion was made by Mr. Patton and seconded by Ms. Benz to approve the report. Motion carried.

- B. Discussion/Action Second Quarter CCPC Financial Report

Ms. Runnells distributed the CCPC financial report. The figures are actual figures for the first six months. There is an anticipated \$667,000 deficit in operations for this time period. Cases and target groups are being looked at to see what may be the reason for the deficit. Costs are up 13% while the capitated rate is down by 6%. The state assures the capitated rate is a self-correcting rate and will adjust each year as needed. The capitated rate for 2005 is expected to be received by August 23. There are currently 18 individuals with care costs of five digits each month. Mr. Bishop questioned if provider rates have increased as well. Ms. Runnells stated only a 3% increase was given to providers in 2004. Mr. Clark questioned if individuals have long term care insurance. Ms. Runnells stated if they do, they are not eligible for CCPC. Providers bill all pay sources available to a member prior to billing CCPC. Some facilities are limiting their contract with CCPC since a discounted rate is requested. The \$220,000 loss in the IBNR was due to an under-estimate of expenses for year 2003. These funds come out of last year's excess income. A motion was made by Mr. Patton and seconded by Ms. Buck to approve the report. Motion carried.

C. Discussion/Action to Approve Vouchers

Ms. Runnells reported the HHS vouchers for two weeks include \$180,322.05 for the regular accounts, \$91,628.38 for high cost, and \$380.13 for Portage House. The CCPC vouchers are for four weeks and total \$1,743,289.48. A motion was made by Ms. Benz and seconded by Ms. Dodge to approve the vouchers. Motion carried.

IV. PROGRAM ISSUES

A. Discussion/Action Second Quarter Program Statistics

Ms. Rockman stated the Economic Support referrals decreased for service requests although substitute care increased. Caseloads for Economic Support continue to increase. The respite child care budget has been used entirely. Services will continue to be provided since funds are saved in the long term when respite child care is used. Emergency service referrals are also increasing due to the economy and layoffs. There was one individual placed in substance abuse inpatient for 53 days. The PAW consortium held case reviews for the three counties. Portage County did very well overall. A partnership with CAP Services and Child Support to target public assistance recipients and non-custodial parents to help them obtain employment was finalized. There are 26 teens involved in the 2004-2005 Teen Leadership program which will start in September. A social worker has a Hmong girls group at SPASH. Nine girls participated in the program and graduated this year. Five of those girls will be continuing their education.

Ms. Tetzloff reported there was an increased in Hepatitis C reports this quarter. The first HIV positive resident was tested in Portage County. The WIC caseload continues to go up. The senior Farmers Market program is going well. Environmental Health continues to be stable. Mr. Patton questioned what to look for in Hepatitis A. Ms. Tetzloff reported there are flu-like symptoms, an enlarged liver, and then jaundice. Most people recover if they are treated. Ms. Buck questioned the 10 rabies submittals and which type of animal they were. Ms. Tetzloff stated they were primarily dogs and cats with one squirrel and one chipmunk. Ms. Tetzloff reported the first Hmong refugee family arrived in Portage County. A good system is in place since the family was processed through all services within a week after arrival.

Mr. Przybelski reported an increase in adult protective service referrals. Most fall into the elder abuse category. Mr. Patton questioned if this was due to a change in procedure. Mr. Przybelski stated no but believes it is due to better community awareness. Emergency detentions also increased. 28 of the 48 cases were dismissed. There was still an average of four days of care needed at a cost of \$630 per day per individual. The no show rate for psychological services is still below 25%. To date 402 days were served at Winnebago by clients. There is still one client placed in Winnebago. No figures were available from Norwood as a bill still has not been received.

Mr. Riggerbach reported the intake cases are standard. The child abuse and neglect investigations have increased but this seems to be a seasonal increase. There are two workers dealing with 45 child welfare cases. Volunteer transportation miles are down. This is due to CCPC clients utilizing the Lincoln Center transportation rather than volunteer drivers.

Mr. Canales stated 36 Family Care members were gained in the quarter. Most new participants live in their own home. The risk reserve will be lower after this year due to higher costs incurred and a lower capitated rate received. No significant change in providers was realized. A local developer is working to create a Residential Care Apartment Complex (RCAC). An RCAC is less costly than CBRF care. The referrals of children ages 0-3 for disability services decreased this past quarter. Mr. Canales stated the submission of the CMO RFP was the main goal for this quarter. This has been completed and submitted to the State. No competition for the CMO was realized by Portage County. It is anticipated a response will be forthcoming from the State next week on the acceptance of the RFP.

B. Discussion/Action to Establish Public Records Policy for Health and Human Services Department

Ms. Babilitch stated all departments are required to have this policy. The policy was reviewed by Mike McKenna and approved. The costs are standard for all departments. The only difference is in the records available section. This varies from department to department. It will be posted in the department as well as a copy given to the County Clerk. A motion was made by Ms. Dodge and second by Mr. Patton to approve the policy. Motion carried.

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V. PERSONNEL ISSUES

A. Discussion/Action to Authorize Position Refills

The WIC Aide position was vacated by Janie Garcia due to her taking an Economic Support position. The WIC Aide position includes Spanish speaking abilities. A motion was made by Ms. Benz and seconded by Mr. Patton to approve refilling the position. Motion carried. .

VI. ADJOURNMENT

The meeting adjourned at 5:47 p.m.

Respectfully submitted,

Dawn Grasamkee
Recording Secretary

0599P.SAV

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
August 10, 2004

Present

William Zimdars
Jim Clark
Jeanne Dodge
Ann Buck
Lonnie Krogwold
Tony Patton
Sandra Benz
Wallace Zywicki
Richard Bishop
Gerald Wynne, Jr.

Excused

Philip Peterson

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jenny Jossie, Business Manager; and Phil Idsvoog, County Board Chair.

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

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

A. Approval of Meeting Minutes of July 27, 2004

Ms. Dodge clarified on page 2 of the minutes regarding the Justice Coalition, that they talk about a lot of issues that impact Health and Human Services and not just the unemployment rate. A motion was made by Mr. Clark and seconded by Mr. Patton to approve the minutes with the correction. Motion carried.

B. Correspondence

Ms. Bablitch stated pages 7-14 of the packet are a quick reference guide to the budget. Ms. Bablitch distributed a copy of a table with further information that will be collected. A sample of a budget was also distributed. Ms. Dodge questioned why some programs such as Support Services, CCPC Administration and Business Support, and CCPC Service Coordination are indicated as both yes and no under mandated. Ms. Bablitch will check into this. Ms. Bablitch reported it is very difficult to ascertain the minimal services needed to meet legal requirements but this will be attempted. Ms. Bablitch stated they will also include what the benefits are if services are given more than they are required. In addition, long range forecasts through 2010 will be done. The cost of the program

will also be included that will break down how much is grant, state funded, or county tax levy. Mr. Clark commented that matched funds are also important since state funds are not received if matched funds are not given. Mr. Patton stated it is beneficial to get out information since the Health and Human Services budget is hard to understand. Ms. Bablitch reminded Board members of the detailed information available if County Board members would inquire. Ms. Dodge also stated this would help with cuts when and if they need to be done. Mr. Bishop commented it would be helpful to have a small statement on the agenda that if anyone wants information regarding an agenda topic to please attend the meeting and to ask for information.

C. Director's Report

Ms. Bablitch questioned if Board members received the "Save the Date" postcard inviting them a dinner and dialogue with legislators and policy makers to discuss helping prevent poverty.

Ms. Bablitch stated there is a time crunch to complete the budget for September 23. Ms. Bablitch talked with Bo DeDeker regarding this concern. Bo felt the Finance Committee would approve the HHS budget not being presented until early October. Therefore, the HHS budget will be presented to the Health and Human Services Board on October 4 at 4:00 p.m. October 5 will also be scheduled if needed.

D. Reports from Board Appointed Committees/Activities

Ms. Benz reported she attended the Community Planning Council Indicators meeting on August 3. The team worked on selected indicator categories.

Ms. Benz reported the AODA Coalition Education team heard presentations from three companies regarding marketing the mission of the AODA coalition to the community. Two companies were selected to make presentations to the entire AODA Coalition. A decision will be made which company to go with.

Ms. Benz reported on the AODA Coalition Data Research Team which met on August 5. Ms. Benz was unable to attend this meeting but team members were asked to review the Waukesha County AODA study.

Ms. Benz and Mr. Zimdars attended the CCPC Strategic Planning Committee meeting. This was the final meeting. The plan has been completed and implementation will begin. Some of the implementation will be delayed slightly due to the remodeling of the building.

Ms. Benz reported Wally J's served 246 children in June, 213 children in July, and 68 children to date in August.

Mr. Zimdars attended the Hunger Prevention Partnership meeting. Mr. Zimdars asked Board members to mark down October 16 for the Empty Bowls project at SPASH. For a \$10 donation, you will receive a handcrafted bowl, soup, bread, and enjoy entertainment. Last year, Empty Bowls raised \$9,000 to fund hunger issues in the county.

Mr. Clark stated the Community Planning Council will be giving presentations to the County Board. November will be on Restorative Counseling and January will be on the dental clinic. Information will be included in the packet.

Mr. Clark stated November is National Family Week. A resolution will be brought to the HHS Board and County Board.

- E. Members of the Public Who Wish to Address the Board on Specific Agenda Items must Register Their Request at this Time, with Such Comments Subject to the Reasonable Control of the Board Chair as Set Forth in Robert's Rules of Order

There were no members of the public wishing to address the Board.

II. FISCAL ISSUES

A. Discussion/Action to Approve Vouchers

Ms. Jossie reported the regular accounts totaled \$69,718.78, high cost totaled \$98,434.62, and Portage House totaled \$1,928.30. The substitute care payments are included in these vouchers. CCPC vouchers totaled \$764,453.27. A motion was made by Mr. Clark and seconded by Mr. Bishop to approve the vouchers. Motion carried.

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III. PROGRAM ISSUES

A. Discussion/Action to Adopt Revised Program Priority System

Ms. Bablitch stated page 15 is the new more refined way proposed to evaluate programs. Page 19 is the old system. It was decided to separate out the human services programs and public health programs. Page 18 explains the essential services for public health. Page 16 and 17 show examples of the new priority setting system. The program priority is included in the budget as well. A motion was made by Ms. Buck and seconded by Mr. Clark to approve the new priority setting system. Motion carried.

B. Discussion/Action 2004-2006 Strategic Plan

Ms. Bablitch stated two issues will be worked on for 2004-2006. Page 25 - 29 of the packet explain the timeline and steps to achieve the targeted issue. Progress reports are scheduled for September 27 and December 6 to Ms. Bablitch by the management staff. Mr. Clark moved to support the strategic planning concept and accept the proposed plan. Mr. Bishop seconded the motion. Motion carried.

C. Discussion/Action to Support Change in Minimum Wage

Ms. Bablitch stated she was asked to bring this back with more information when it was available. The state has initiated the minimum wage increase through the Department of Workforce Development. Page 34 contains a good summary of the issue and where it is at currently in the process. The request is currently being heard by the Joint Committee for the Review of Administrative Rules. Page 31 reflects the impact of the increase in the minimum wage to services offered at the Department. Discussion occurred regarding the pros and cons of increasing the minimum wage and how it will affect employers. Mr. Patton expressed his concern of a possible ripple effect with the increase in the minimum wage. Individuals who have worked there longer may request a wage increase if someone just starting is receiving the same wage as they are. Ms. Dodge stated various hearings were held throughout the state. Only three people were against the increase in the minimum wage. Mr. Krogwold felt that the county should stay out the issue and let the state and federal government handle it. Ms. Buck stated the increase in the minimum wage would affect the county programs positively but individuals not needing as

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much assistance. Ms. Bablitch stated the request is to send a letter of support to the committee and our legislators regarding increasing the minimum wage. A motion was made by Mr. Bishop with a second by Ms. Benz to approve sending the memo the committee supporting the increase of the minimum wage rate. Motion carried with Mr. Patton and Mr. Krogwold voting nay.

IV. PERSONNEL ISSUES

A. Discussion/Action to Authorize Position Refills

There were no position refills.

V. ADJOURNMENT

The meeting adjourned at 5:20 p.m.

Respectfully submitted,

Dawn Grasamkee
Recording Secretary

0599P.SAV

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
August 24, 2004

Present

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

Excused

Gerald Wynne, Jr.
Wallace Zywicki

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jenny Jossie, Business Manager; Jim Canales, Long Term Care Coordinator; Becky Dougherty, Public Health Nursing Supervisor; Dianne Koca, Office Manager; Jerry Koepfel, Youth and Family Services Supervisor; David Pagel, Family and Employment Supervisor; Jim Riggenbach, Shared Services Coordinator; Ray Przybelski, Adult Services Coordinator; Faye Tetzloff, Health Officer; Kathy Kelk, Social Worker; and Charm Fournier, Social Worker.

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

I. MINUTES, GENERAL REPORTS, AND COMMENTS

A. Approval of Meeting Minutes of August 10, 2004

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

B. Correspondence

Ms. Bablitch reported the Annual Report - 2003 was sent with the packets. Ms. Buck requested additional copies.

C. Director's Report

Ms. Bablitch stated the remodeling is moving along satisfactorily. Staff are pleased..

Ms. Bablitch stated since there are not as yet many agenda items for the September 14 meeting the meeting may be canceled or be used as an

orientation for new Board members and others. Please watch the agenda for the room number and meeting location if the meeting is held.

Ms. Bablitch stated management is working diligently on the budget.

D. Reports from Board Appointed Committees/Activities

Ms. Buck reported on the permanency planning meeting. Two cases were reviewed.

Ms. Benz reported Wally J's served 213 children in July and 145 to date in August.

Ms. Benz reported on the July 18 CCPC Governing Committee meeting. Nine new members were added in July. On August 2, Portage County received confirmation of getting the CMO Contract for the next five years. The strategic plan is almost completed and a report is pending. Complaints and grievances were reviewed. There were 12 false reports. Financial statistics were reviewed as well. The provider network adequacy was reviewed. Ms. Buck commented one problem which has occurred is a client has used all the providers and there are no other providers willing to serve the client. Mr. Zimdars stated the capitated rate will be coming from the State in the near future.

E. Members of the Public Who Wish to Address the Board on Specific Agenda Items must Register Their Request at this Time, with Such Comments Subject to the Reasonable Control of the Board Chair as Set Forth in Robert's Rules of Order

There were no members of the public wishing to address the Board.

II. FISCAL ISSUES

A. Discussion/Action to Approve Vouchers

Ms. Jossie reported the regular accounts totaled \$90,291.00, high cost totaled \$39,366.46, and Portage House had no vouchers. CCPC vouchers totaled \$560,171.79. A motion was made by Mr. Clark and seconded by Mr. Bishop to approve the vouchers. Motion carried.

III. PROGRAM ISSUES

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

Ms. Bablitch stated page 6 of the packet lists the new positions for the Health and Human Services Department. The Family Care positions are separated out. The only requests submitted are needed positions. Some of the positions will be researched for additional funding. This information will be presented to the Personnel/Finance Committee.

Mr. Pagel stated his request is for three new Economic Support Case Workers. Caseloads are continuing to grow. Due to this growth, overtime is also continuing to increase. Caseloads have grown from 250 cases per worker up to 325 cases per worker. Due to two refilled positions still in training, the cases have increased to 500 cases per worker until the training is completed. Mr. Clark questioned the legal responsibility to individuals seeking services and if a waiting list can be created. Mr. Pagel stated waiting lists are not a possibility since there are specific compliance regulations which need to be followed. If they are not followed, funding would be lost. Currently 50% of the funding is reimbursement from the state, the other 50% is funded by covered by other funds and county tax levy. Mr. Patton questioned how caseloads compare to other counties. Mr. Pagel stated some are higher and some are lower but are generally in the 325 cases per worker range. Mr. Pagel stated fiscal penalties are assessed if cases are not in compliance with state regulations. Mr. Pagel gave an example of how cases are processed when someone comes in for services.

Mr. Koeppel is requesting two positions. These are for HSS1 Social Workers to work as foster care case managers. Currently one position is a leased position. Mr. Koeppel is proposing this become a county position and to hire an additional worker to do the same type of work. Currently, the leased position cannot do any court work which means another county social worker needs to be involved to do the court work. The positions would work with adolescents in foster care. The goal is to keep adolescents in less costly foster placements rather than placing them in more costly group homes. The caseloads are small due to the intensive work required to keep these adolescents in less costly placements. Wood County also has the same program and Marathon County will begin this type of program in 2005. Having this positions as county positions would

negate needing two social workers to be on each case. The county positions would be able to do the court work required on each case. The children placed in foster care are court ordered.

Mr. Riggensbach stated he is requesting approval to hire one full-time child protective services dispositional social worker. These services are provided to families under court order. Currently the social workers have caseloads of 22-23 families. State guidelines suggest caseloads of 12-15 families. Waiting list are not an option since these are court ordered cases.

Ms. Dougherty is requesting to add five hours per week to an existing school year only position. There are state and federal funds available to fund these additional hours.

Ms. Tetzloff is requesting a full-time Public Health Planner to carry out the Public Health Preparedness/Bioterrorism (PHP/BT) portion of the Consolidated Contract. A current plan is in place but needs to be updated. State expectations and the amount of work to complete this facet of public health has steadily increased to meet the objectives. It is unknown how long funds will be available for PHP/BT activities.

Ms. Koca is requesting a full-time Support Clerk for the Business/Administration Division. Staff in this section are responsible for the reception and switchboard areas as well as processing incoming and outgoing mail, patient assistance, digital duplicating, photocopying, and optical imaging. Optical imaging for the Department started in 1998 and has not moved forward into other sections since 2003 due to staff just trying to keep current with existing optically imaged sections. In addition, Word Processing spends 25-30 hours per month attending 4-6 meetings. This time includes typing minutes, readying packets for mailing, etc. This position would take over the duties of photocopying, opening incoming mail, and would be the back-up to the switchboard. This would allow the other staff to complete their primary duties and allow optical imaging to start the Adult Services Section.

Mr. Canales reported Community Care of Portage County is requesting 10 new positions. Three CMO Social Work Service Coordinators and two CMO Registered Nurse Service Coordinators were approved in 2004 and would be filled in 2005 based on enrollments. The Assistant Financial Manager position would assist with duties Ms. Runnells is currently not

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able to complete due to workload. The Adult Family Home/Quality Assurance Coordinator is a hybrid of the existing Foster Home Coordinator in the general agency. This position would take on the adult family home portion of the Foster Home Coordinator which would leave the position open to recruit additional children's foster homes. The Quality Assurance portion of this position would work with homes to assure the health and safety of members placed in adult family homes. The State Contract requires quality assurance duties be completed. The two Claims Processor positions would be added based on enrollment as well. The CMO Information Specialist is currently a Gemini position. This position provides the service coding and pricing for MA clients. The position has been in place for one year and should now be brought into the Union.

Mr. Patton moved that the position requests should be forwarded to the Personnel/Finance Committees with the conditions that if funds are available within the County budget they should be approved. Motion seconded by Mr. Bishop. Motion carried.

B. Discussion/Action to Authorize Position Refills

There were no position refills.

IV. PROGRAM ISSUES

A. Discussion/Action to Adopt Resolution Proclaiming November 21-27 National Family Week in Portage County

A motion was made by Mr. Clark and seconded by Ms. Benz to approve adoption of the resolution. Motion carried.

Mr. Clark stated a committee will be formed to do some local activities to emphasize this week.

B. Discussion/Action to Adopt Resolution on Department's Responsibility to Educate Public About Clean Indoor Air Ordinances

Mr. Clark clarified the last WHEREAS means Ms. Tetzloff is available to offer assistance/information if requested. Mr. Krogwold stated he is against this type of resolution as it is part of the job description to offer assistance and information as requested. Mr. Krogwold felt a simple letter to municipalities, etc., would be sufficient. Mr. Clark moved to withdraw

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resolution and to send a letter out informing the County Board, Village Chairs/Presidents, etc., of Ms. Tetzloff being available as a resource for information on clean indoor air. Motion seconded by Mr. Bishop. Motion carried.

V. ADJOURNMENT

The meeting adjourned at 6:35 p.m.

Respectfully submitted,

Dawn Grasamkee
Recording Secretary

0599P.SAV

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
September 14, 2004

Present

William Zimdars
Jim Clark
Jeanne Dodge
Ann Buck
Lonnie Krogwold
Tony Patton
Sandra Benz
Philip Peterson
Richard Bishop
Gerald Wynne, Jr.

Excused

Wallace Zywicki

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jim Canales, Long Term Care Coordinator; Ray Przybelski, Adult Services Coordinator; Lucy Runnells, CMO Business Manager; Cathy Mackay, Wisconsin Wins; and Janis Ribbens, CCPC Governing Board.

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

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

A. Approval of Meeting Minutes of August 24, 2004

A motion was made by Mr. Bishop 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 new position requests will be reviewed by Personnel/Finance Committees on September 16. Funding was found for all the positions except for the Business Administration position.

Ms. Bablitch reported the Economic Support Section requested three positions. If they are approved, one will begin on January 1 and the other added as the workload warrants.

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Mr. Clark commented it should be clearly understood how the Department is able to access funds. The funding resources available to the Department allow for this to occur.

Ms. Bablitch stated due to the upcoming Wisconsin Counties Association meeting, the September 28 Board meeting will be canceled. The Board will meet on Monday, October 4 at 4:00 p.m. in Conference Rooms 103 and 104 of the Gilfry Building to review the Department Budget. If needed, the Board will reconvene on Tuesday, October 5 to continue the budget review.

The Leadership Luncheon scheduled for Thursday, September 16, has been canceled.

Ms. Bablitch introduced Cathy Mackay who gave a brief presentation on the Wisconsin Wins program. Wisconsin Wins is a compliance check. Ms. Mackay distributed a handout stating statistics of the 2004 Wisconsin Wins compliance checks. The Synar amendment is a federal law passed which enforces the prohibition of selling tobacco to minors. In 2002, a compliance check was completed in Portage County which found 13% of retailers would have sold tobacco to minors. In 2004, bars now need to be checked as well. If they are not checked, funding will be lost. Compliance checks are done with law enforcement. The Tavern League will address the problem of bartenders selling tobacco to minors. A presentation will be one to the Tavern League in November which will highlight the Wisconsin Wins program. Mr. Patton voiced a concern about having employees who are minors and are smoking. Mr. Patton questioned if the owner would get in trouble if the minor is allowed to smoke at the business. Ms. Mackay will check into this. Ms. Benz expressed an interest in the compliance check results after the presentation is given to the Tavern League.

D. Reports from Board Appointed Committees/Activities

Ms. Benz reported the Community Planning Council met on Thursday, September 9. A presentation was made by the Marathon County Community Planning Council.

Ms. Benz stated the Executive Committee of the AODA Coalition met to firm up the purpose of the Coalition.

Ms. Benz stated the AODA Indicators Committee will meet on September 15. The AODA Education Committee will meet on September 16.

Ms. Benz stated 207 children were served in August in the Wally J's Place to Play. To date in September, 66 children were served.

- E. Members of the Public Who Wish to Address the Board on Specific Agenda Items must Register Their Request at this Time, with Such Comments Subject to the Reasonable Control of the Board Chair as Set Forth in Robert's Rules of Order

Ms. Ribbens stated she is present to hear about the CMO 2005 rate.

II. FISCAL ISSUES

A. Discussion/Action to Approve Vouchers

Ms. Runnells reported the regular accounts totaled \$167,501.58, high cost totaled \$105,084.51, and Portage House totaled \$1,012.51. CCPC vouchers were for three weeks and totaled \$1,540,257.55. A motion was made by Ms. Dodge and seconded by Mr. Bishop to approve the vouchers. Motion carried.

B. Discussion/Action on Proposed CMO 2005 Rate

Mr. Canales reported the CMO RFP was completed and the County received the program for the next five years. The capitated rate has gone down for five straight years. In 2004, this would be about a \$1.2 million loss. The proposed capitated rate for 2005 represents a 5.3% decrease from the 2004 capitated rate. The impact to the risk reserve would mean the risk reserve would be down to \$900,000 which is \$250,000 short of the required amount to be in the risk reserve. Providers will not be getting much of a rate increase.

Strategies have been developed to address this issue. A meeting was held with Bo DeDeker regarding this issue. A letter was sent to Chuck Wilhelm and Monica Deignan, state staff, indicating the rate is unacceptable. In addition, a request was made to Linda Baldwin, state staff, to review the data collected by CCPC to see if some information is missing which would cause this decrease. Virchow Krause, the accounting firm hired by the State as financial consultants, will be asked

to present the fiscal review and audit and to look at the rate methodology used to determine the capitation rate.

Ms. Deignan stated the rate is a proposed rate. The rate methodology is designed to change if more money is spent. All costs were pooled from all five Family Care counties to develop the rate. Milwaukee County does not serve developmentally or physically disabled individuals, which are the more expensive clients, but their costs are included in this pooling of funds. Ms. Bablitch stated Mr. DeDeker suggested legislators become involved. Mr. Krogwold questioned why Portage County's rate was so much higher than the other counties at first. Mr. Canales stated traditionally more developmentally disabled individuals were served in Portage County. Over time, individuals have moved to smaller living arrangements which are more expensive. In addition, Portage County aggressively went after waiver funding and as such had more funds to put into services.

Discussion occurred regarding the risk reserves in other counties compared to Portage County. Portage County has a higher percentage of developmentally disabled clients compared to the other five Family Care counties. Traditionally, these clients need more care as they get older. Ms. Bablitch commented she and other staff do not remember the state ever mentioning that all costs from the five Family Care counties would be pooled to determine the capitation rate. Ms. Dodge suggested not signing the contract until the rate is more favorable. Ms. Canales stated it is possible if the contract is not signed, the State would find someone else to do the program. A motion was made by Mr. Clark and seconded by Mr. Krogwold to follow the suggested plan as presented in the memo. Motion carried.

C. Discussion/Action to Authorize Capital Improvement Project for Portage House

Mr. Przybelski distributed an updated memo with corrected figures. Mr. Przybelski stated Portage House has been in need of repair for quite some time. There is only \$600 in the budget for repairs. There is lead paint in the structure which needs to be removed. In addition, doors do not close, there are seams in the floor which are separating, and a wall in the bathroom moves when pushed on. The roof also needs replacement. The building is structurally sound. It is inspected annually by the State. A motion was made by Mr. Clark and seconded by Mr. Krogwold to approve the request. Motion carried.

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III. PROGRAM ISSUES

A. Discussion/Action to Authorize Educational Leave of Absence

Ms. Bablitch stated a request to allow Shelly Tuttle-Embacher to reduce her hours from 40 per week to 30 per week until June 13, 2005. This would allow her to complete her masters degree in school counseling. The original request was to reduce to 20 hours per week but was amended to 30 hours per week. A motion was made by Mr. Patton and seconded by Mr. Clark to approve the request. Motion carried.

B. Discussion/Action to Authorize Position Refills

There were no position refills.

IV. ADJOURNMENT

The meeting adjourned at 5:40 p.m.

Respectfully submitted,

Dawn Grasamkee
Recording Secretary

0599P.SAV

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
OCTOBER 4, 2004**

Present

Bill Zimdars
Jim Clark
Jeanne Dodge
Tony Patton
Phil Peterson
Ann Buck
Sandy Benz
Dick Bishop
Gerald Wynne
Lonnie Krogwold

Excused

Wallace Zywicki

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jennifer Jossie, Business Manager; Lucy Runnells, CMO Business Manager; Jim Canales, Long Term Care Coordinator; Becky Dougherty, Public Health Supervisor; Jerry Koeppel, Youth and Family Services Supervisor; Ray Przybelski, Adult Services Coordinator; Lauri Rockman, Family and Employment Services Coordinator; Faye Tetzloff, Community Health Supervisor; Dianne Koca, Administrative Services Supervisor; Linda Weitz, Developmental Disabilities Supervisor; David Pagel, Family and Employment Supervisor; Erica Wojcik, Assistant Business Manager; Sue Chapman, Achievement Center; and JoAnne Griffin, Ministry Behavioral Health..

The meeting was brought to order by Mr. Zimdars at 4:00 p.m.

I. APPROVAL OF MINUTES OF SEPTEMBER 14, 2004

A motion was made by Mr. Bishop and seconded by Mr. Clark to approve the minutes with a correction on page 3, Section II. B., third line should read "down" instead of "done for five straight years" and on page 4, Section II. B., last paragraph, sixth sentence, should be Mr. Canales instead of Ms. Canales. Motion carried with corrections.

II. MEMBERS OF THE PUBLIC WHO WISH TO ADDRESS THE BOARD ON SPECIFIC AGENDA ITEMS MUST REGISTER THEIR REQUEST AT THIS TIME WITH SUCH COMMENTS SUBJECT TO THE REASONABLE CONTROL OF THE BOARD CHAIR AS SET FORTH IN ROBERT'S RULES OF ORDERS.

Ms. Bablitch reviewed upcoming meetings. The October 12 Board meeting will be held at the Lincoln Center with a tour of the Portage House facility to follow the meeting. The October 26 Board meeting has been canceled due to the County Board meeting. The November 9 Board meeting will be moved to November 2 due to the County Board meeting that evening as well.

III. REVIEW OF PROPOSED 2005 DEPARTMENT BUDGETS

A. Health and Human Services

Ms. Bablitch stated two balanced budgets will be presented to the Board for the Health and Human Services Department and the Community Care of Portage County Department. Separating the departments was one requirement to procure the new contract. Ms. Bablitch stated she will be receiving direction from the Executive Committee on Wednesday pertaining to how the Community Care of Portage County division will be handled in the future with the upcoming split from the Department. Ms. Bablitch thanked staff for their hard work on the budget.

1. Budget Overview

Ms. Jossie reported she followed the budget guidelines as presented by the Finance Committee. A 2.5% fund increase was allowed. Estimates for salary and fringes were used as directed.

Ms. Jossie stated Sup 1 shows the guideline compliance. An exemption for Health Insurance is being requested in the Regular accounts due to a 10% increase in premiums this year. The \$45,155 requested for exemption is for non-grant funded programs. The High Cost accounts are projected at the 2.5% increase with the use of reserve funds. Expense projections were higher than originally anticipated due to a "bad" year for substitute care and inpatient costs.

Sup 2 shows the budget comparison for salary and fringes. New positions were added in the areas where funding was available. Sup 3 shows the revenue comparison from 2004 to 2005. The increases were in program revenues and user fees. Sup 4 shows a 10 year history of revenues and expenses. No dramatic changes are noted. Sup 5 - Sup 8 is the revenue analysis which includes explanations for large increases or decreases as indicated. Sup 9 is the expense comparisons for 2004 to 2005. The majority of the expenses were in personnel and contractual services. Sup 10 - Sup 11 shows the purchased services analysis. Again, any major increases or decreases have an explanation beside them. Mr. Krogwold questioned the addition of the Gemini leased position in Shared Services. Ms. Bablitch stated this is an existing position which will continue into 2005. The position works on the WisACWIS system. Sup 12 is the fringe benefit definitions. Sup 13 - Sup 18 show the payroll calculations for the positions. Sup 19 is the position summary showing the growth or decrease of personnel in the Department. The large decrease is due to the removal of

the Community Care of Portage County personnel from the Department's positions. Sup 20 shows a graph of where the positions are for each Division.

Sup 21 - Sup 24 is the proposed fee schedule for 2005. Some fees remained the same and others were increased. The psychological services fees were increased due to actual costs as prepared on the latest cost report. The mediation services were changed to a per hour fee rather than an episode fee since episodes range in duration of time. The same was done for case management assessment rate and case management case plan rate. These were also changed to a per hour fee rather than a per assess or case plan. An increase is proposed for the intoxicated driver assessments as well. No changes were proposed in the public health licensing fees. The community health fees also remained the same. The fees for Communicable Disease Exam, Community Health Home Visit, and Lead Screening will also be the same for 2005. Water testing fees were increased to the actual cost of the test. In addition a re-test fee has been added which has not been charged in the past.

Sup 25 shows a budget recap of the regular accounts. The expenses and revenues are down in the Administration/Business Services Division due to a reduction in Gemini hours. In addition a shifting of revenues due to the CSDRB and CBMAC program elimination and new WIMCR cost reporting. Public Health Division shows an increase in expenses due to salary and fringes with a decrease in revenues due to recategorizing the CSDRB funds. Adult Services shows an increase in expenses due to the salary and fringes and COP expenses. The decrease in revenues is also due to the CSDRB program elimination and WIMCR cost reporting. Shared Services reflects an increase in expenses due to the new position request, Gemini personnel, and transfer of IV-E funds. The revenues also increased due to additional Child and Family Incentive funds. Children and Family Services shows increases in expenses due to reinstatement of the W2 funds and additional staff positions. The revenues also increased due to the reinstatement of W2 funds and increased program funds. The Children and Non-CMO Services budget has an increase in expenses and revenues primarily due to the addition of a new waiver program. The State has approved a new MA Waiver program which affects the Community Aids and created WIMCR cost reporting. The State took three existing programs and made them into the WIMCR program. As of now, the impact of this change is unknown. The State has said no change in funding should be realized; this change should be budget neutral. Attrition for the regular accounts was also budgeted due to the slowness of refilling positions. The net county share for the Regular Accounts is an increase of 2.5%.

Sup 27 shows a percentage of the population served in the various townships, villages, city, and other areas. Sup 28 - 30 shows the priority score of the program and pages the budgets are found on as well as an example of the priority document used to determine the priority code.

Ms. Jossie then reviewed the High Cost budget recap. The Residential Care budget was decreased based on the current use of the program. The Inpatient budget was also decreased due to the accounting change at the facility used for placement. Substitute Care was increased as was General Assistance due to higher demand for services. Overall the basic allocation stayed the same. Some of the reserve is anticipated to be used in 2004 as well as some used in 2005. This will leave a balance of about \$25,000 - \$40,000 in the reserve. Ms. Bablitch stated a program change to develop Level II foster homes will be done in 2005. This will hopefully help reduce substitute care costs since placement in foster homes is more cost effective.

2. **Review of Administration/Business/Finance Budget**

Ms. Bablitch stated the Administration/Business budget has no changes. Ms. Jossie reported the Finance budget is for informational purposes only. No changes were anticipated.

3. **Review of Adult Services Budget**

Mr. Przybelski reported the request for repairs to Portage House were approved by the Capital Improvements Committee with more funds than asked for which is greatly appreciated. The Portage House budget reflects salary and fringes which will need funding. The Psychological Services budget reflects a decrease in revenues even though only two less clients were served. This shows that there is a need to serve individuals who don't have the ability to pay.

4. **Review of Children and Family Services Budget**

Ms. Rockman stated the Chemical Dependency budget reflects funds coming from contracted services, grants, and AODA funding. Ms. Rockman stated the Juvenile and Family Services budget includes Level II foster home usage. Ms. Buck questioned the cost of Level II homes compared to other placements. Mr. Koeppl stated a Level I foster home costs \$700 per month, a Level II foster home costs \$1,100 to \$1,200 per month, any placements through Children's Service Society are about \$2,280 per month, and placements at Child Community Resources costs about \$2,850 per

month. Developing more Level II foster homes is more cost effective than placing children in other contracted placements.

5. **Review of Public Health Budget**

Ms. Tetzloff reported there are not a lot of changes in the public health budgets. A number of budgets were combined. State funds remained flat with the exception of Maternal Health funds which decreased 5%. The Community Health budget shows new funds for the refugee health program. These are funds that will come in and go out for refugees arriving in 2004 and 2005. The funds are for health assessments, interpreter services, outreach, and follow-up.

6. **Review of Shared Services Budget**

Ms. Bablitch stated the Community Connections program was developed from the SPIN program. A Resource Guide was also developed. Ms. Bablitch distributed copies of the guide. The United Way will be developing a 24-hour, 7-day-a week phone service called "211" which will be a phone service for community resources. Once this is in effect, the Community Connections program will be eliminated. The Child Welfare Services budget reflects a new position added for 2005. The Foster Care Coordination budget will be used for children's foster care only. The adult family care responsibilities will be shifted to a new position in the Community Care of Portage County budget.

7. **Review of Long Term Care Budget**

Mr. Canales stated the children's waiver is new for 2005. Ms. Chapman from the Achievement Center expressed her thanks for the partitions. Ms. Chapman voiced a concern regarding a decrease in funding anticipated from the United Way for 2005.

8. **Review of High Cost Budget**

Mr. Przybelski reported the SMI Residential Services budget is anticipated to remain stable for 2005. The Mental Health Inpatient budget was budgeted with an anticipated increase for 2005 since 2004 showed a higher usage. Almost all the clients using these funds for 2004 were first time users.

Ms. Rockman reported the Chemical Dependency Inpatient/Detox budget was increased for 2005. The Children's Group/Residential Care budget pays for treatment foster care. Projections show a higher use than

previously anticipated in 2004. This has been carried over into 2005. The General Assistance budget was also increased due to prescription usage.

9. **Action to Adopt 2005 Fee Schedule**

A motion was made by Mr. Clark and seconded by Ms. Buck to adopt the 2005 fee schedule as presented. Motion carried.

10. **Action to Adopt 2005 Health and Human Services Department Budget and Forward to Finance Committee**

A motion was made by Ms. Dodge and seconded by Ms. Benz to adopt the 2005 budget and forward to the Finance Committee. Motion carried.

B. **Community Care of Portage County**

1. **Budget Overview**

Mr. Canales reported the budget was developed based on the proposed 2005 capitation rate given to Portage County. The rate is a 5.3% decrease from 2004. A letter has been sent to legislators voicing our concerns with such a large rate decrease. State fiscal staff have reviewed the cost projections done by the CMO and found the reporting to be accurate. A meeting with State staff regarding the rate is still pending. Virchow/Krause is being looked at to provide a rate methodology analysis as well. Milwaukee County has offered their third party reviewer to look at the rate methodology.

2. **Budget Review**

Ms. Runnells stated page 1 is the guideline compliance report which is required by the County to complete. No county tax levy is used in the CMO budget. Page 2 reflects the breakdown of the line items. Ten new positions are included in 2005. A 1.5% increase was given to providers. The Non-Family Care comparison reflects the portion of Linda Weitz's position for supervising the staff working with developmentally disabled children. Page 3 is a revenue comparison from 2004 to 2005. It is anticipated \$1.3 million of the reserve will be used in 2004. Page 4 is a comparison of the expenses. Mr. Krogwold questioned why the total amounts don't match from page 3 and 4 with page 2. Ms. Runnells stated these were just missed and the totals are correct on page 2. Page 5 shows the cost utilization. Benefits to members are 85% of the budget. Page 6 are the personnel costs. Page 7 is the budget recap. Administration/Business is up 17%.

Children's Supervision remains the same. CMO Services reflects a 110.11% decrease. This is due to capitated rate decrease. Overall, it is anticipated \$1.9 million of the reserve will be used in 2005. Page 14 of the budget shows a decrease in the revenues from investments. Due to a change in the reimbursement from the State in 2005, it is anticipated investments will need to be used in June to have enough cash flow since the State will be one month behind in sending the capitated rate revenues. Mr. Canales stated it is anticipated a new rate will be calculated by November 2. Ms. Bablitch stated a special meeting could be held if needed to review the capitated rate.

3. **Action to Adopt 2005 Care Management Organization (CMO) Budget and Forward to Finance Committee**

A motion was made by Mr. Clark and seconded by Mr. Peterson to approve the budget and forward to Finance Committee. Motion carried.

IV. PERSONNEL ISSUES

A. **Action to Authorize Limited Term Position for Administration Section**

Ms. Bablitch reported all the new positions were approved with the exception of the Business Support Clerk. Therefore, an LTE is being requested. The position would be paid for with the remaining funds realized through attrition. The request is for 360 hours of LTE time to assist in optical imaging and providing back-up services for switchboard and reception. Ms. Bablitch stated the Board has the authority to approve an additional 520 hours. Mr. Krogwold questioned if staff would be able to keep up with imaging with this request. Ms. Koca responded three full-time positions would be needed to optically image documents just to stay current once all the sections have been optically imaged. New sections have not yet been added. Mr. Krogwold questioned how long it would take to get all sections into the imaging system. Ms. Koca and Ms. Bablitch stated that information would be gathered and reported on at a later meeting. Currently, staff is only able to try to stay current with sections already on the system but position vacancies and vacations have caused a backlog. A motion was made by Ms. Dodge and seconded by Ms. Buck to approve 360 hours for the LTE position in 2004. Motion carried.

B. **Action to Refill Positions**

Ms. Bablitch stated Jeni Isherwood has accepted a position with the CMO. This leaves her optical imaging position vacant. A motion was made by Mr. Clark and seconded by Ms. Benz to approve refilling this position. Motion carried.

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V. ACTION TO ADJOURN

The meeting adjourned at 5:30 p.m. The next meeting will be Tuesday, October 12, 2004 at 4:30 p.m. at the Department on Aging/Lincoln Center.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
OCTOBER 12, 2004**

Present

Bill Zimdars
Jim Clark
Jeanne Dodge
Tony Patton
Phil Peterson
Ann Buck
Sandy Benz
Dick Bishop
Gerald Wynne
Lonnie Krogwold

Excused

Wallace Zywicki

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jim Canales, Long Term Care Coordinator; Ray Przybelski, Adult Services Coordinator; and Phil Idsvoog, County Board Chair.

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

I. GENERAL REPORTS AND COMMENTS

A. Correspondence

There was no correspondence.

B. Director's Report

Ms. Bablitch stated the October 26 Board meeting has been canceled.

Ms. Bablitch questioned the Board if the Board meeting scheduled for November 9 could be changed to November 2. Board members were in agreement.

Ms. Bablitch reported the discussion held by the Hunger Prevention Partnership in conjunction with the League of Women Voters to discuss poverty issues was very successful. This discussion helped legislators and policymakers better understanding the issues.

Ms. Bablitch related LaCrosse County does a "Day in the Life" orientation for their policymakers. This could be done as well as continuing with the half hour Board orientations. It could be done in various agencies as well. The concept is to spend one hour or an entire day shadowing workers as they complete their job. Examples would be a W2 screening, foster family training, AA meetings,

Intensive Supervision visitation, Child Protective Services screening, WIC certification, Community Support Program case management, as well as many others. Ms. Bablitch will explore this further as the Board is interested.

C. Reports from Board Appointed Committees/Activities

Ms. Benz reported 207 children were served in August, 168 in September, and 57 to date in October in Wally J's day care. The lower participation in September was due to school starting.

Ms. Benz stated she attended the AODA Coalition meeting. Two marketing groups presented their ideas. The Coalition voted and selected Advantage Communication. A contract will be drawn up.

Ms. Benz stated the Community Indicators Team will meet tomorrow.

D. Members of the Public Who Wish to Address the Board on Specific Agenda Items must Register Their Request at this Time, with Such Comments Subject to the Reasonable Control of the Board Chair as Set Forth in Robert's Rules of Orders

There were no requests to address the Board.

II. FISCAL ISSUES

A. Discussion/Action to Approve Vouchers

Ms. Bablitch stated the Regular accounts totaled \$406,027.36, High Cost totaled \$146,710.80, and Portage House totaled \$1,863.62. CCPC vouchers totaled \$1,640,858.73. 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. Discussion/Action on Financial Responsibility for Changes to Jefferson Street Group Home

Ms. Bablitch explained the County owns Jefferson House. They have owned it for at least 20 years. The Health and Human Services Board and Space and Properties Committee made an agreement that the Board would be responsible for interior needs such as furniture, washing machines, etc. Space and Properties would be responsible for structural issues. A garage was replaced which Space and Properties paid for. A change to the program was done years

ago to serve both developmentally and physically disabled individuals. A ramp was added which was paid for by Health and Human Services. Currently a bathroom needs to be renovated. Estimates are being gathered. The question is who should pay for this renovation. Mr. Krogwold questioned the cost of this renovation. Mr. Kolodziej is getting estimates. This renovation does not represent a change to the program. The existing bathroom needs to be handicap accessible. Mr. Idsvoog stated this should be taken to Capital Improvements. Mr. Patton moved the request be taken to both Space and Properties and Capital Improvements as quickly as possible. Ms. Benz seconded the motion. Motion carried.

B. Discussion/Action on Status of Flu Vaccine

Ms. Bablitch distributed copies of Wisconsin Immunization Program Influenza Vaccine Talking Points. This document explains the influenza vaccine available in the United States and who the priority groups are to receive vaccinations as established by the ACIP and CDC.

Ms. Bablitch stated there is marvelous cooperation with all agencies in Portage County. There is more than enough vaccine for priority residents.

C. Discussion/Action on Repairs to Portage House

Mr. Przybelski showed picture overview of the repairs needed to Portage House. Space and Properties has approved the funds for the repairs. Discussion occurred regarding who will come in and do the needed repairs as well as the order the repairs should be done. Mr. Krogwold suggested Dennis Kolodziej oversee the coordination of the repairs. Mr. Idsvoog stated the request for overseeing the repairs should be on the Space and Properties Committee agenda. Mr. Clark moved the request for overseeing the repairs be sent to Space and Properties to control. Motion seconded by Mr. Bishop. Motion carried.

IV. PERSONNEL ISSUES

A. Discussion/Action to Authorize Position Refills

There were no position refills.

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V. ADJOURNMENT

The meeting adjourned at 5:20 p.m. Board members were invited to tour Portage House to see the needed repairs. The next Board meeting will be November 2, 2004.

Submitted by:

Dawn Grasamkee
Recording Secretary

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
NOVEMBER 10, 2004**

Present

Bill Zimdars
Jim Clark
Jeanne Dodge
Phil Peterson
Ann Buck
Sandy Benz
Dick Bishop
Gerald Wynne
Lonnie Krogwold

Excused

Wallace Zywicki

Absent

Tony Patton

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jim Canales, Long Term Care Coordinator; Jennifer Jossie, Business Manager; Ray Przybelski, Adult Services Coordinator; Jim Riggerbach, Shared Services Coordinator; Erica Wojcik, Assistant Business Manager; Lucy Runnells, CCPC Financial Manager; Faye Tetzloff, Health Officer; and Lauri Rockman, Children and Family Services Coordinator.

I. **INFORMATIONAL UPDATE**

Dianne Koca presented the informational update on the optical imaging system.

The meeting was brought to order by Mr. Zimdars at 5:00 p.m.

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

A. Approval of Meeting Minutes of October 4 and October 12, 2004

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

B. Correspondence

Ms. Bablitch distributed summaries of the DHFS Biennial Budget Request for 2005-2007.

C. Director's Report

Ms. Bablitch reported the Space and Properties Committee will be meeting on November 22 at the Gilfry building to look at the remodeling. One concern is in the fiscal area where traffic is an issue. Dennis Kolodziej will be looking at the possibility of adding a door.

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November 2, 2004
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Ms. Bablitch reported the November 23 Board meeting will be canceled. The next meeting will be December 14. The December 28 Board meeting will most likely be canceled as well.

Ms. Bablitch will be on vacation from November 17 to November 26.

D. Reports from Board Appointed Committees/Activities

Mr. Zimdars stated the Empty Bowls event was a success. There are some cookie and soup mix jars still available for purchase.

Ms. Buck reported the CCPC Governing Committee heard the general reports along with the anticipated loss of revenue due to the reduced capitation rate. Further information will be available after the meeting with the State.

Ms. Benz stated the StreetSmart Committee is beginning work for 2005. The program will be in place for January and February 2005. Both Shoney's and Michele's are participating this year.

Ms. Benz reported the AODA Committee met and selected a marketing team. Indicators are continuing to be reviewed.

Ms. Benz reported 147 children were served in October in the Wally J's day care. To date, 15 children were served for November.

Ms. Dodge stated she is participating in the Teen Leadership Portage County and is finding it to be a good experience.

Ms. Bablitch reported November is Family Month. Various activities include a letter to the editor, churches, and schools. In addition, the Community Planning Council will be holding a recognition breakfast and awards will be presented. Restaurants are being asked to give a 10% discount during the week of November 21 for families dining at their restaurant.

E. Members of the Public Who Wish to Address the Board on Specific Agenda Items must Register Their Request at this Time, with Such Comments Subject to the Reasonable Control of the Board Chair as Set Forth in Robert's Rules of Orders

There were no requests to address the Board.

III. FISCAL ISSUES

A. Discussion/Action to Approve Vouchers

Ms. Runnells stated a new voucher process is being implemented. Until the claims are converted to the new process, two reports will be given. The CCPC vouchers total \$912,639.21 along with \$23,813.09 on approval number 20040015. A motion was made by Mr. Bishop and seconded by Mr. Krogwold to approve the vouchers. Motion carried.

Ms. Jossie stated Health and Human Services is not on the new process yet but hopes to start prior to 2005. The regular accounts total \$243,896.69, High Cost totals \$70,567.77, and Portage House total \$3,401.64. A motion was made by Ms. Dodge and seconded by Mr. Bishop to approve the vouchers. Motion carried.

B. Discussion/Action on Redesigning Wisconsin's Human/Social Service Delivery System

Ms. Jossie stated the redesign is being done and will affect the funding for human services departments. The group is currently looking at the level at which mandated services need to be provided. A statewide policy is hoped to be created which will establish base rates for services. Implementation is hoped to begin in January 2007. The group will also address unfunded mandates and clearly define them. A motion was made by Mr. Clark and seconded by Ms. Dodge to accept the report. Motion carried.

C. Discussion/Action Third Quarter Budget Report

Ms. Jossie stated the third quarter budget report is the same as projected during the budget process. Ms. Runnells stated a loss of about \$1 million is being projected if costs stay the same. Ms. Jossie stated budget amendments are being requested to reflect the combination of programs in the Tobacco and Environmental Health budgets. A motion was made by Ms. Benz and seconded by Mr. Peterson to approve the budget amendments and budget reports. Motion carried.

IV. PROGRAM ISSUES

A. Discussion/Action Third Quarter Program Statistics (July - September)

Ms. Rockman reported a correction needs to be under Program Participation - Case Management. The figure should be 32 rather than 0 for this quarter.

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Economic Support caseloads continue to rise. Currently each worker has about 550 cases per worker. Respite costs have exceeded the budget but this also helps prevent more costly out-of-home placements. OWI assessments have also increased.

Ms. Tetzloff reported the first confirmed pertussis case was realized in the third quarter. Pertussis has continued to spread and has reached epidemic status in Portage County. Bioterrorism funds are being used to help contain these cases. Ms. Tetzloff stated most of the inflicted individuals are teens and adolescents. They have been immunized when they were young but are finding that the immunization wears off without exposure. A slight Hepatitis A outbreak has also occurred. Ms. Dodge questioned the high number of Lyme's Disease cases reported. Ms. Tetzloff stated this was because people did not realize they needed to be reported. This number reflects a more true accounting of the cases in Portage County. Mr. Clark questioned if the two sanitarians passed their tests and if they were reclassified. Ms. Tetzloff stated they have both passed their tests but have not been reclassified yet.

Mr. Przybelski reported a large increase in the Community Support Program referrals. These individuals have a lifelong condition and will need support most likely for the rest of their lives. There were 11 commitments also done this quarter. No show rates are below state averages. The increase in the age groups for services is normal when school begins again. There are also more inpatient stays being realized.

Mr. Riggerbach reported referrals for Community Health are up. The Child Abuse and Neglect staff were pleased with the approval of a position to help reduce the workload. A pre-service training was held for 11 possible new foster homes. There are also 14 applications being processed as well.

Ms. Jossie reported the accounts receivable statistics are status quo. State initiative is the elimination of various funding and combining them into one funding source. A concern is with the addition of Erica Wojcik, this has left a vacancy in the section. Hopefully the fiscal area will be full staffed by the end of the year. Ms. Bablitch stated both Jenni Jossie and Dianne Koca worked very hard during the remodeling process.

Mr. Canales reported 33 net enrollees were realized in the third quarter. The risk reserve was projected at have a \$1.4 million loss. A memo was distributed by Mr. Canales regarding the adjusted capitation rate for 2005. After a state meeting, the capitation rates for all five counties has been changed. Portage County will now realize a 2.9% increase in its rate compared to the projected 5.3% decrease. It is anticipated the program will lose \$1.7 million in 2004 and

\$200,000 in 2005 and it is hoped the rate will be corrected next year. Mr. Canales reported the increase in referrals for children ages 0-3 in the developmental disabilities section is normal for the school year.

B. Discussion/Action to Authorize Resolution Establishing Community Care of Portage County (CCPC) Program as its Own Department

Ms. Bablitch stated the resolution is needed to split the CMO off from the Health and Human Services Department. Mr. Clark questioned if other Family Care counties are doing this as well. Mr. Canales reported Fond du Lac and Milwaukee are doing it. He is not sure about LaCrosse or Richland. Ms. Bablitch stated the LaCrosse Director was not enthusiastic about it. She doesn't feel it was necessary for us but wanted to fulfill the State's requirements so Portage County could retain the contract as the service we provide was excellent for our residents. Mr. Krogwold questioned if the Executive Committee would make the appointments to the Committee. Ms. Bablitch believed this would be the case. A motion was made by Mr. Clark and seconded by Mr. Krogwold to approve the resolution and forward to the County Board.

V. PERSONNEL ISSUES

A. Discussion/Action to Authorize Position Refills

There were no position refills.

VI. ADJOURNMENT

The meeting adjourned at 6:10 p.m. The next Board meeting will be December 14, 2004.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
NOVEMBER 15, 2004

Present

Bill Zimdars
Jim Clark
Jeanne Dodge
Phil Peterson
Ann Buck
Sandy Benz
Tony Patton
Gerald Wynne
Lonnie Krogwold

Excused

Wallace Zywicki
Richard Bishop

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; and Jim Canales, Long Term Care Coordinator.

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

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

A. Approval of Meeting Minutes of November 2, 2004

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

B. Correspondence

There was no correspondence.

C. Director's Report

Ms. Bablitch reminded Board members she will be on vacation from November 17 to November 29.

D. Members of the Public Who Wish to Address the Board on Specific Agenda Items must Register Their Request at this Time, with Such Comments Subject to the Reasonable Control of the Board Chair as Set Forth in Robert's Rules of Orders

There were no requests to address the Board.

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November 15, 2004
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II. PROGRAM ISSUES

A. Discussion/Action to Recommend CMO Board Structure and Members and Forward to Executive Committee

Ms. Bablitch stated originally it was felt seven individuals would be ideal for this Committee. After discussion with Roger Wrycza he felt five members would be sufficient. Ms. Bablitch stated Phil Peterson and Jim Clark were selected due to their involvement with the Long Term Care Council. Bill Zimdars is the current Governing Board chair and would remain. In addition, Lonnie Krogwold was selected due to the large budget for this program and since Mr. Krogwold is also on the Finance Committee. The remaining slot would be filled by Janis Ribbens as a citizen member and participant in the program. Mr. Canales also stated Ms. Ribbens mother attends as well as her aide. Ms. Bablitch stated this would be a good mix of individuals. The new Committee would take effect January 1, 2005, and remain until new Committee appointments are made in April 2006. Mr. Patton questioned why some committees seem to be the same individuals. Mr. Patton would like to see rotation on the committees with the next selections. Discussion occurred regarding how the Executive Committee appoints committee membership. Mr. Clark thanked Ms. Benz, Ms. Buck, and Mr. Bishop for their participation on the CMO Governing Committee. Mr. Krogwold questioned if a conflict of interest would be possible with Ms. Ribbens participating on the Committee. Ms. Dodge stated this is a recommendation by the State that a member serve on the Committee. Ms. Dodge approved the Board structure as recommended. Mr. Patton seconded the motion. Motion carried.

III. PERSONNEL ISSUES

A. Discussion/Action to Authorize Position Refills

There were no position refills.

IV. ADJOURNMENT

The meeting adjourned at 4:50 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
DECEMBER 14, 2004

Present

Bill Zimdars
Jim Clark
Jeanne Dodge
Phil Peterson
Ann Buck
Sandy Benz
Tony Patton
Gerald Wynne
Lonnie Krogwold
Richard Bishop

Excused

Wallace Zywicki

Also Present: Judy Bablitch, Director; Judy M. Wright, Recording Secretary; Lucy Runnells, CCPC Financial Manager; Faye Tetzloff, Health Officer; Terri Timmers, Regional Director, Northern Region Division of Public Health; Ray Przybylski, Adult Services Coordinator; Jim Canales, Long Term Care Coordinator; and Philip Idsvoog, Chairman.

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

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

A. Approval of Meeting Minutes of November 15, 2004

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

B. Correspondence

Ms. Bablitch announced that the 12/28/04 Board Meeting would be cancelled and the memo regarding Board Meeting Dates for 2005 was distributed. Also distributed were the Crossroads Tax Cuts Article and County-Wide Strategic Planning Process. Mr. Idsvoog read the resolution cover letter addressed to all County Board Supervisors with copies to all department heads.

C. Director's Report

Ms. Bablitch introduced Judy M. Wright to all Board Members. Ms. Bablitch reported updates on the decisions that the Executive Committee made about the structure of the CCPC Governing Committee.

D. Reports from Board Appointed Committees/Activities

Ms. Buck reported the young person nominated for the Community Circle Award won and was truly inspired by receiving it.

Ms. Benz reported that the AODA Coalition Marketing Strategy Sub-Committee continue to meet and brainstorm ideas.

Mr. Wynne reported that the 2617 Club is coming along slowly. Mr. Wynne hopes the AODA Coalition can assist with support and structure. They have a five year commitment from Ministry Behavioral Health.

Concern was raised that with Leadership Luncheon Meeting attendance. It used to be 35-45 people, but at the last meeting there were only 13-14 people. Ms. Bablitch wondered if this could be a result of the scheduled date and time of the meetings and/or the topics addressed. Board members who attended confirmed it was always extremely informative.

Ms. Benz reported Wally J's Place to Play served 158 children in November and 78 to date in December.

E. Members of the Public Who Wish to Address the Board on Specific Agenda Items must Register Their Request at this Time, with Such Comments Subject to the Reasonable Control of the Board Chair as Set Forth in Robert's Rules of Orders

There were no requests to address the Board.

II. FISCAL ISSUES

A. Discussion/Action to Approve Vouchers

Ms. Runnells stated the new voucher process has been implemented. HHS began the new process with last week's voucher run and this would explain why there's a mixed report. Ms. Runnells reported the HHS Regular Accounts totaled \$245,113.46, High Cost Accounts totaled \$169,258.68, Portage House totaled \$3,823.45, report 20040041 for \$95,433.63, and report 20040047 for \$36,878.08. CCPC's vouchers totaled \$2,754,034.69, report 20040022 for \$10,967.05, 20040026 for \$18,525.84, and 20040042 for \$13,091.62. Mr. Clark questioned the travel expenses and Ms. Runnells explained this is for staff in the budget. A motion was made by Mr. Clark and seconded by Ms. Benz. Motion carried.

III. PROGRAM ISSUES

A. Discussion/Action: Role of the Regional Health Office, Terri Timmers, Regional Director, Northern Region Division of Public Health

Ms. Timmers distributed the Overarching Goals Bookmark. She reported that every five years, local Health Departments are required by state statutes to have a review and, during that review, they go through a process to look for compliance with state statutes and ask these health departments to tell them if their services provided make them a Level I (Basic Health Department), Level II (Intermediate), and Level III. Portage County is a Level III department. At Level III, funding is increased because a higher level of service is provided to citizens. This process is scheduled to take place May 2005.

B. Discussion/Action: Public Health Preparedness

Ms. Tetzloff reported that the Public Health Emergencies Preparedness Guide was put together by the State and provided to the public via the Buyers Guide. Ms. Tetzloff presented a slide presentation regarding Public Health Preparedness.

IV. PERSONNEL ISSUES

A. Discussion/Action to Request New Position

Ms. Bablitch requested an additional 20 hours be added to the Public Health Planner position previously approved for 2005. This position will take over some of the duties previously done by the Tobacco Prevention Specialist. A job description was distributed. Mr. Patton moved to accept this request. Motion carried.

B. Discussion/Action to Authorize Position Refills

Ms. Bablitch requested three position refills ... Char Whitmarsh's position with Family and Employment Support, Nancy Sommerfeld's position as CMO Social Worker, and Rhonda Greeno's position as CMO Social Worker. Ms. Dodge moved to approve the position refills, seconded by Mr. Patton. Motion carried.

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V. ADJOURNMENT

The meeting adjourned at 6:00 p.m.

Submitted by,

Judy Wright
Recording Secretary

0599P