

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
JANUARY 11, 2005

Present

Excused

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

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Mike Houlihan, Portage House; and Faye Tetzloff, Health Officer..

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 December 14, 2004

Ms. Dodge questioned if the Public Health Planner position was approved. Ms. Bablitch stated the additional 20 hours was taken to the Joint Personnel and Finance Committee meeting and approved with it being presented to the County Board on January 21. Ms. Dodge and Ms. Buck requested they be available to sit in on the interview process. A motion was made by Mr. Bishop and seconded by Ms. Buck to approve the minutes. Motion carried.

B. Correspondence

Ms. Bablitch stated pages 5-27 is information on TABOR. Mark Hilliker will be trained on TABOR. Roger Wrycza also feels this will pass legislation. More information will be given at the next Board meeting. Ms. Bablitch also distributed newspaper articles regarding TABOR.

C. Director's Report

Ms. Bablitch stated all business is going well in the Department.

D. Reports from Board Appointed Committees/Activities

Ms. Buck stated the CCPC Governing Committee reviewed the financial strength of the program. There will be a loss of revenue this year. The revised capitation rate has helped somewhat but will still cause a slight deficit. The formula for determining the capitation rate will be revised by the state.

Ms. Dodge stated there were two very contrasting teens reviewed during Permanency Planning.

Ms. Benz stated the AODA Legislative Advocacy Committee met and discussed a community award to be presented to a business, organization, or person who promotes positive AODA recognition.

Ms. Benz stated the AODA Education Committee has met with the marketing people.

Ms. Benz reported Wally J's Place to Play served 2,108 in 2004 and 73 children to date in January.

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. Bablitch stated no unusual expenses were in the vouchers. The Regular Accounts totaled \$117.13, High Cost totaled \$100,359.17, and Portage House totaled \$798.06. In addition, voucher number 20040050 for \$139,593.99; voucher number 20040058 for \$56,378.65; voucher number 20050017 for \$87,601.16; and voucher number 20050012 for \$72,944.45 were included for approval. A motion was made by Mr. Bishop and seconded by Mr. Patton to approve the vouchers as presented. Motion carried.

III. PROGRAM ISSUES

A. Discussion/Action: Wisconsin County Health Rankings 2004

Ms. Tetzloff summarized the *Wisconsin County Health Rankings 2004* document. This is the second year for this report. Portage County's overall rank was 5th in Health Determinants, and 22 in Health Determinants; this is slightly higher than in 2003. Overall, other measures/ranks did not change significantly except for the Physical Environment ranking which went from 1 to 22. This is because in the first report only the number of lead-poisoned children was considered for ranking. This year measures included: number of lead-poisoned children, pre-1950 housing stock (a risk factor for lead poisoning), nitrates in water, and air quality. Several of these risk factors cannot be altered. For example, much of the air quality concerns in Portage County stem from industry in Wood County.

There was some media attention given to these rankings. Ms. Tetzloff shared that although the rankings are interesting they do not measure many of the assets available in Portage County that also impact public health. These rankings do not drive Public Health programming, rather, community initiatives are determined through the community assessment process done every five years.

B. Discussion/Action: Consideration of a County Strategic Planning Process to Review the Strategic Goals, Functions, and Management of County Government

Ms. Bablitch stated the county is narrowing the process to just management. Mr. Clark stated the make-up of the committee needs to be discussed. Ms. Dodge stated the resolution will be discussed on Friday. The direction has changed from strategic planning to 2014 to reviewing the management structure. Ms. Dodge feels all department heads and chairs should be involved in the discussion. Discussion occurred regarding the feelings of what needs to be done to proceed forward with the management review; a strategic planning process; who should be on the committee, and what are the county goals.

IV. PERSONNEL ISSUES

A. Discussion/Action to Authorize Position Refills

Mike Houlihan stated the part-time Night Security position was vacated recently. According to state contract, they must have 24 hour awake staff at Portage House. A motion was made by Ms. Dodge and seconded by Ms. Benz to

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approve refilling this position. Motion carried.

Additionally, discussion occurred regarding the 12:01 a.m. release policy at the jail. Mr. Bishop questioned if Portage House accepts these individuals. Mr. Houlihan stated Portage House needs a referral and the individual needs to be accepted. The development of Oxford House was also discussed.

V. ADJOURNMENT

The meeting adjourned at 5:30 p.m.

Submitted by,

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
JANUARY 25, 2005

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; Dawn Grasamkee, Recording Secretary; Mike Houlihan, Portage House; Faye Tetzloff, Health Officer; Suzanne Oehlke, WIC Director; Jim Riggerbach, Child Protection and Shared Services; Linda Weitz, Developmental Disabilities Supervisor; and Erica Wojcik, Assistant Business Manager.

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 January 11, 2005

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

B. Correspondence

Ms. Bablitch distributed copies of the 2005 Service Directory. The picture directory will be available by April 1.

C. Director's Report

Ms. Bablitch stated she has asked if the County Board would like to hold a meeting in the building to see the renovations. Roger Wrycza will take this request to Chairman Idsvoog and see if a meeting could be held here. Tours of the building will occur prior to and after the meeting.

Ms. Bablitch reported the Hunger Prevention Partnership was looking at the minimum wage and living wage issues. As the city is looking at increasing the minimum wage, the Partnership will do more education on what the minimum wage is, how it helps and does not help individuals in poverty, etc. The living

wage will also be included but the focus at the time is the minimum wage, until that issue is settled. Discussion occurred regarding if the county should join in with the minimum wage issue. Ms. Bablitch clarified the Partnership would only be doing education.

D. Reports from Board Appointed Committees/Activities

Ms. Dodge stated she and Ms. Buck attended the Permanency Planning Review. Two individuals were up for review. One review was no problem. The other review needed to be postponed due to not everyone being able to be present for the review. This review will take place on Wednesday.

Mr. Clark stated he attended the Child Advocacy Conference in Wausau. Several counties were represented. A regional advocacy center is being proposed. This would be geared toward physically and sexually abused children. The center would be the place where the child could be interviewed and the interview recorded. This would entail the child only needing to be interviewed once and all parties involved could observe the interview to make sure their questions are asked. Funding is currently be researched for this project.

Ms. Benz stated the AODA Executive Team met to look at volunteer recognition, approve the logo for the Coalition, and review the possibility of a newsletter..

Ms. Benz stated the Evaluation Team meet as well. A teleconference will be scheduled in reference to evaluation and statistics.

Ms. Benz reported the Advocacy Team met to review the recognition award for the AODA Coalition. The award would be called "One For a Reason." The award would recognize an individual, organization, agency, etc., that positively reflects AODA issues.

Ms. Benz stated the Community Planning Council met. A presentation was given by Lisa Raikowski of Emergency Services regarding food, rent, and transportation needs. Jim Riggerbach reviewed the Community Connections program. Sue Wilcox reviewed the 211 program being proposed. The 211 center would be located in Marathon County. Ms. Bablitch stated she will ask Ms. Wilcox to do a presentation to the Board regarding the 211 program.

Ms. Benz stated statistics for Wally J's place were not available.

Mr. Clark stated the AODA Coalition is looking at starting their campaign. The Coalition is not looking at enforcing abstinence but in making the community

aware of the problem with AODA issues and the impact it has on their life and others. Ms. Benz stated the campaign will focus on awareness during the first phase with education being planned for the second phase. Ms. Bablitch stated a full report will be available at the next meeting.

Mr. Zimdars stated he and Mr. Clark attended the Leadership Luncheon. Mary Pfiffer from SPASH spoke about the communication between the school and the public. Information is now available online so parents can check to see if their child was in school. In addition, a child can check to make sure he/she has turned in required assignments.

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. Wojcik stated the voucher summary report reflects the foster care payroll and non-overnight meals. These total \$47.99. Portage House is now on the new voucher system. Voucher number 20050030 is for Portage House and totals \$1,457.39. Voucher number 20050037 is for developmentally disabled children and adults and totals \$45,905.47. Voucher number 20050032 is for general agency and high cost and totals \$194,017.74. A motion was made by Mr. Bishop and seconded by Ms. Benz to approve the vouchers. Motion carried.

III. PROGRAM ISSUES

A. Discussion/Action Regarding WIC: Investing in Wisconsin KIDS FIRST Initiative

Ms. Oehlke stated this initiative ties in with the resolution being requested to be approved. The KIDS FIRST initiative is to help infant and children have a healthy start in life through fitness, nutrition, immunizations, food stamps, and to reduce obesity.

B. Discussion/Action: Fourth Quarter Program Statistics (October - December 2004)

Ms. Bablitch reported on the Children and Family Services Division. The

Economic Support caseload averages about 429 cases per worker. With the state of two new workers, this will bring the caseload size down to 275 to 350 cases per worker. Respite child care is above budget but this is offset by lower out-of-home placements. The Mobile Pantry has been expanded to include Amherst. An Advanced Teen Leadership Portage County series has been started for Teen Leadership Portage County alumni. A Hmong boys group has begun at SPASH. The Volunteer Income Tax Assistance (VITA) program has been developed. This program helps individuals with their income taxes. Mr. Krogwold questioned the Mobile Pantry in Amherst since Amherst already has a food pantry. Ms. Bablitch clarified the Mobile Pantry is used to deliver food to those individuals not able to come into the food pantries. She will check on the Amherst situation.

Ms. Tetzloff reported on the Health Division statistics. There was nothing remarkable in this quarter. The Pertussis outbreak has caused larger caseloads. An active TB case is being followed. It is anticipated a second active case will need to be followed soon. Ms. Tetzloff congratulated Suzanne Oehlke on the FIT WIC effort. Mr. Clark questioned how the county is set for flu vaccine. Ms. Tetzloff stated there is enough flu vaccine. Mr. Krogwold questioned the pool sampling procedure. Ms. Tetzloff reported a new protocol will be going into effect stating when to test pools. Ms. Buck questioned where the Giardiasis cases are coming from. Ms. Tetzloff stated these cases are from the new refugees coming in.

Ms. Bablitch reported on the Adult Services Division. Emergency detentions are lower for the fourth quarter. Ms. Bablitch stated studies have shown that December is a low month for suicide - in contrast to our general belief. The peak months for suicides are March and April. The no shows for the psychiatrist are down. A new process will be going into effect to help decrease no show rates. More children were seen due to the start of the school year. There is concern with the placements in Winnebago and Mendota due to the high cost of placements in these facilities.

Mr. Riggerbach reported the Shared Services Division has a new title. It will now be called the Child Protection and Shared Services Division. The fourth quarter statistics are normal. The vacant child welfare disposition position has been filled with the worker starting on February 14. Ms. Benz questioned if the statistics are duplicate for the Independent Living Skills Training. Mr. Riggerbach clarified both a home and financial manager and a dispositional worker are involved in these classes.

Ms. Wojcik reported on the Accounts Receivable statistics. For the fourth quarter in 2003, there were 3,548 open balances compared to only 2,087 for the

fourth quarter in 2004. This is due to the new mandates for flu vaccines. There were a higher amount of bad debt write offs this quarter. Most were for the General Assistance program. The collection agency returned them since the statute of limitations to collect has expired. These individuals have no ability to pay. The Fiscal Section is now fully staffed.

Ms. Weitz reported there is a new mandate for Birth to Three Services which is part of the Child Abuse and Neglect Prevention Act. For every substantiated case of child abuse/neglect, if the child is under three they must be referred to the Birth to Three Program. A new waiver called the Children's Long Term Support (CLTS) has been developed for children with autism.

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

C. Discussion/Action to Endorse Resolution Support Full Funding for WIC Program

The resolution is asking the State of Wisconsin to look at the funding for the WIC program and to review how the funds are given to local projects. Local WIC departments serve about one in three infants in Portage County. Referrals to WIC can be made through the hospital or by word of mouth. Services are tied to family income. Mr. Patton questioned the difference in a resolution compared to a letter written to legislators. Ms. Bablitch stated government usually does resolutions to show support. A motion was made by Mr. Clark and seconded by Mr. Krogwold to approve the resolution. Motion carried.

IV. PERSONNEL ISSUES

A. Discussion/Action Regarding Refill Process for Night Security Personnel at Portage House

Mr. Houlihan stated clarification is needed from the governing Board regarding refilling this position. Mr. Houlihan stated it needs to be approved by the Governing Board each time the position is vacated. A motion was made by Mr. Clark to approve refilling the position by the governing Board or allowing the Board Chair's signature if a meeting is not held in a timely manner to approve refilling the vacancy. Mr. Patton seconded the motion. Motion carried.

B. Discussion/Action to Authorize Position Refills

There were no position refills.

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V. ADJOURNMENT

Ms. Bablitch questioned if Board members like the way the vouchers are being presented. The Board would prefer to have the summary presented as it was in the past with the breakdown a little more clearer.

The meeting adjourned at 5:40 p.m.

Submitted by,

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
FEBRUARY 8, 2005

Present

Bill Zimdars
Wallace Zywicki
Jeanne Dodge
Phil Peterson
Ann Buck
Sandy Benz
Gerald Wynne
Lonnie Krogwold
Richard Bishop

Excused

Jim Clark
Tony Patton

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Erica Wojcik, Assistant Business Manager, Lauri Rockman, Children and Family Services Coordinator; and Angie Heuck-Dierkroger, Advantage Communications..

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 January 25, 2005

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

B. Correspondence

There was no correspondence.

C. Director's Report

Ms. Bablitch stated the County Board might hold their March meeting at the Gilfry Building to look at the building remodeling.

Ms. Bablitch reported the W2 program has met criteria for the Right of First Selection. A proposal will still need to be written so the Department can retain the contract through 2008.

D. Reports from Board Appointed Committees/Activities

Ms. Dodge stated she and Ms. Buck attended the second half of the permanency planning review to work on a six month plan to return the children home.

Ms. Dodge reported on the committee reviewing management styles for the county.

Ms. Benz reported 150 children were served in January at Wally J's Place to Play. There were 67 children served to date in February.

- 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. Wojcik stated the vouchers had no unusual expenses. The prepaid services credit is for Gemini services for January with a credit for November and December.. The regular expenses total \$80,440.73, high cost totals \$108,264.52, and Portage House totals \$648.06. These included voucher number 20050049 for \$75,481.63, voucher number 20050050 for \$648.06, and voucher number 20050061 for \$12,774.01. A motion was made by Ms. Dodge and seconded by Ms. Benz to approve the vouchers. Motion carried.

III. PROGRAM ISSUES

A. Discussion/Action: Report on Progress of Coalition for Alcohol and Drug Abuse Prevention

Ms. Rockman stated page 8 of the packet reflects phase 1 of the Coalition. This phase shows the structure of the various committees and mission statement. The Evaluation Committee helps to develop the annual report and determines what indicators to track. The Prevention Committee is working on long term prevention strategies. In February they will be conducting a purchase survey with law enforcement students. They will not be actually purchasing alcohol but will be checking on the access underage people have to alcohol in taverns and retail establishments. Community forums will also be set up for information. The Legislative Committee is looking at legislative issues. They will also be sponsoring the "One For a Reason" award which will be given to individuals, groups, or community businesses promoting the positive modeling in the community. The Community Education and Awareness Committee is

sponsoring the campaign and working on getting information out to the community regarding the Coalition.

Ms. Rockman stated beginning on March 1 various ads will be seen throughout the community. Ms. Heuck-Dierkroger reported the ads will be targeted to adults age 21 to 65. The objective is to educate the community on alcohol issues. The messages will come from the Community Education Action Team and be statistical data given to the community. The messages will change throughout the campaign. All the background images for the billboards will be scenes in Portage County. There are two billboards that will be used. One is located by Koerten Gallery and the other on the northside by the old Holiday Inn. Ms. Rockman clarified the Coalition is not about abstinence but is to make adults aware of the information and how their choices affect children's behavior. Ms. Heuck-Dierkroger stated the campaign will have many pieces including billboards, press kits, flyers for speaker bureaus, flip charts for presentations, and portable images to name a few. Print ads and radio ads will also be done. A direct mailing will be done later in the campaign containing facts and information. A portable marquee will also be rented and placed in different locations throughout the county with various messages on it.

Discussion occurred regarding the campaign. The goal right now is to educate the community about the problems of alcohol in Portage County. Prevention strategies will be developed to help adults to model positive behavior. The initial focus is on alcohol with drugs to be dealt with in the future. A press release announcing the campaign will go out soon. All media will be invited and media kits will be provided. All facts used in the campaign have to be documented as well.

IV. PERSONNEL ISSUES

A. Discussion/Action to Authorize Position Refills

There were no position refills.

V. ADJOURNMENT

The meeting adjourned at 5:17 p.m.

Submitted by,

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
FEBRUARY 22, 2005

Present

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

Excused

Wallace Zywicki

Absent

Tony Patton

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Erica Wojcik, Assistant Business Manager, Jim Canales, CCPC Director; Dianne Koca, Administrative Assistant; Ray Przybelski, Adult Services Coordinator; Jim Riggerbach, Child Protection and Shared Services Coordinator; Deb Pierce-Johnson, Family Support Coordinator; and Mark Hilliker, Portage County Business Council.

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 February 8, 2005

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

B. Correspondence

Ms. Bablitch stated page 4-32 of the packet are the state and federal proposed budgets. Ms. Bablitch will ask legislators to come to a future Board meeting to talk about the proposed budgets.

Ms. Bablitch stated pages 33-40 are the updated review sheets corresponding to the 2005 Budget book. The review indicates whether a program is mandated, what State Statutes apply to the program, if an evaluation was completed, and where it is located in the budget book for more detailed information..

C. Director's Report

Ms. Bablitch spoke with the study committee doing the management review. She felt the group was well run by Mr. Hilliker.

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Ms. Bablitch informed the Board the County Board will be meeting in the Gilfry Center on March 15. Supervisors will be able to see the remodeling completed in the building.

D. Reports from Board Appointed Committees/Activities

Ms. Dodge stated she and Ms. Buck attended permanency plans on February 15 and 17. Eight children were reviewed the first day and five on the second day. A conference call was held during one of the reviews.

Ms. Benz stated the AODA Coalition met. Subcommittees reported on their activities. Mr. Peterson stated he requested buttons be made for all committee members so the public can identify and ask questions of committee members.

Ms. Benz reported the Education Subcommittee met to clarify the messages to be used during the education campaign regarding alcohol. The campaign kickoff is scheduled for March 14 at 10:00 a.m. with a press conference.

Ms. Benz reported the Indicators Team for the Community Planning Council was canceled due to illness. The Community Planning Council will be meeting on Wednesday evening.

Ms. Benz reported Wally J's Place to Play served 150 children in January and 125 children to date in February.

Mr. Zimdars reported he and Mr. Peterson attended the Hunger Prevention Partnership meeting. A second hunger summit is being planned with a focus on poverty. Three organizations received prevention awards. A new garden will be located behind Ministry Behavioral Health. The Empty Bowls event is scheduled for October 15 at SPASH. Mr. Zimdars stated if anyone knows of any potters to make bowls to please contact Ms. Rockman with their names.

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. Wojcik stated the vouchers had no unusual expenses. The regular expenses total \$35,277.52, high cost totals \$50,783.93, and Portage House totals \$3,180.15. These included voucher number 20050075 for \$145,753.68, voucher number 20050085 for \$55,394.03, and voucher number 20050082 for \$3,180.15. A motion was made by Mr. Bishop and seconded by Ms. Dodge to approve the vouchers. Motion carried.

III. PROGRAM ISSUES

A. Discussion/Action: TABOR

Mr. Hilliker distributed a Powerpoint presentation on TABOR along with the TABOR: A Solution to Wisconsin's Fiscal Problems or a Prescription for Future Fiscal Crises.

Mr. Hilliker reviewed the Powerpoint presentation. TABOR is a constitutional amendment which would limit increases in state, school, county, and municipal spending by using a specific set of rules or formulas. In addition a referendum would be required for exceeding spending limits, for any tax changes that cause net revenue gains, and for most borrowing decisions. Mr. Hilliker reported that Wisconsin does not appear to be "out of control" in government spending. Wisconsin does spend more on public services than most states. The commitment to public education causes Wisconsin to rank in the top ten of spending for K-12. Unfortunately due to the stagnated revenue sources, local governments are forced to meet local demands by raising property taxes. The impact of TABOR varies depending on the formula used. It can hinder the ability to provide services. It is unclear how communities will be able to respond to mandated services. Ms. Dodge suggested Mr. Hilliker present this information on Cable Access Channel 3.

B. Discussion/Action: Satisfaction Survey for Family Support Program

Ms. Pierce-Johnson stated the Family Support Program has been available since 1988. The program services children with developmental disabilities in their homes. In 2004, 32 children were served with a total of \$51,670 in funds. The goal is to support families to care for their children at home. Funds for this program have not increased since 2002. Services that can be funded include home modifications, van modifications, respite, supportive home care, equipment supplies, counseling, occupational/speech/physical therapy, etc.

The average cost of the plan for the 32 children served was \$1,700. There are currently 43 children on the waiting list for services. There is a four to five year wait for services. Children leave the program once they turn 18, move out of the county, die, or by a voluntary withdrawal from the program. Ms. Pierce-Johnson reviewed the survey results. All children served through this program have severe disabilities such as spastic quadriplegia, seizures, various medical problems, and cognitive disorders. An increase in autism diagnoses is being seen in Portage County as well as throughout the nation. Ms. Dodge questioned the one person who seemed to be dissatisfied with services. Mr. Canales commented this is usual for the responses since individuals tend to become very frustrated due to not having enough services. Ms. Pierce-Johnson stated there is an Advisory Committee for the Family Support Program comprised of 10 individuals. Seven of these individuals are parents receiving services.

IV. PERSONNEL ISSUES

A. Discussion/Action to Authorize Limited Term Employee for Child Protection and Shared Services

Mr. Riggerbach stated Ms. Kovach will be going on maternity leave on 4/22. Due to the delay in hiring the additional Child Protective Services worker and the Level II Foster Care Worker, funds are available to hire the LTE for 12 weeks or 480 hours. A masters level intern will be hired for these hours. A motion was made by Mr. Clark and seconded by Mr. Krogwold to approve the request and to use funds garnered through the unfilled positions. Motion carried.

B. Discussion/Action to Authorize Limited Term Employee for Administration Division

Ms. Bablitch stated there are no funds for this request. They were denied the request last year and were told by the Personnel and Finance Committees to bring it back as an LTE request. The request is for an LTE for 1,040 to optically image client files. Ms. Bablitch stated the reason for asking for more than one employee would be in case individuals would like to job share the position. The new employee(s) would be able to work flexible hours to get the imaging of client files completed. A motion was made by Ms. Dodge and seconded by Mr. Clark to approve the request. Motion carried.

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C. Discussion/Action to Authorize Position Refills

Ms. Koca stated Ms. Hagen has resigned her position in Income Maintenance. Due to the brief time period, Personnel has stated they can look at refilling this from the pool of candidates that had applied for the position.

V. ADJOURNMENT

The meeting adjourned at 5:43 p.m.

Submitted by,

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
MARCH 8, 2005

Present

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

Excused

Wallace Zywicki

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jenni Jossie, Business Manager; Jim Riggerbach, Shared Services Coordinator; and Sue Wilcox, United Way..

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 February 22, 2005

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

B. Correspondence

Ms. Bablitch stated page 6 of the packet contained a letter from Terri Timmers, Director of the Northern Regional Office Division of Public Health concerning the review of public health services in the county which will be held on May 5, 2005.

Ms. Bablitch informed the Board she will be on vacation on May 5.

C. Director's Report

Ms. Bablitch stated Senator Julie Lassa and Representative Louis Molepske will attend the Board meeting scheduled for March 22. They will discuss the state budget. Questions will come from staff and department heads as well. Mr. Idsvoog will also be present for this Board meeting.

Ms. Bablitch informed the Board on March 15 the County Board will meet at the Gilfry Center. A tour from 4:00 to 5:00 p.m. and one-half hour after the meeting will be scheduled. Staff will be available to direct County Board members through the building and answer any questions.

Ms. Bablitch stated the Clean Indoor Air Ordinance proposal has brought up questions as to who will enforce the ordinance. The Health Department will check for compliance during their routine inspections. Otherwise, the police department will be responsible for enforcing the ordinance.

Ms. Bablitch thanked Mr. Krogwold for his support on the optical imaging issue. The position request has been tabled until the next meeting. The Committee will be looking at combining the position request with existing positions or allowing for more people to work on the project during the summer.

D. Reports from Board Appointed Committees/Activities

Mr. Zimdars reported he attended the PAW Consortium meeting. A lot of information was shared and given between the three counties.

Mr. Zimdars attended the AODA Subcommittee Purchase Survey. There were seven teams consisting of one committee member and two 21+ year olds. The young adults were sent into bars to see if they would be successful in purchasing alcohol without proof of age.

Ms. Benz attended the AODA Legislative Advocacy meeting. Discussion revolved around whether or not to be involved in lobbying, grants, etc. On Wednesday, March 16 at 10:00 a.m. in the Oak Room of the Rice Clinic a press conference will be held announcing the kick off of the AODA Coalition campaign.

Ms. Benz reported Wally J's Place to Play served 137 children in February and 69 children to date in March.

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. Jossie stated the vouchers include the adult substitute care of \$26,555.60 and children's substitute care of \$76,388.71. Voucher number 20050103 for \$113,186.06, voucher number 20050108 for \$17,528.77, and voucher number 20050096 for \$572.18 were presented. A motion was made by Ms. Dodge and seconded by Mr. Clark to approve the vouchers. Motion carried.

III. PROGRAM ISSUES

A. Discussion/Action: 211 Service for Information and Referral Purposes

Ms. Wilcox distributed the 2-1-1 proposed coverage plan for Wisconsin. The 211 number is an information and referral service. It is anticipated that Marathon County will be handling Portage County. The service will be staffed 24 hours a day, seven days a week. The idea is to create one call center for the entire state rather than having seven different areas. All information will also be accessible through an Internet site. A database will be created to have all the information necessary for the call center. It is anticipated this will begin in August of 2005 or by the end of the year. Currently there are no surcharges being planned for phone bills for this service. Currently United Way has \$30,000 to help fund this service. It is anticipated \$50,000 would be needed. United Way is looking for an additional \$20,000 in funds. There is 2.5 FTE in Marathon County conducting the 211 service. It is anticipated an additional person will be hired to gather the data from Portage County. If Marathon County does not pick up Portage County it is anticipated that Dane or Milwaukee County would answer our 211 calls. It is felt only limited information would be given by these counties. It is also felt that Marathon County could provide more detailed information to callers. The database is anticipated to be updated once or twice a year after the initial work is done.

B. Discussion/Action: Community Planning Council

Ms. Bablitch stated the Community Planning Council was developed by merging the Advisory Committee, Community Response Team, and Family Preservation and Support Services committees together. The focus is currently on children and families. Statistics are being gathered to develop a well being indicator. Affordable housing and sustainable housing is becoming a big topic as well. This encompasses such things as a lack of education for individuals to know how to keep a household. Ms. Bablitch stated the organization chart included in the packet shows how the Community Planning Council is broken into teams to

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work on issues. The Community Indicators Team is working on the well being indicators. The Grants Team will be responsible for issuing the grants previously given by the Family Preservation and Support Services Team. These are three year grants. The Community Recognition and Awards Team is working on the Community Circle Awards. Ms. Bablitch also distributed the first Community Planning Council newsletter.

IV. PERSONNEL ISSUES

A. Discussion/Action to Authorize Position Refills

There were no position refills.

V. ADJOURNMENT

The meeting adjourned at 5:50 p.m.

Submitted by,

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
MARCH 22, 2005

Present

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

Excused

Wallace Zywicki
Phil Peterson
Sandy Benz

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jenni Jossie, Business Manager; Jim Riggerbach, Shared Services Coordinator; Jim Canales, CCPC Director; Becky Dougherty, Public Health Supervisor; Dianne Koca, Office Manager; Ray Przybelski, Adult Services Coordinator; Faye Tetzloff, Health Officer; Bo DeDeker, Finance Director; Cathy Rhutasel, Foster Care Coordinator; Phil Idsvoog, County Board Chair; Linda Hoppenrath, CCPC Service Coordinator; Anne Hvizdak, Healthy Smiles; Representative Louis Molepske; and Senator Julie Lassa.

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 March 22, 2005

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

B. Correspondence

There was no correspondence.

C. Director's Report

Ms. Bablitch reported the County Board held its meeting in the building and toured the renovated building. Positive comments were received.

D. Reports from Board Appointed Committees/Activities

Ms. Buck and Ms. Dodge attended the permanency planning meeting. This consisted of two days. One family will have its parental rights terminated. During the second day, a child requested the parents parental rights be terminated.

Mr. Clark attended the AODA Education and Awareness subcommittee. A press conference was held on Tuesday to inform individuals of the campaign. Currently the campaign is focusing on awareness issues only. Signs will be placed throughout the County informing citizens of various alcohol-related statistics.

Mr. Zimdars stated the County Board has re-appointed Gerald Wynne, Jr., to a three year term on the Human Services 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 Orders

Ms. Hvizdak requested to speak regarding oral health issues during the discussion with Representative Molepske and Senator Lassa.

II. FISCAL ISSUES

- A. Discussion/Action to Approve Vouchers

Ms. Jossie presented voucher number 20050129 for \$105,182.33, voucher number 20050133 for \$23,878.62, voucher number 20050135 for \$415, and voucher number 20050119 for \$1,384.04. A motion was made by Mr. Clark and seconded by Mr. Bishop to approve the vouchers. Motion carried.

III. PROGRAM ISSUES

- A. Discussion/Action on Proposed State Budget and Other Issues Related to Health and Human Services

Senator Lassa stated TABOR currently has no bill being presented. Representative Molepske also stated that TABOR is basically a dead issue. There will still be some type of tax freeze. Questions regarding borrowing and refinancing arose.

Senator Lassa stated the minimum wage issue has been referred to committee. It is anticipated the minimum wage increase will not go into effect until 12/06.

Representative Molepske commented most employers are paying at or above minimum wage currently in Portage County. The lack of able bodied workers is a concern.

Senator Lassa stated a three year freeze on taxes is being proposed. People complain about property taxes being too high but then if partially funded or unfunded programs are cut, then they complain about that as well. Mr. Krogwold questioned why legislators don't look at programs more closely to see if they should be continued or cut. Senator Lassa stated unfortunately people don't agree on priorities. There is currently no mechanism to audit large programs to see if they are effective, still needed, etc. Mr. Idsvoog voiced his opinion that the infrastructure would be in trouble without maintenance. Senator Lassa commented she has not seen if maintenance for infrastructure is in the budget as of yet.

Representative Molepske stated the prohibition on Internet tobacco sales will pass. Mr. Patton suggested the \$100 penalty for a minor with cigarettes is too low and consequences should be made stronger.

Ms. Hvizdak brought up the issue of oral health. She distributed two handouts concerning oral health issues and the state budget. Ms. Hvizdak stated the program has been very successful in Portage County and would be willing to be used as a resource for further information.

Senator Lassa stated President Bush's reform of Medicaid would be to cut \$40 billion in the program. This would mean a cut of about \$200 million for Wisconsin. Governors in various states have lobbied and got some of the funds back. Currently 94% of seniors do better with the Senior Care program than Medicare. If Wisconsin wishes to continue the program they will need to come up with the funds since it will no longer be funded federally. Mr. Przybelski stated long term care needs of those who are Medicaid eligible doesn't allow 22-64 year olds to be billed. This means counties need to pick up the bill. Mr. Krogwold stated Portage County seems to be lucky to have CCPC since the program allows for choices which can keep people out of higher cost placements.

Senator Lassa stated the school breakfast program has a lot of support. Mr. Molepske stated support for active duty personnel is also a big issue. Many families are having to sell their homes or businesses due to a lack of support when the other person is serving in the military on active duty. Support to create funds in the legislator is being sought. Illinois started with \$5 million dollar fund and it has been very successful.

Mr. Patton questioned if the labor laws in Wisconsin for minors would be changed to match federal laws. Currently some minors are taking on two jobs. Some businesses have also had to turn down potential workers due to their ages.

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Ms. Bablitch stated due to the large number of questions included in the packet, written information from Senator Lassa and Representative Molepske would be appreciated. They replied they are happy to do this.

IV. PERSONNEL ISSUES

A. Discussion/Action to Authorize Position Refills

There were no position refills.

V. ADJOURNMENT

The meeting adjourned at 6:00 p.m.

Submitted by,

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
APRIL 12, 2005**

Present

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

Excused

Tony Patton

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jenni Jossie, Business Manager; Faye Tetzloff, Health Officer; and Phil Idsvoog, County Board Chair.

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 March 22, 2005

Ms. Buck stated a correction needs to be made on page 3, second to last paragraph, change "south" to "sought." A motion was made by Ms. Dodge and seconded by Mr. Clark to approve the minutes with the correction. Motion carried.

B. Correspondence

Ms. Bablitch stated pages 5-22 is the Wisconsin County Human Services Association 2005 Platform. Ms. Bablitch also stated an article regarding nursing during World War II appeared in the Stevens Point Journal and featured Ann Buck.

C. Director's Report

Ms. Bablitch reported the picture directory will be available at the next Board meeting. Board members will also be included in the directory.

Ms. Bablitch reported she attended the Finance Meeting concerning the 2006 budget. Highlights for the budget included possibly budgeting for the new County Executive, animal control, and ambulance services.

Mr. Idsvoog commented priorities need to be established for all county departments. Ms. Bablitch stated she has been refining the priorities for the Health and Human Services Department.

D. Reports from Board Appointed Committees/Activities

There were no reports.

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 members of the public present.

II. FISCAL ISSUES

A. Discussion/Action 2005 Fee Schedule Amendment (Water Testing)

Ms. Jossie stated the increase to the water test fees is due to the University Lab increasing their fees. Increasing water test fees would bring them into alignment. A motion was made by Mr. Krogwold and seconded by Mr. Peterson to approve the increases. Motion carried.

B. Discussion/Action to Approve Vouchers

Ms. Jossie presented voucher number 20050146 for \$105,689.78, voucher number 20050149 for \$19,712.08, voucher number 20050130 for \$10, voucher number 20050155 for \$300, and voucher number 20050139 for \$645.20. Substitute care costs were \$29,617.24 for adult services and \$75,800.59 for children's substitute care. The user fees of \$115 listed in the high cost portion of the report need to be moved to the regular accounts portion. A motion was made by Mr. Bishop and seconded by Mr. Peterson to approve the vouchers. Motion carried.

III. PROGRAM ISSUES

A. Discussion/Action on Wisconsin's Children's Initiative

Ms. Tetzloff stated there was a slight change to the children's initiative. A tax increase of \$1 per pack on cigarettes is being proposed. The philosophy behind this increase is that prices would be too much for kids to purchase cigarettes.

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Currently there are no legislators working on this proposal for this year. The Governor has stated he would not veto the proposal if it is presented to him. The funds would be used to fund Medicaid and the tobacco initiatives at minimum standards.

B. Discussion/Action to Endorse Resolution to Reduce Youth Smoking and Forward to County Board

Ms. Bablitch stated the resolution reflects the tax increase on cigarettes. Mr. Idsvoog questioned if the federal government will stop subsidizing tobacco farmers. As of the latest information heard, this subsidizing will be stopped. Mr. Krogwold commented he is afraid the funds generated would not be used for the purpose they are designated for. A motion was made by Mr. Clark and seconded by Mr. Zywicke to approve the resolution and forward to the County Board. Motion carried.

IV. PERSONNEL ISSUES

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

B. Action to Return to Open Session

On a motion and second, the Board reconvened to open session. Mr. Zimdars reported Ms. Bablitch's performance was acceptable. He will summarize comments and discuss them with Ms. Bablitch. Ms. Dodge related she hoped the form would be revised to include exceptional ratings as well.

V. ADJOURNMENT

The meeting adjourned at 5:30 p.m.

Submitted by,

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
APRIL 26, 2005**

Present

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

Excused

Tony Patton
Richard Bishop

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jenni Jossie, Business Manager; Faye Tetzloff, Health Officer; Ray Przybelski, Adult Services Coordinator; Lauri Rockman, Children and Family Coordinator; Jim Riggerbach, Child Protection and Shared Services Coordinator; and Amy Bakken, Right From the Start Coalition.

The meeting was brought to order by Mr. Zimdars at 4:32 p.m.

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

A. Approval of Meeting Minutes of April 12, 2005

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

B. Correspondence

Ms. Bablitch distributed the Gilfry Building picture directory.

C. Director's Report

Ms. Bablitch stated the Department received a Community Partners Award from the Stevens Point Housing Authority.

Ms. Bablitch informed the Board she will be in and out of the office for the next three days.

D. Reports from Board Appointed Committees/Activities

Ms. Benz reported she attended the Community Planning Council Indicators Meeting. Work on the annual report is being completed at this time.

Ms. Benz attended the AODA Evaluation Committee meeting. The strategic plan was worked on.

Ms. Benz attended the AODA Education and Awareness Committee meeting. A roundtable discussion occurred about on the campaign is progressing. Overall members are pleased with the program.

Ms. Benz also attended the AODA Legislative Advocacy Committee meeting. Lobbying was discussed regarding making the public aware of issues.

Ms. Benz informed the Board the Community Planning Council will be held on Wednesday, April 27 at 4:00 p.m. in the Charles M. White Library.

Ms. Benz reported 169 children were served in March at Wally J's. There were 136 children served to date in April.

Ms. Buck reported she and Ms. Dodge attended the permanency planning reviews. There were three children reviewed. Two will be returning home. One child is very violent and it is anticipated this child will be placed long term.

Ms. Dodge informed the Board that she and Ms. Buck attended the interviews for the Public Health Planner position.

E. Annual Board Performance Evaluation

Ms. Bablitch stated the evaluation form is in the packet and asked Board members to complete it and return it to her for tabulation.

F. 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 members of the public present.

II. PROGRAM ISSUES

A. Discussion/Action: Quarterly Statistics (January - March 2005)

Mr. Przybelski reported on the Adult Services statistics. Psychological services referrals are up. The Community Support Program, which is a long-term service, is also experiencing an increase in referrals. Emergency detentions are decreasing. No show rates continue to be low. Two high cost placements at Winnebago have been discharged. The remaining placement has been referral to a long term facility to save costs. The Community Based Care Facilities have high usage, but the cost is not as high as inpatient costs. Mr. Przybelski asked Board members to review the adult protective services facts. There were 48 investigations of elder abuse. Most of them were for self-neglect. Mr. Krogwold questioned why the dramatic decrease in age groups for services. Mr. Przybelski will check into these figures.

Ms. Rockman reported on the Children and Family Services statistics. The Focusing on Success program is seeing an increase in youth being served. Children in substitute care continues to increase. Most of these children are in for treatment services. The Economic Support caseloads continue to increase. Budget cuts are anticipated for 2006. Two new workers were hired last year and were given their caseloads. The average caseload per worker is now 446 cases, which is down from 496 prior to the two new workers hired. Almost 61% of the Respite Child Care budget has been used in the first quarter. AODA assessments have also increased. Ms. Rockman reported she will be speaking with the Tavern League on Monday regarding the AODA purchase survey. Implementation of VITA (Volunteer Income Tax Assistance) program has allowed free tax assistance to be done for 600 families during the first year.

Ms. Tetzloff reported on the Health Division statistics. The pertussis cases are coming down. The Communicable Disease Control Center has worked with the state to reduce some of the follow-up needed on these cases. Unfortunately, STD's have been increasing. Ms. Benz questioned the number of Hepatitis B carrier cases. Ms. Tetzloff will double check the number but these are primarily related to the Hmong refugee population. WIC referrals continue to rise. A change in the reporting of Environmental Health statistics was done. The establishments are categorized into three groups. Mr. Zywicki questioned what happens if a violation is found. Ms. Tetzloff stated if it is serious, the establishment is closed otherwise there are follow-up procedures that are completed within 24-48 hours. Ms. Tetzloff stated the review by the state to determine the level for the Health Department will be held on May 5 at 9:00 a.m. in Conference Room 107. Board members were invited to attend.

Mr. Riggenbach reported on the Child Protection and Shared Services Division. Child abuse and neglect reports have increased. Child welfare dispositional services has hired a third worker. This has allowed the caseloads to decrease from 25 per worker to 16. Home and financial management cases have increased. Most of these are supervised visits. There are currently 43 children in Portage County foster homes.

Ms. Jossie reported on the Division of Business Services. The amount billed is down due to the transition to the WISACWIS system. Bills are now automatically generated by this system. Flu vaccines were also billed in 2004 and not in 2005. The state collections will be changed as a county. The new collection agency is Point Credit. This agency will be able to "lump" together other accounts owed by the same individual for collection purposes.

Ms. Bablitch reported on the Division of Long Term Care. All the statistics are within normal patterns.

A motion was made by Mr. Peterson and seconded by Ms. Dodge to accept the statistics as reported. Motion carried.

B. Discussion/Action: Supporting Governor's Budget for Increased Funding for Home Visits

Ms. Bakken stated the Governor's budget is looking to increase funding for the home visiting program. Ms. Bakken stated an additional "whereas" needs to be added to the resolution. It would state "whereas, intensive home visiting programs (Healthy Beginnings Portage County) have been successful in preventing child abuse and neglect in enrolled families, and facilitates the delivery of appropriate and necessary referrals and improves parenting skills." This budget proposal would increase funds to existing programs. A five minute overview will be given to the County Board regarding the Right From the Start Coalition. A discussion occurred regarding how referrals are made to the program and whether participants have to have the visit. Visits are voluntary. Unfortunately there is no way to track home births. In addition, ways to track Portage County residents having their children at hospitals other than St. Michael's will be investigated. A motion was made by Ms. Buck and seconded by Mr. Wynne to approve the resolution with the additional whereas included. Motion carried.

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III. FISCAL ISSUES

A. Discussion/Action Quarterly Budget Report

Due to the closing of the books, this report is not as complete as it could be so it will not be given and will be placed back on the agenda at a future meeting. A motion was made by Ms. Dodge and seconded by Ms. Benz to approve delaying the report to a future meeting. Motion carried.

B. Discussion/Action to Approve Vouchers

Ms. Jossie presented voucher number 20050183 for \$133,809.88, voucher number 20050186 for \$23,775.91, and voucher number 20050168 for \$1,519.38. Substitute care costs were \$315.61 for children's substitute care. A motion was made by Mr. Peterson and seconded by Ms. Benz to approve the vouchers. Motion carried.

IV. PERSONNEL ISSUES

A. Discussion/Action to Authorize Position Refills

There were no position refill requests.

V. NEXT MEETING DATE

The next meeting is scheduled for May 10.

VI. ADJOURNMENT

The meeting adjourned at 5:25 p.m.

Submitted by,

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
MAY 10, 2005**

Present

Bill Zimdars
Jim Clark
Richard Bishop
Jeanne Dodge
Ann Buck
Wallace Zywicki
Sandy Benz
Gerald Wynne
Lonnie Krogwold

Excused

Tony Patton
Phil Peterson

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jenni Jossie, Business Manager; Jim Canales, CCPC Director; and Phil Idsvoog, County Board 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 April 26, 2005

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

B. Correspondence

Ms. Bablitch answered the two questions from the quarterly statistics asked at the last meeting. The discrepancy in the age groups served by the Mental Health Clinic were due to having a total of the entire year for the previous quarter. These will be reported by quarter to correct this.

In addition, the larger numbers in the Hepatitis B statistics are due to the number of Hmong refugees.

C. Director's Report

Ms. Bablitch reported a concern was raised by Ms. Tetzloff regarding methamphetamine houses. The next Board meeting will have this topic on the agenda. In addition, the Corp Counsel, Sheriff, Emergency Government, and Planning and Zoning will be invited to discuss the topic.

Mr. Idsvoog stated having it attached to a regular Board meeting allows for the public to know about the topic and attend the meeting.

Mr. Bishop commented the county may want to look at a work camp to help reduce the prison population as well.

D. Reports from Board Appointed Committees/Activities

Mr. Clark stated he attended the Health Department review by the State. The evaluation was very comprehensive. Ms. Bablitch stated the final determination was the Department will continue as a Level III Health Department which is the highest level by the State. Ms. Benz stated all the staff should be complemented on their efforts to keep the Department at this level.

Ms. Benz attended the AODA Evaluation Committee. The Committee continues to work on the strategic planning process.

Ms. Benz stated the AODA Coalition will be meeting on Thursday, May 12. Four awards will be presented at the meeting to individuals and groups making a difference in alcohol and drug related awareness.

Ms. Benz reported the Community Planning Council continues to work on housing issues.

Ms. Benz reported the Indicators Team is working on the annual evaluation as well.

Ms. Benz reported 149 children were served in April at Wally J's. There were 76 children served 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 Orders

There were no members of the public present.

II. FISCAL ISSUES

A. Discussion/Action 2004 Year End Budget

Ms. Jossie reported overall it was anticipated some of the reserve fund would need to be used to balance the budget, but not as much as originally anticipated. Overall a \$91,713 deficit was determined.

In the High Cost accounts, the SMI Residential Services budget had savings due to CBRF placements being lower than originally anticipated and one placement being funded by COP funds. The Inpatient/Chemical Dependency budget had a small savings. The Inpatient/Mental Health budget came close to the targeted deficit. The Children's Group/Residential Care budget reflects the largest deficit due to the number of placements. This trend is expected to continue. The General Assistance budget had a small deficit. Overall, Community Aids were transferred from the Regular accounts to help offset some of the deficit. There is \$555,386 remaining in the Reserve fund.

The Regular accounts break down as follows: Administration/Business Services budget has a favorable increase due to vacation accrual and additional grant funds received with the 2003 contracts for Waiver and W2 Administration revenue funds. A new accounting requirement for vacation time will be reported by program rather than in the Administration/Business Services budget in the future. The Public Health budget had a small deficit due to a decrease in funds for client fees and the refugee health contract funds not received in 2004. Adult Services and Shared Services budgets were on target. The Children and Family Services budget deficit is due to the loss of additional Youth Aids funds. The Children with Disabilities and Non-CMO Adults budget had additional autism funds received. The WIMCR and CBMAC funds allowed for the transfer of Community Aids funds to the High Cost accounts. The Regular accounts reflect a \$8.05 deficit.

Mr. Krogwold questioned if the budget could be refined even more to avoid the fluctuations being seen. Ms. Jossie reported contract and funding changes occur throughout the year. Fluctuations are based on the services used. In addition, contracts with the State change throughout the year. This makes it very hard to anticipate changes. Mr. Idsvoog commented it is anticipated that less W2, IM, and MA funds will be available from the State in the next 2-5 years. It is also anticipated counties will be involved in MA funds in order to receive federal MA funds. Ms. Jossie reported she meets with managers on a regular basis to monitor the high cost accounts. Ms. Dodge moved to approve the budget report with a second by Mr. Wynne. Motion carried.

B. Discussion/Action on First Quarter 2005 Budget

Ms. Jossie reported the SMI Residential Services budget is anticipated to continue to see a decrease in CBRF placements with one placement using COP funding. A savings of \$84,000 is projected. The Inpatient/Chemical Dependency budget has nothing significant to project. The Inpatient/Mental Health budget is projecting steady placements with no need to increase expenses at this time. The Children's Group/Residential Care expenses are on the rise. The General Assistance account has nothing to project. Currently, a \$96,000 deficit is projected in the High Cost accounts for the first quarter.

The Administration/Business Services budget has additional administrative funds from the PAW W2 Consortium. The Public Health budget reflects a small savings due to staff vacancies. The Adult Services budget has no projection at this time. The Department is looking at getting certification with Comprehensive Community Services. This is a new way to get Medicaid reimbursement which is geared at getting an individual to function independently with psychological and social ties to their needs. A presentation will be given to the Board at a future meeting on this certification. A variety of programs in our Department would be eligible to get reimbursement for these services. In addition, children in residential treatment would also have a portion of their care eligible for this reimbursement if enrolled in the program. Currently only five counties in the state have this certification. The Children and Family Services budget has added a leased position, decreased state funds for fraud, and increased expenses in Level II foster homes. These increased expenses will help to offset the high cost placements. Overall, the Regular accounts are projecting a \$10,136 deficit after the first quarter. A motion was made by Ms. Benz and seconded by Ms. Buck to approve the report. Motion carried.

C. Discussion/Action to Approve Vouchers

Ms. Jossie presented voucher number 20050203 for \$105,652.24, voucher number 20050205 for \$54,930.72, and voucher number 20050194 for \$1,568.23. Substitute care costs were \$80,567.20 for children's substitute care and \$28,282.68 for adult substitute care. A motion was made by Mr. Clark and seconded by Mr. Bishop to approve the vouchers. Motion carried.

III. PERSONNEL ISSUES

A. Discussion/Action to Authorize Position Refills

There were no position refill requests.

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IV. NEXT MEETING DATE

The next meeting is scheduled for May 24.

Mr. Zimdars reminded Board members of the tabulated evaluation results in the packet. Ms. Buck commented she was very impressed that no Board members stated Not Sure on the evaluation.

V. ADJOURNMENT

The meeting adjourned at 5:10 p.m.

Submitted by,

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
MAY 24, 2005**

Present

Bill Zimdars
Jim Clark
Jeanne Dodge
Ann Buck
Sandy Benz
Gerald Wynne
Lonnie Krogwold

Excused

Tony Patton
Phil Peterson
Richard Bishop
Wallace Zywicki

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jenni Jossie, Business Manager; Faye Tetzloff, Health Officer; Phil Idsvoog, County Board Chairman; Mike McKenna, Corporation Counsel; Blair Ward, Corporation Counsel; Sheriff John Charewicz, Portage County Sheriff's Department; Steve Brazzale, Planning and Zoning, Nick Griesbach, Portage County Sheriff's Department; Tom Eagon, District Attorney; and Brian Leahy, Portage County Gazette.

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

I. MINUTES AND COMMENTS

A. Approval of Meeting Minutes of May 10, 2005

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

B. 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 members of the public present.

II. PROGRAM ISSUES

A. Discussion/Action: Additional Planning for a Coordinated County Response to Human Health Hazard Abatement Related to Methamphetamine Labs

Ms. Tetzloff reported once the Health Officer is notified of a methamphetamine lab, abatement orders are written. The procedures for inspection of the site have been developed by Winnebago County. The situation with the trailer home lab is who is responsible for the clean-up if no one takes ownership of the trailer. The Health Officer has no authority to condemn a property.

In this situation, a guest is staying at the trailer even though the trailer is inhabitable by human health standards. Mr. McKenna stated there is broad legal authority to deal with health hazards. Depending on where the property is located, the authority could be the Village, Township, City, or County. Ms. Tetzloff stated in this case, it may cost more money than it is worth to clean up the trailer. It may be more cost efficient to destroy the trailer. Mr. McKenna stated in some cases it is possible there would be costs not able to be recouped by the owner. A great deal of discussion occurred regarding ownership of property. Mr. Eagon stated the bottom line in cases of apartment buildings or trailer parks is that the owner of the building or the park would be responsible for the clean-up. Sheriff Charewicz brought up another concern regarding children present at meth labs. Sheriff Charewicz would like to see a social worker present prior to the lab being shut down so that they don't have to wait for a social worker to take charge of the children. Having a social worker present would allow the children to be removed prior to seeing their parent(s), relative, etc., being arrested and would hopefully alleviate some of the stress on the children. Ms. Bablitch stated the police would just need to call the Department and request a social worker accompany them to the site. It was suggested that procedures be developed outlining how each Department would be involved in methamphetamine lab abatement, clean-up, etc.

B. Discussion/Action: 2010 Healthy People Portage County

Ms. Tetzloff stated a community assessment is required every five years. The plan is the result of the assessment and was developed in partnership with St. Michael's Hospital. The three priority areas of focus for this plan are AODA issues, mental health, and physical activity/obesity. Measurable long term outcomes and goals were developed. Preventive grant dollars will be spent on these priorities and coordination will be done with other community groups to accomplish the goals. The plan also shows what has been accomplished in the last five years. A motion was made by Mr. Clark and seconded by Ms. Buck to approve the plan. Motion carried.

III. FISCAL ISSUES

A. Discussion/Action to Approve Vouchers

Ms. Jossie presented voucher number 20050225 for \$3,326.82 and voucher number 20050227 for \$193,617.41. A motion was made by Ms. Dodge and seconded by Ms. Benz to approve the vouchers. Motion carried.

IV. PERSONNEL ISSUES

A. Discussion/Action to Authorize Position Refills

Ms. Bablitch stated the 30 hour nursing position held by Allison Gordon may be vacated. A request to reduce her hours was denied. Ms. Bablitch is requesting approval to refill this position if Ms. Gordon elects to leave her position. A motion was made by Mr. Clark and seconded by Ms. Buck to approve refilling the position if it is vacated. Motion carried.

B. Discussion/Action to Authorize Limited Term Employee for Up to 520 Hours in Health Division

Ms. Bablitch is requesting a 520 hour limited term employee. It is anticipated that a nursing student or health educator will be available if a nurse is not. A motion was made by Mr. Clark and seconded by Ms. Dodge to approve the request. Motion carried.

V. GENERAL REPORTS

A. Correspondence

Mr. Clark stated he received a report back on the assessment of the health department. The health department will be a Level III health department, which is the highest level available. This will allow for more funding opportunities as well.

Ms. Bablitch reported a letter was sent to all the foster parents during Foster Parent Month thanking them for being foster parents.

Ms. Bablitch distributed a letter from Helene Nelson, Secretary of the Department of Health and Family Services, announcing Dr. Sheri Johnson as the new Administrator of the Division of Public Health.

B. Director's Report

Ms. Bablitch distributed copies of the Directory of Non-Profit Organizations in Portage County. This was developed by the Planning Giving for Portage County organization.

Ms. Bablitch stated due to a lack of agenda items the June 14 Board meeting may be canceled.

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May 24, 2005
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C. Reports from Board Appointed Committees/Activities

Ms. Benz stated the Indicators Team is working on data for the Community Planning Council. The AODA Education Team is working on marketing, and the AODA Coalition held its meeting and presented four awards.

Ms. Benz reported Wally J's Place to Play served 152 children thus far in May.

Mr. Zimdars reported the Hunger Prevention Partnership heard a report from Vicar Krista Vingielas, a recipient of one their grants. The Farmers Market had 97% of senior vouchers redeemed and 55% of WIC vouchers redeemed in 2004. Empty Bowls is scheduled for October 15. Currently 120 bowls are being made. A Poverty Summit is also being scheduled.

Ms. Buck reported she and Ms. Dodge attended the permanency planning panel. One child is ready to return home. The other reviews were more complicated.

VI. NEXT MEETING DATE

The next meeting is scheduled for June 14. This meeting may be canceled.

VII. ADJOURNMENT

The meeting adjourned at 5:55 p.m.

Submitted by,

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
JUNE 28, 2005**

Present

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

Excused

Richard Bishop
Wallace Zywicki

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jenni Jossie, Business Manager; Ray Przybelski, Adult Services Coordinator; Lauri Rockman, Children and Family Services Coordinator; Sheila Reichert, Social Worker; Kirsten Webb, Program Development Specialist; John Charewicz, Portage County Sheriff's Department.

The meeting was brought to order by Mr. Zimdars at 4:32 p.m.

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

A. Approval of Meeting Minutes of May 24, 2005

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

B. Correspondence

Ms. Bablitch reported a memo went to all County Board Supervisors from herself and Mark Hilliker regarding concerns of duplication of services. The memo was written due to a concern raised during the administrative management survey.

C. Director's Report

Ms. Bablitch distributed a Day in the Life Orientation. Ms. Bablitch suggested that sign-ups be held for these trainings. Ms. Bablitch questioned what time of year would be best to hold these trainings. Mr. Clark suggested that October is best due to many other conferences, etc. Ms. Dodge suggested that per diem be approved by the Executive Committee for these trainings as well.

D. Reports from Board Approved Committees/Activities

Ms. Benz stated the AODA Coalition and Subcommittees have held meetings. Ms. Benz also attended the Social Marketing Seminar in Plover. The AODA Indicators Team has worked on the AODA report. The Celebration Team is working on a site and speaker for the event. The Community Planning Council Indicators Team will have a meeting on July 11 to approve the Pathways report that was presented in the packet. Ms. Benz stated if anyone has questions about the report to be please direct their questions to the Community Planning Council.

Ms. Benz reported Wally J's Place to Play has served 171 children in May and 221 children to date in June.

Mr. Clark stated he attended the Community Planning Council meeting last Wednesday. The focus of the meeting was affordable housing for low income individuals. Karl Pnazek gave an overview of available housing. The major concern is making individuals 18-25 years of age understand that paying rent is their first priority. Ms. Dodge suggested that public notice be made of meetings having guest speakers.

Ms. Buck reported the Permanency Planning Team reviewed four teens. Two are in the process of returning home. One individual may be in foster care for an extended time period. Another foster placement is having a complaint investigated currently.

B. 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 members of the public present.

II. FISCAL ISSUES

A. Discussion/Action to Approve Vouchers

Ms. Jossie presented voucher number 20050263 for \$148,713.48, voucher number 20050264 for \$24,486.24; voucher number 20050255 for \$287.26, voucher number 20050286 for \$166,649.44, voucher number 20050292 for \$22,136.29, voucher number 20050298 for \$450.00, voucher number 20050280 for \$1,608.21, voucher number 20050307 for \$146,654.04, voucher number 20050322 for \$41,225.98, and voucher number 20050313 for \$250.33. In

addition substitute care for adults and children were processed. A motion was made by Mr. Clark and seconded by Mr. Krogwold to approve the vouchers. Motion carried.

B. Discussion/Action to Change Bed and Breakfast Fee Schedule

Ms. Jossie stated the state allows PCHHS to license a bed and breakfast establishment license for eight rooms or less. A technical correction is needed to the bed and breakfast establishment license to read eight rooms or less to conform with the state. This would just be a language change. No change in the fee is necessary. A motion was made by Ms. Benz and seconded by Ms. Buck to approve the wording change. Motion carried.

III. PROGRAM ISSUES

A. Discussion/Action to Authorize Comprehensive Community Services (CCS) Program

Mr. Przybelski stated the Comprehensive Community Services program was developed from the Governor's Blue Ribbon Commission on Mental Health. The program would allow reimbursement based on costs set by the Department rather than using Medicaid reimbursement rates. In addition, it would also allow the Department to be reimbursed for services currently being given to clients, such as home and financial management services, that are not allowable currently through Medicaid. Mr. Clark questioned how many counties are currently involved in the program. Mr. Przybelski stated currently 11 counties are participating. Ms. Dodge questioned if current recipients would be placed in the program. Mr. Przybelski stated all eligible clients would be placed in this program. Mr. Patton felt a new program should not be started until the new County Board comes in as well as the County Executive. Ms. Bablitch stated this would not be a new program but would be a different funding source. Ms. Jossie clarified that all services would be billed to one funding source rather than having to bill to a variety of sources for every client. Mr. Przybelski stated new clients is always a possibility but these clients would be realized whether the CCS program was in place or whether they would be under the old program. Ms. Dodge stated documenting outcomes of services allows for a better quality program and better accountability. Mr. Krogwold questioned how many clients currently being served would be eligible for this program. Mr. Przybelski stated of the 220 clients currently about 55-60%, or 120, would be eligible for this program. Mr. Patton questioned if a Committee is necessary. Mr. Przybelski stated it is part of the directive for this program. The Committee would meet quarterly and would be comprised of 6-9 members with one-third of the

members being consumers. Mr. Krogwold questioned if a client to staff ratio would be used as well in this program like CCPC does. Mr. Przybelski stated it would not. Mr. Wynne questioned if any job coaching/training is currently done for this population. Mr. Przybelski stated there is a small budgeted amount for this service which is contracted out. The new program would allow for more funds to be used for this service as well. Ms. Dodge moved to allow the Department to apply to begin the certification process and to establish the coordinating committee. The motion was seconded by Mr. Clark. All in favor with Mr. Patton voting nay.

B. Appointment of CCS Coordinating Committee

Action taken above.

C. Discussion/Action 2004-2005 Teen Leadership Program

Ms. Rockman distributed the 2004-2005 yearbook. Teen Leadership had an expanded program this year. The curriculum was expanded, alumni service learning events were held, an Advanced Leadership Series was developed for alumni, a newsletter was created, a short video was produced, and the program received the Community Circle Program Excellence Award. The schedule for 2005-2006 has been developed. The video was shown.

D. Discussion/Action Alcohol Prevention Coalition

Ms. Rockman distributed copies of the AODA report. Ms. Rockman highlighted comments by Chuck Graham on page 7 of the handout and the indicators being tracked starting on page 8 of the handout. The AODA Coalition is currently working on completing the strategic plan.

Sheriff Charewicz stated the Portage County Sheriff's Department is happy to be a part of the Coalition since prevention is a part of law enforcement's job. It is felt with education that people can be reached at an earlier age to help prevent alcohol/drug abuse. Mr. Patton suggested that perhaps amnesty for some individuals would help them out as well. Sheriff Charewicz stated consequences are set by the State. In addition, it is felt that if someone helps an individual out in some situations, the individual would never learn that there are consequences for their actions. Sheriff Charewicz stated a lot of the jail programs currently being provided are targeted for third time offenders. Many first time offenders never repeat.

E. Discussion/Action Community Planning Council Quality of Life Indicators for Children and Families

Ms. Bablitch stated the Pathways document is a draft currently. The Community Planning Council will be approving the document. Ms. Benz stated the information gathered came from surveys and statistics. Ms. Bablitch distributed the draft of the Community Planning Council brochure.

IV. PERSONNEL ISSUES

A. Discussion/Action to Authorize Position Refills

Ms. Bablitch stated that Janie Garcia has resigned her Economic Support position. Unfortunately there is no more State training this year. The position will need to be refilled due to workloads but it may be postponed until the State training starts again. A motion was made by Ms. Dodge and seconded by Mr. Peterson to approve refilling of this position. Motion carried.

Ms. Bablitch stated Linda Weitz, Supervisor for Children with Developmental Disabilities, has resigned. Ms. Bablitch stated this position was contracted with Community Care of Portage County (CCPC) to do the supervision of the children's portion. CCPC does not provide services to developmentally disabled children, only to the adult portion of this population. Ms. Bablitch distributed an email from Ms. Weitz stating her belief that the position remain as it is currently with the supervisor being responsible for both developmentally disabled children and adults. Portage County has been a long-standing leader in services to this population in Wisconsin. Ms. Bablitch stated the CCPC Governing Committee will be meeting next week to discuss this position refill. Ms. Bablitch prefers the position remain as it currently is.

V. NEXT MEETING DATE

The next meeting is scheduled for July 12.

VI. ADJOURNMENT

The meeting adjourned at 6:10 p.m.

Submitted by,

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
JULY 12, 2005**

Present

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

Excused

Tony Patton

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jenni Jossie, Business Manager; Phil Idsvoog, County Board Chair; Becky Dougherty, Community Health Supervisor; Linda Weitz, Developmental Disabilities Supervisor; Jim Riggerbach, Child Protection and Shared Services Coordinator; Suzanne Oehlke, WIC Director; Cathy Rhutasel; Alternate Care Coordinator; Faye Tetzloff, Health Officer; and Terri Timmers, Division of Public Health..

The meeting was brought to order by Mr. Clark at 4:32 p.m.

I. MINUTES, GENERAL REPORTS, AND COMMENTS

A. Approval of Meeting Minutes of June 28, 2005

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 had nothing to report at this time.

D. Reports from Board Approved Committees/Activities

Ms. Benz stated the AODA Community Education Subcommittee has reviewed the social marketing training, where the campaign is at, and what will be next for the AODA Coalition.

Ms. Benz stated the Community Planning Council Indicators Team has reviewed the final report.

Ms. Benz reported Wally J's Place to Play has served 243 children in June and 66 children to date in July.

- 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 members of the public present.

II. FISCAL ISSUES

- A. Discussion/Action to Approve Vouchers

Ms. Jossie presented voucher number 20050338 for \$168,761.70, voucher number 20050346 for \$10,892.26; and voucher number 20050330 for \$1,445.95. In addition substitute care for adults and children were processed. A motion was made by Mr. Bishop and seconded by Mr. Peterson to approve the vouchers. Motion carried.

- B. Review of Cost Share for Parents Whose Children Receive Developmental Disability Services

Ms. Weitz stated there was no responsibility for parents to contribute to the Waiver programs for their children receiving services. The new Waivers will now all require parental fees. This will start July 1. Parents are aware of the change in the Waiver program requiring a parental fee. The parental fee will be based on the parents' income. The contribution will be a percentage of the cost of the plan. Mr. Clark questioned if parents will choose less expensive plans due to this new fee. Ms. Weitz stated this is possible but it will also make the parents make decisions based on what they actually need rather than asking for a service and then not using it. Mr. Krogwold questioned the kind of percentage to be used. Ms. Weitz stated an example for a family of four with an income of \$55,000 would contribute 1% of the cost of the plan. The most a family would pay is 41% of a plan. It is anticipated about 70% of those already receiving services in Portage County would have no parental fee. The remaining individuals would have a fee of about 5% of the plan. Services in a plan include such areas as respite care, adaptive aids, specialized transportation, and any other services not paid for by Medical Assistance.

III. PROGRAM ISSUES

A. Discussion/Action on Wisconsin Division of Public Health Confirmation of Agency as a Level III Health Department

Ms. Timmers reported that every five years the Department of Health reviews local health departments to determine their level. A department can ask for a review prior to this time period if they feel their department deserves a higher level. Being a Level III health department also brings in a little more funds. Ms. Timmer stated Ms. Tetzloff, Ms. Dougherty, and Ms. Oehlke did a fabulous job of providing the evidence to support a Level III determination. There are 14 programs and services that go beyond the basic requirements of a health department; the Perinatal Task Force, Lead Poisoning in Children, and recreational water testing are a few of these programs. Ms. Timmers presented a plaque to Ms. Tetzloff recognizing Portage County as a Level III Health Department.

B. Discussion/Action on Children's Foster Care Program

Ms. Rhutasel distributed a statistical sheet on children's foster care. Mr. Riggerbach stated the agency currently has 36 foster homes licensed through Portage County. All are full and are serving 1-4 children per household. There are 53 beds available in the 36 homes. All beds are full with five beds on hold. There are nine treatment homes outside of Portage County which are more expensive but are needing to be utilized since no openings are currently available in our foster homes. Mr. Clark questioned if children placed in foster care are kept in the same school district. Ms. Rhutasel stated generally they try to keep them in the same school district but currently this is almost impossible since beds are not available. Approximately 50% of the children are under age 8. Currently there are many sibling groups in placement. With the addition of a second case manager, additional Level II foster homes can be created. Wood and Marathon County are basing their Level II foster homes on our format. Recruitment of new foster homes is an issue as well. Ms. Rhutasel stated advertisements were created in conjunction with Channel 7. These ads are for Portage, Wood, and Marathon Counties. A video showing the ads was played. It is hoped that these ads will run again in the fall. Lincoln and Langlade Counties may join these ads as well. .

IV. PERSONNEL ISSUES

A. Discussion/Action to Authorize Position Refills

Ms. Bablitch stated the Workforce Development Manager has resigned her position. According to the Personnel Department, since it has been over 30 days, the position will need to be posted for recruitment. A motion was made by Mr. Bishop and seconded by Ms. Buck to approve refilling the position. Motion carried.

B. Discussion/Action to Authorize Limited Term Hours for Child Protective Services

Ms. Bablitch distributed a memo from Jim Riggerbach requesting an additional 40 hours be added to the Limited Term Child Protective Services position. These additional 40 hours would allow the worker to complete Initial Assessment reports and Court reports. There are funds to pay for these additional hours. A motion was made by Ms. Dodge and seconded by Mr. Wynne. Motion carried.

V. NEXT MEETING DATE

The next meeting is scheduled for July 26. Ms. Bablitch gave a brief update regarding the Developmental Disabilities Supervisor position. Ms. Bablitch stated the CCPC Governing Committee approved filling the position to work only with adults.

VI. ADJOURNMENT

The meeting adjourned at 5:35 p.m.

Submitted by,

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
JULY 26, 2005**

Present

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

Excused

Richard Bishop
Phil Peterson

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Erica Wojcik, Assistant Business Manager; Jim Riggerbach, Child Protection and Shared Services Coordinator; Faye Tetzloff, Health Officer; Ray Przybelski, Adult Services Coordinator; and Lauri Rockman, Children and Family Services Coordinator.

The meeting was brought to order by Mr. Zimdars at 4:32 p.m.

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

A. Approval of Meeting Minutes of July 12, 2005

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

B. Correspondence

There was no correspondence.

C. Director's Report

Ms. Bablitch stated Governor Doyle issued the budget. There is nothing dramatic regarding our services in the budget.

Ms. Bablitch reported a legislative meeting will be held Friday in Wood County regarding the cuts to the W2 program.

Ms. Bablitch informed the Board that the six county Legislative Consortium will be meeting in October. The consortium consists of Marathon, Wood, Lincoln, Waupaca, Waushara, and Portage Counties.

Ms. Bablitch stated new position requests will be presented at the second meeting in August. Management staff is beginning to work on the budget.

D. Reports from Board Approved Committees/Activities

Ms. Buck reported two children were reviewed in permanency planning. An attempt will be made to return one child home. Ms. Dodge reported the other child has a lot of problems and may need to be sent to Winnebago or Mendota.

Ms. Benz stated the AODA Celebration team is working on the location, menu, and speakers for the program. In addition, the AODA Education committee continues to work on the marketing plan. The AODA Legislative committee is looking at lobbying and how to develop their efforts.

Ms. Benz reported Wally J's Place to Play has served 177 children to date in July.

Mr. Clark stated the Leadership Lunch series has set their dates through 2006.

Mr. Clark attended the Sheriff's Conference. The topics discussed were methamphetamines along with child exploitation through the Internet. A conference regarding methamphetamines will be held in Wausau on August 29.

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 members of the public present.

II. FISCAL ISSUES

A. Discussion/Action to Approve Vouchers

Ms. Wojcik presented voucher number 20050358 for \$1112,230.35, voucher number 20050367 for \$836.42; voucher number 20050377 for \$800; and voucher number 20050357 for \$62.70. No unusual expenses were noted. Ms. Buck questioned the prepaid services. Ms. Wojcik stated this is for contracted services through the Professional Services Group. A motion was made by Ms. Benz and seconded by Ms. Buck to approve the vouchers. Motion carried.

B. Discussion/Action to Authorize School Food Service Inspection Fee

Ms. Tetzloff stated that a federal action in 2005 now requires that schools be inspected two times per year. The State Dept. of Health and Family Services is attempting to work with the USDA to allow one of these inspections to be completed as a self-inspection by the schools. If this effort fails the Health Dept. will need to do 2 inspections per year. Because of this potential change a revision of the health inspection fee is being requested. A full production kitchen would be increased to \$368 while a cook/serve kitchen would increase to \$259. The fees were determined by taking the state fee and multiplying it by 1.5. Sanitarians will also be helping school staff write the required HACCP plan. A motion was made by Mr. Krogwold and seconded by Mr. Patton to approve the fee changes. Motion carried.

III. PROGRAM ISSUES

A. Discussion/Action Second Quarter Program Statistics (April - June 2005)

Ms. Rockman reported on the Children and Family Services Division. Since December 2000 this is the first time that the Economic Support caseload has not increased. The reason for this is unknown. The last two workers have been trained but unfortunately one worker resigned for personal reasons. Substitute care placements are increasing. The Division has been busy preparing for Empty Bowls. It held two pottery events to allow more community participation. The AODA strategic plan has also been developed. Two more community gardens have been added bringing the total to seven gardens. A concern will be the decrease in W2 funding.

Ms. Tetzloff reported on the Health Division. A vaccine for pertussis is expected to be approved in August. Currently there are two tuberculosis patients. In addition, blastomycosis has resurfaced. The statistics show four cases of syphilis. Two of these cases may be a false positive but two are definite cases. WIC is beginning a new paperless system. The State will pay for all the hardware needed for this system.

Mr. Przybelski reported on the Adult Services Division. The jail contacts are down due to the shipping out of inmates. Emergency detentions are also at an all time low for two years this quarter. Our no shows continue to be around the 20% level. On a positive note, an individual who was placed at Winnebago since 2002 has now been moved out to a less expensive setting in Trempealeau County. Mr. Przybelski gave a brief background of the client. The use of Community Based Residential Facilities had a slight increase.

Mr. Riggerbach reported on the Child Protection and Shared Services Division. Child protective services reports are down but investigations have increased slightly. Supervised visitations are also rising. Currently there are 20 cases involving 31 children. Most of these are due to the child welfare caseload. New guidelines from the state regarding supervised visitations are also being developed with no additional funding being given to counties to follow these guidelines. Increasing visitations may help to return children to their homes more quickly.

Ms. Wojcik reported on the Business Services Division. The open balances are down due to the flu immunization accounts being paid. The bad debts show three large accounts needing to be written off. Two were for deceased individuals with no estates and the other due to bankruptcy. The third party remittances and staff logs are all optically imaged into the system. Work continues on certification for Comprehensive Community Services. Ms. Bablitch reported the optical imaging is moving forward. A concern is that with all the sections currently being imaged, more staff time will be needed to image the information coming into the building for these cases.

A motion was made by Ms. Dodge to approve the report. Seconded by Ms. Benz. Motion carried.

IV. PERSONNEL ISSUES

A. Discussion/Action to Authorize Position Refills

There were no position refills.

V. NEXT MEETING DATE

The next meeting is scheduled for August 9.

VI. ADJOURNMENT

The meeting adjourned at 5:27 p.m.

Submitted by,

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
AUGUST 9, 2005

Present

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

Excused

Phil Peterson

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; and Jenni Jossie, Business Manager.

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 July 26, 2005

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

B. Correspondence

There was no correspondence.

C. Director's Report

Ms. Bablitch reported she discussed our County Board training concept DAY IN THE LIFE of H&HS with Chairman Idzvoog. The Board also asked her to check into per diem payments for County Board members to for this. Mr. Idsvoog felt it was not a good idea since other departments would then want to do the same thing and would request per diem as well. He felt it would be a better idea to give this suggestion to the County Executive and possibly provide a half day training with lunch and per diem paid. This would be open to all departments. Each department would give a brief overview of the services they provide. Mr. Clark commented in other counties, the first meeting of the month is a training meeting and the second meeting is an action meeting. This could also be suggested. Mr. Krogwold stated on the County Board level, each Committee should give a brief 2-5 minute presentation about a program

when it is pending on the agenda. Mr. Clark felt they could expand on the rationale of why they suggest approving or disapproving of the request.

Ms. Bablitch stated the Annual Report will be presented at the next Board meeting. It will be given to the County Board in September.

The budget meeting was originally set for October 4. The Finance Committee will be hearing budgets prior to October 4. Ms. Bablitch reported the budget could be ready earlier. After discussion, the Board will review the budget on Friday, September 23 at 4:00 p.m.

Ms. Bablitch stated a new TV/VCR stand was made by Starpoint Quilters and donated to the Department.

Ms. Bablitch played a 10 minute video concerning Oxford House as requested by Mr. Wynne. Mr. Wynne distributed a handout of questions and answers concerning Oxford House. Mr. Wynne stated there are now currently over 2,000 Oxford House's in the United States. No taxpayer money is involved in running this program. There are over 33 potential residents for the new Oxford House opening in Stevens Point. The house can accommodate 11 to 12 people. The cost would be about \$7 per day for the resident. Residents must be 18 years of age and sober at least 10 days or more. Residents are responsible for the upkeep of the house and must follow all the rules and expectations of the house. The average stay is about 1½ years. Currently a committee will run the house the first year and then it will be turned over to residents to nominate committee members to run the house.

D. Reports from Board Approved Committees/Activities

Ms. Benz reported the AODA Celebration Team is looking at the times and date for a speaker. Ms. Benz reported the Legislative Team is looking at lobbying. Deb Knippel has been nominated to complete this work.

Mr. Clark reported the Community Planning Council is working on applying for a grant to look at not only providing housing for homeless but to allow them to sustain housing. The grant will be used to help people learn how to sustain housing. Ms. Benz stated the Hmong Association also requested training be held to include the Hmong community as well.

Ms. Benz stated Wally J's Place to Play served 202 children in July and 71 children in August.

Ms. Bablitch distributed copies of the Community Planning Council brochure.

Mr. Bishop reported grandparents of a child previously in foster care in Portage County wanted to thank the Department for its work with their grandson. He has now graduated from school with a 3.8 grade point average and has just completed basic training in the Air Force.

Mr. Zimdars attended a meeting with legislators to discuss decreased funding for PAW. More information will be provided as it occurs.

- 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 members of the public present.

II. FISCAL ISSUES

- A. Discussion/Action to Review Second Quarter Budget (April - June)

Ms. Jossie reported on the High Cost accounts. The SMI Residential Services budget is staying steady currently and a favorable savings is anticipated. The Inpatient/Mental Health budget expenses have increased due to an individual transferred out of Winnebago. Revenues have also increased due to third party pay sources. The Children's Substitute Care budget is up in all areas of out-of-home placements (i.e., group home, residential, foster care, and corrections). A substantial deficit is anticipated. The General Assistance budget will have a small variance. This is mainly due to housing needs. Overall, an additional \$77,000 will be needed from the reserve funds. Mr. Krogwold questioned how the reserve will be replenished. Ms. Jossie reported there are trends which show the reserve being used for one to two years and then a series of years where funds are put into the reserve. In addition, the Department is working on program changes to help keep kids at home. The majority of children in out-of-home placements are due to abuse and neglect. In addition, expansion of the Level II foster home program is also being done. Currently a residential placement is about \$5,000 per month where placement in a Level II home is about \$1,200 per month.

In the Regular Accounts, the Administration/Business Services budget is a bit over on expenses but revenues are favorable due to W2 administration funds. Overall, the budget shows about a \$39,000 savings. The Public Health Division

will have a deficit of about \$28,000. This is primarily due to the OPEIU contract settlement which included a \$1 per hour stipend for the nursing staff. Ms. Jossie distributed a handout showing the increases with the contract settlement. The tax levy increase for the Department last year was about \$110,000 but the OPEIU contract settlement alone will result in an annual increase of \$113,000. The Adult Services budget is projected to have about a \$15,000 deficit. There were some general savings due to staff leaves but it also resulted in a decrease in revenues. The Child Protection and Shared Services budget will have a small savings. An increase in revenues from CCPC was realized for the foster care coordinator. In addition, projected revenues for the Comprehensive Community Services have been included for the Home and Financial Management staff. The Children and Family Services budget includes a leased position to look at services for children's programs. Higher expenses are projected in day care respite. In addition, increased expenses are projected in the Children/Family Purchased Services budget for kinship placements, contract agencies, respite, and prevention/intervention funds in an effort to reduce the number of out-of-home placements. Overall \$168,000 deficit is projected in the Regular accounts. Mr. Krogwold questioned why the YTD actual revenues are so low. Ms. Jossie stated the revenues are in a deferred revenue account but have not yet been posted to the revenue accounts. The projections are based on current contracts. A motion was made by Ms. Dodge and seconded by Mr. Clark to approve the budget report. Motion carried.

B. Discussion/Action to Approve Vouchers

Ms. Jossie reported the vouchers include payments for substitute care for children and adults. Voucher number 20050381 is for \$19,831.97, voucher number 20050387 is for \$122,804.32, voucher number 20050396 is for \$6,901.48, voucher number 20050404 is for \$2,850, and voucher number 20050382 is for \$912.80. 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 Revenue 2004-2006 Strategic Plan

Ms. Bablitch reviewed the memo on the strategic plan. Ms. Bablitch reviewed strategic issue #1. The first strategy involves refining tools used to evaluate programs. All new programs are evaluated and include outcomes. In addition, all current programs have their evaluation and outcomes listed in the budget. Gary Itkowitz will be asked to review these again in late 2005 to give new ideas to strengthen the process. Strategy 2 is met with the new consortiums listed

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as well as the bioterrorism, tobacco, and other consortiums. Strategy 3 will entail having the legislators meet with the Board two times per year. Strategy 4 includes a very active volunteer driver program. Unfortunately there is no time to expand into other volunteer opportunities. The county's Volunteer Center is also utilized as needed. Strategy 5 is moving along with the formation of the Community Planning Council. This Council is developing quite nicely and working on various issues. Strategy 6 is a good idea in theory but the Employees Foundation is composed of all volunteers and they have very little time to work on expanding the Foundation.

Strategic Issue #2 involves hiring and maintaining a highly trained workforce. Strategy 1 and 2 are met by working with the Personnel and Data Processing Departments. It is felt this needs to be a county approach. A meeting with the new County Executive will be held concerning these issues. Strategy 3 has been met with the renovation to the building in early 2005.

Ms. Buck commented in addition to having effective and efficient personnel as well as technology, the salary levels need to be at a point where we attract quality individuals. A motion was made by Mr. Bishop and seconded by Ms. Benz to approve the report. Motion carried.

IV. PERSONNEL ISSUES

A. Discussion/Action to Authorize Position Refills

Ms. Bablitch stated Shelly Tuttle-Embacher has taken another position out of the Department. Her position was in the Children Come First program. A motion was made by Ms. Dodge and seconded by Ms. Benz to approve refilling the position. Motion carried.

V. NEXT MEETING DATE

The next meeting is scheduled for August 23.

VI. ADJOURNMENT

The meeting adjourned at 5:40 p.m.

Submitted by,

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
AUGUST 23, 2005**

Present

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

Excused

Jim Clark
Richard Bishop
Wallace Zywicki

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jenni Jossie, Business Manager; Becky Dougherty, Public Health Nursing Supervisor; Ray Przybelski, Adult Services Coordinator; Faye Tetzloff, Health Officer; and Jim Riggenschach, Child Protection and Shared Services Coordinator.

The meeting was brought to order by Mr. Zimdars at 4:33 p.m.

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

A. Approval of Meeting Minutes of August 9, 2005

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

B. Correspondence

Ms. Bablitch stated the 2004 annual report was included in the packet. A small error was noted regarding the expenses chart. Ms. Bablitch reported the reserve used was not reflected in the chart. The budget was balanced in 2004. The report will be given to the County Board at its next meeting. Mr. Zimdars will highlight the work of the Employees' Foundation at the meeting.

C. Director's Report

Ms. Bablitch stated Mr. Idsvoog needed to attend the Justice Coalition meeting and as such was unable to be present at the Board meeting.

Ms. Bablitch stated the management salary is not competitive. She will ask the new County Executive to look at it county-wide. Ms. Bablitch stated she will also include some comparisons as well. Ms. Benz stated the staff has been very understanding and the Board is appreciative of what they do and will try its best to look at this situation.

D. Reports from Board Approved Committees/Activities

Ms. Buck stated she and Ms. Dodge attended the permanency plan review. There were four families on the 16th and four families on the 17th totaling 10 children. Some of the children will be returned home while some of the parents will have their parental rights terminated.

Mr. Zimdars attended the Hunger Prevention Partnership meeting. There are over 700 bowls available for the October 15 Empty Bowls event to be held at SPASH. The Poverty Summit scheduled for April 2006 was also discussed. Ms. Bablitch stated a resolution will be brought forward for Portage County to be a partner in presenting the Summit. In addition, Mr. Zimdars reported \$1,750 of Hunger Prevention Partnership funds was given to the VITA program for a printer, computer, and shredder.

Ms. Dodge reported she has been appointed to the Juvenile Detention Center group which will be every second Monday for six to eight times to gather data.

Ms. Benz reported the AODA Coalition met last Thursday. The strategic plan was introduced. Awards were given to the Stevens Point Journal and Project Graduation for their efforts in reducing AODA use in Portage County. An additional award was to be presented to the Stevens Point Police Department but they were unable to attend. Mr. Wynne presented the Oxford video during this meeting as well.

Ms. Benz stated the AODA Education Committee meet two times. They will be moving forward with their own marketing. A presentation by STARWORKS was given as well. This group will provide some guidance in the marketing area.

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 members of the public present.

II. FISCAL ISSUES

A. Discussion/Action to Approve Vouchers

Ms. Jossie reported the vouchers do not include payments for substitute care for children and adults. Voucher number 20050417 is for \$94,409.85, voucher number 20050426 is for \$24,312.22, and voucher number 20050413 is for

\$7,314.74. A motion was made by Ms. Dodge and seconded by Ms. Benz to approve the vouchers. Motion carried.

Mr. Krogwold questioned how the Portage House remodeling is progressing. Mr. Przybelski reported some of the interior work has been completed. They are currently waiting on the exterior painting to be completed to continue with the other repairs needed on the exterior. The smoke alarms have also been upgraded.

III. PROGRAM ISSUES

A. Discussion/Action: Capital Improvement Projects

Ms. Bablitch stated the Capital Improvement Projects for 2006-2011 guidelines were included in the packet. At this time there are no requests for Capital Improvements.

IV. PERSONNEL ISSUES

A. Discussion/Action to Authorize New Position Requests - 2006

Ms. Bablitch stated there are four new positions being requested. Funding outside of county tax levy has been identified for all the new staff with the exception of the management position. If funds are not available, the positions will be not filled.

Ms. Dougherty requested a 20 hour per week HSS1 Public Health Nurse. This position will be used to alleviate the high workload in the Prenatal Care Coordination and Communicable Disease Control areas. Funding for this position is assured through the IV-E funds, Safe and Stable Families, Bioterrorism, and Prenatal Care Coordination fees. Currently there is a long waiting list for services for Prenatal Care Coordination. Some individuals are not seen prior to having their baby. Mr. Krogwold questioned how individuals are determined to qualify for the program. Ms. Dougherty stated if an individual is at risk, under age 18 or over age 35, has AODA abuse or use, or has a medical condition then they are eligible. There are no financial qualifications for the program. The majority of the individuals seen are low income and were referred through the WIC program or from their physician. They also tend to be first time mothers. A motion was made by Ms. Dodge and seconded by Ms. Buck to approve the position request. Motion carried.

Mr. Riggerbach is requesting a Child Welfare Assistant position. This position has been a leased position but is now being requested to be a county position.

The position has two major responsibilities: to provide support via eWiSACWIS entry to the child welfare staff and to coordinate volunteer transportation. Respite child care duties have also been added to the position. The position will be funded by Community Aids. A portion of the duties in this position was previously done by a the Shared Services Assistant position. The position was vacated during the hiring freeze and was not refilled. Mr. Krogwold questioned the difference in cost between a county position and a Gemini position. A motion was made by Ms. Benz and seconded by Ms. Buck to approve the position request. Motion carried.

Mr. Przybelski is requesting an Adult Protective Services Social Worker. Currently there are 1.5 FTE's doing this work since 1980. The percentage of elderly in the county is continuing to grow which has increased the work load. The duties include completing elder abuse investigations, completing Watts Reviews, and completing guardianship/protective placements which are reviewed annually. All these duties have statutory guidelines which need to be followed. The other 0.5 FTE involves crisis intervention work. By allowing the position, this would allow the 0.5 FTE to go back to doing more crisis intervention work. The position would be funded through Community Aids. A motion was made by Ms. Dodge and seconded by Mr. Peterson to approve the position request. Motion carried.

Ms. Bablitch stated the last position is for a supervisor. Due to Community Care of Portage County (CCPC) not renewing their contract to provide supervision for developmentally disabled children, the new Waivers for children, and the Coordinated Community Services program this position would be needed. The current management staff is overwhelmed and does not have the time to take on these responsibilities. In addition, this position would also take on some duties of other management staff to ease their work loads. This position would supervisor the DD children staff (3), the intake worker (1.5), the home and financial managers (3), and the severely emotionally disturbed staff (2.5). Funding for position would come from Comprehensive Community Services, Community Aids, COP Waiver Administrative funds, SED and CST Grant, CLTS parental fees, and would require about \$25,000 in county tax levy. There are no other alternatives since current staff does not have the time or expertise to take on this supervision. In addition, there is no one to contract with to do these duties. The only other alternative would be to direct CCPC to continue to contract with us to provide these services. Discussion occurred regarding the need to use county tax levy to fund a position. Ms. Dodge questioned if the position could be less than full time. Ms. Bablitch stated this would be looked at but feels it may not be filled if it is not full time. A motion was made by Ms. Dodge and seconded by Mr. Wynne to approve the request. Motion carried with Mr. Krogwold voting nay.

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B. Discussion/Action to Authorize Position Refills

There were no position refills.

V. NEXT MEETING DATE

The next meeting is scheduled for September 13.

VI. ADJOURNMENT

The meeting adjourned at 5:40 p.m.

Submitted by,

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
September 13, 2005

Present

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

Excused

Lonnie Krogwold
Wallace Zywicki

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jenni Jossie, Business Manager; Jim Riggerbach, Child Protection and Shared Services Coordinator; Lauri Rockman, Children and Family Services Coordinator; Gary Itzkowitz, UWSP Research Center; and Lisa Raikowski, Energy Services/Emergency Services.

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 August 23, 2005

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

B. Correspondence

Ms. Bablitch stated the new brochure is in the packet. If anyone needs more copies of the brochure, please let Ms. Bablitch know.

Ms. Bablitch distributed a comparison of Gemini vs. County position for the Child Welfare Services Assistant.

C. Director's Report

Ms. Bablitch stated the September 27 Board meeting will be canceled at this time due to lack of agenda items.

The Board will meet on September 23 at 4:00 p.m. to review the budget. Budgets will be delivered to Board members prior to the meeting.

Ms. Bablitch stated she received an email from Bo DeDeker, Finance Director, concerning the Governor's tax freeze. Due to various information received in the tax freeze, it is anticipated the county will realize a \$400,000 deficit rather than the \$250,000 surplus originally anticipated. A meeting of Department Heads will occur to look at other cost cuts as well as areas to raise additional revenues.

D. Reports from Board Approved Committees/Activities

Ms. Benz stated the AODA Evaluation team met to continue working on the comments received from the AODA Coalition concerning the strategic plan, now called the "framework."

Ms. Benz stated the Advocacy Team met and continues to work on the recognition event.

Ms. Benz stated 198 children were served in August at Wally J's. There were 72 children served to date in September.

Ms. Dodge attended the Juvenile Detention Center meeting. Concerns are being raised regarding the placement of juveniles with the new Justice Center. Information is being gathered regarding the population and cost per child for placement. The information that was presented was a "best case" scenario. Now a "worst case" scenario will be looked at which includes the social worker time, attorney costs, transporting juveniles to different detention centers, etc.

Ms. Dodge thanked Ms. Bablitch for the signs used during the Hands Across Portage County United Way kickoff event.

Mr. Clark attended the Responsive Community Luncheon. The presentation was on solid waste. The information presented was very interesting and informative.

Mr. Wynne distributed information on the Oxford House. Hopefully, the house will be in their possession by September 30 with an anticipated opening date of October 15. There are potential residents already identified. The home will be located at 1400 College Avenue. There will be 11-12 beds available. A search is being conducted for a manager for the house. Ms. Dodge questioned if a female Oxford House will be developed. Mr. Wynne stated that the County or other agencies or groups may develop this.

- 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 members of the public present.

II. FISCAL ISSUES

- A. Discussion/Action to Approve Vouchers

Ms. Jossie reported the vouchers include payments for substitute care for children and adults. Voucher number 20050436 is for \$398, voucher number 20050441 is for \$39,685.52, voucher number 20050442 is for \$209,554.08, voucher number 20050457 is for \$183, voucher number 2005046 is for \$125,156.03, and voucher number 2005046 is for \$13,023.73. A motion was made by Mr. Bishop and seconded by Mr. Peterson to approve the vouchers. Motion carried.

III. PROGRAM ISSUES

- A. Discussion/Action: Annual Report of the Portage County Community Planning Council - June 2005

Mr. Itzkowitz stated this report comprises information from the previous Community Response Team, the UW Compass report, and WisKids. The focus is on children and families. Mr. Itzkowitz reviewed the information in the report. Mr. Itzkowitz stated he is working on developing a broader indicator for the county such as a social indicators. This would be reported annually. Ms. Bablitch stated the report will be distributed to the County Board as well as throughout the county. Mr. Clark commented that the information will show trends to help various agencies and committees focus their efforts where it is needed most. Mr. Clark moved to accept the report with a second by Mr. Wynne. Motion carried.

- B. Discussion/Action: Planning for Potential Gulf Coast Evacuees

Mr. Riggerbach informed the Board an emergency meeting was held on September 6 with the Red Cross and United Way to review how evacuees would be helped in Portage County. It was anticipated about 250 people could be served in Portage County. It was felt these individuals could be placed into hotels rather than shelters due to the mental and physical strain they have been under. The reception center would be at Country Springs and Jackson School.

The basics were discussed and agencies were directed to go back to their agencies to discuss what could be done and to meet again on Friday. An email was received on Thursday that no evacuees would be coming to Wisconsin but the group still decided to meet on Friday. Then evacuees did begin to show up. The Governor announced that rules would be waived for eligibility of programs. It was still unknown how many evacuees would come to Portage County. There are a few evacuees currently in Portage County that have family or friends in the area.

The County has a basic emergency plan in place. There have been tabletop exercises performed. Mr. Riggerbach would still like to see tabletop exercises performed regarding the services provided by Health and Human Services. There are plans in place for case management, mental health services, financial services, etc., but this portion of the emergency plan has not been fully tested.

C. Discussion/Action: Wisconsin Home Energy Assistance Program

Ms. Raikowski distributed the Home Energy Plus brochure. The program assists clients to receive a benefit for one heating season. Assistance is income based but there are crisis dollars available as well. In 2004 there were 1,740 applications and in 2005 over 2,000 applications were received. In 2004, 332 clients were assisted with crisis dollars and 735 were assisted in 2005. The average benefit was \$293 in 2004 and rose to \$358 in 2005. In 2005, it is anticipated that natural gas costs will increase 70%, propane will increase 40-50%, and fuel oil will increase about 30%. The State provides a formula that is used for eligibility and how much assistance is received. If approved, a check is disbursed to the provider in most cases. Mr. Clark questioned what happens to apartment owners. Ms. Raikowski stated landlords will not receive the assistance but they can give the information to their tenants for their tenants to apply. The program is a federally funded program. If funds run out, there are emergency funds that can be released to the program. The surcharge found on your energy bill generates funds to help low income households with their energy costs. A furnace program is also available but this is only available to homeowners. In addition, a weatherization program is also available to help reduce energy costs.

D. Discussion/Action: Proclaiming November 20-26, 2005, as National Family Week in Portage County

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

E. Discussion/Action Supporting the Poverty Summit: Building Community Prosperity - A Look at Poverty in Portage County

Ms. Bablitch stated the Summit will held to make individuals aware of poverty in Portage County and how to help improve self-sufficiency. Many of the whereas' were taken from the new census information and from the Community Planning Council Report. The last paragraph of the resolution lists all the partners in the Poverty Summit. A motion was made by Ms. Buck and seconded by Mr. Bishop to approve the resolution. Motion carried.

IV. PERSONNEL ISSUES

A. Discussion/Action to Authorize Position Refills

Ms. Bablitch stated Kathy Kelk has accepted the Severely Emotionally Disturbed case worker position vacated by Shelly Tuttle-Embacher. As such, the social worker position vacated by Ms. Kelk needs to be refilled. The position works with children in out-of-home placements. All the funds are there to pay for the position. A motion was made by Mr. Clark and seconded by Mr. Patton to approve refilling the position. Motion carried..

V. NEXT MEETING DATE

Ms. Bablitch informed the Board that all the new position requests were passed. The supervisor position was passed but the funding was not approved. If funds are found, the position can be filled.

The next meeting is scheduled for September 23 at 4:00 p.m.

VI. ADJOURNMENT

The meeting adjourned at 5:45 p.m.

Submitted by,

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
SEPTEMBER 23, 2005**

Present

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

Excused

Wallace Zywicki
Phil Peterson
Lonnie Krogwold

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jennifer Jossie, Business Manager; Becky Dougherty, Public Health Supervisor; Jerry Koeppel, Youth and Family Services Supervisor; Jim Riggerbach, Child Protection and Shared Services Division Coordinator; Ray Przybelski, Adult Services Coordinator; Lauri Rockman, Family and Employment Services Coordinator; Faye Tetzloff, Community Health Supervisor; Dianne Koca, Administrative Services Supervisor; David Pagel, Family and Employment Supervisor; Suzanne Oehlke, WIC Director; Erica Wojcik, Assistant Business Manager; and Patricia Jauch, Accounts Receivable Supervisor.

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

I. APPROVAL OF MINUTES OF SEPTEMBER 13, 2005

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

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.

There were no members of the public present. Ms. Bablitch informed the Board of Paul Borham's death.

III. REVIEW OF PROPOSED 2006 DEPARTMENT BUDGETS

A. Budget Overview

Ms. Bablitch stated managers worked hard on the budget. This is the first time an unbalanced budget will be presented. The Finance Committee has postponed their meeting until later in October to hear budgets. The decision on the budget will be made at the October 11 meeting.

Ms. Bablitch distributed a simplified recap of the budget. Major needs were salaries and fringes. Some revenue sources were increased slightly. It is not known how much CCS revenues will be received as this is a new revenue source. There were many minor decreased expenses in the budget. The major decreases included not filling the Economic Support Worker position authorized in 2005, closing the Focusing on Success Homework Center, and decreases to Gemini Leasing. Contracts with the Family Training Program, Professional Services Group, and Gemini Leasing will also be looked at. In addition, an exemption of \$48,500 will be requested. This includes \$20,727 in health insurance and \$27,180 for the extra \$1 per hour increase for nurses.

Ms. Jossie stated Sup 1 shows the budget guideline compliance. The regular accounts reflect a 2.5% county property tax increase. The High Cost accounts need \$172,205 applied from the reserve to reflect the 2.5% increase. Overall with the \$165,649 shortfall, the department will come in with the 2.5% tax increase allowed and a request for exemptions in the amount of \$48,537. The high cost fund balance will have about \$60,000 left at the beginning of 2007. Mr. Clark stated if next year is even worse, it may be better to cut services now and keep reserve funds. The problem is that services are mandated. Mr. Clark suggested that for these services it may be necessary to just do the minimum required or develop waiting lists.

Sup 2 shows the budget comparison for all expenses. The fixed charges line includes rent, insurance, and workman's comp. Sup 3 shows the revenue comparison from 2005 to 2006. The fund balance (reserve) applied is reflected as a separate category in these pie charts. Sup 4 shows a 10 year history of revenues and expenses. Sup 5 is the expense pie chart comparisons for 2005 to 2006. Sup 6 is the fringe benefit description. Sup 7 - Sup 10 shows the payroll calculations for each position. Sup 11 is the position summary showing the growth or decrease of personnel in the Department. Sup 12 is the division split of personnel in the Department. Sup 13 - Sup 16 is the fee schedule. Some increases are reflected in the social work services area and environmental health licensing. These new fees will be in effect January 1, 2006. Sup 17 is the division recap. The Administration/Business Services Division has some savings due to W2 administration funds. The Public Health Division reflects increases in expenses due to salary and fringes. The Adult Services Division reflects an increase in expenses due to the addition of the part time Adult Protective Services worker position. The Shared Services Division has added a supervisor and shows revenue decreases for home and financial management services. The Children and Family Services Division has a reduction in expenses and revenues due to many multiple factors. The Children and Non CMO Services Division has a reduction in expenses to help offset the supervisor position as well as a reduction in revenues due to waiver services. A

slight increase in Community Aids has been projected. \$75,000 in attrition has been budgeted. Overall, a shortfall of \$165,000 is projected for 2006.

Sup 19 shows a breakdown of the different populations served. Sup 20 - Sup 22 is the priority setting for each program and the form used to determine the priority number.

B. Review of Administration/Business/Finance Budget

Ms. Bablitch stated the Administration/Business budget has no changes. Staff development has been decreased slightly. There is also \$20,000 in grants being reviewed by the Community Planning Council through the Safe and Stable Families program.

C. Review of Adult Services Budget

Mr. Przybelski reported the Portage House budget has an increase in county tax dollars. It is anticipated a savings of \$52,000 in jail bed days by using Portage House will be realized. Currently 65% of residents in Portage House are Portage County residents. The Adult Protective Services budget is showing a .5 FTE increase in staff rather than the 1 FTE position requested. The other budgets in the Division do not have many changes.

D. Review of Children and Family Services Budget

Ms. Rockman stated a new line item in the Children and Family Services Coordinator budget is the Gemini/Program Dev Specst. This is the position for the child welfare consortium with Wood, Portage, and Marathon Counties. The Chemical Dependency budget shows a small decrease in the AODA contract services. The Intoxicated Driver Program Assessment budget reflects slightly increased revenues. This is due to the fees collected for the assessments. The Focusing on Success budget reflects the closing of the Homework Center. Monitoring will still be done under this budget. The Juvenile and Family Services budget reflects a new revenue source which is Crisis Intervention Fees. These are Medicaid reimbursement for those served under HFS 34. The Children Come First/Coordinated Services Team Initiative budget has two grants. A slight decrease in revenues is due to supervision. The Juvenile Intervention Services budget had additional IV-E funds in 2005 not being received in 2006. In addition, kinship care benefits have increased. The Fraud/Program Integrity budget may be partnering with Wood County. The Income Maintenance/Wisconsin Works (W2) Cost Pool reflects the position that will not be filled. The other budgets have no changes.

E. Review of Public Health Budget

Ms. Tetzloff reported state grants were held flat. The Lead Project budget is focusing on testing for lead and appropriate follow-up. An increase in state funds was realized in the Public Health Preparedness/Bioterrorism budget. The Prevention Block Grant budget was included but it is not clear if any funds will be received. This budget is used by the Healthy People Portage County initiative. The School Health budget reflects a 4% increase in revenues passed on to the school districts. Grant block funding for the Prenatal Care Coordination budget increased slightly. In addition, an increase in staff time will be realized to reduce waiting lists. The Community Health budget contains mandated public health functions. Flu shots have been decreased due to the large number of private agencies giving them. The agency's focus will be on the elderly and high risk individuals this year. The Immunization Outreach Vaccine Immunization Program had an increase in state funding to focus on vaccinating children. The Environmental Health budget reflects an increase of 2% to the licensing fees except for the school food service. The Public Health Nutrition budget was previously under the WIC budget. There is a small grant for nutrition services being reflected.

F. Review of Shared Services Budget

Mr. Riggerbach stated the Access Services budget no longer reflects the Community Connections phone line. This will be eliminated due to the 211 system developed by the United Way. The Child Welfare Services budget reflects the Gemini Parent Aide position becoming half time in 2006 as well the Gemini Child Welfare position becoming a Union position. The Home and Financial Managers budget reflects decreased revenues to Family Care since money management services will be done by a private vendor. These employees will be doing more supervised visits. The Shared Services Support Services budget reflects an increase in after hours crisis intervention due to a new policy from the State. In addition, interpreter services have been increased. The Foster Care Coordination budget has an increase in program recruitment due to TV ads being done jointly with Marathon, Wood, and Lincoln counties. The Supervisor: Children With Special Needs budget is the new supervisor budget. The Children's Support Services budget is new for 2006. This includes the attorney fees for termination of parental rights, respite care services which increased slightly, and prevention/intervention services to help keep families intact.

G. Review of Long Term Care Budget

Ms. Bablitch stated there are three staff not in Community Care of Portage County serving children with disabilities and non-CMO members. A new revenue source called CLTS Parental Share Fee is in this budget.

H. Review of High Cost Budget

Mr. Przybelski reported the SMI Residential Services budget reflects most daily rates staying flat. A crisis home was developed which \$125 of the \$160 will be paid by Medical Assistance if the client is eligible. This a four bed facility. The Mental Health Inpatient budget had a reduction in days at Winnebago, St. Michael's, and Norwood. Changes to the ICF/MR requires placing individuals out of the facility. It is possible some of the individuals may need placement in a mental health inpatient facility throughout the year if the community placement fails. Even though these clients may be Family Care clients, the cost still comes through this budget since Family Care does not pay for inpatient stays.

Ms. Rockman reported the Chemical Dependency Inpatient/Detox budget has a decrease in detox revenues. A proposed policy change now allows a person to be placed in detox once in a 12 month period. The Children's Group/Residential Care budget was reviewed carefully. Some individuals will be aging out of placement while some will return home. This will be monitored closely. The General Assistance budget also had a policy change. Clients will be referred to patient assistance programs to help decrease the cost of medications.

I. Discussion/Action to Adopt 2006 Fee Schedule

Ms. Bablitch stated this agenda item will be placed on hold until the next meeting.

J. Discussion/Action to Adopt 2006 Health and Human Services Department Budget and Forward to Finance Committee

Ms. Bablitch stated this agenda item will be placed on hold until the next meeting.

IV. PROGRAM ISSUES

A. Discussion/Action to Endorse Submission of Grant for Youth Suicide Prevention

Mr. Przybelski stated this is a three year grant through Milwaukee Mental Health Association. The grant will develop suicide prevention/education for youth to be

implemented in the school districts. There is \$12,000 for the first year, \$6,000 for the second year, and an unknown amount for the third year. A motion was made by Mr. Clark and seconded by Ms. Benz to approved submitting the grant. Motion carried.

V. PERSONNEL ISSUES

A. Discussion/Action to Refill Positions

There were no position refills.

VI. NEXT MEETING DATE

The next meeting is scheduled for October 11, 2005.

VII. ACTION TO ADJOURN

The meeting adjourned at 5:45 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
OCTOBER 11, 2005**

Present

Bill Zimdars
Jim Clark
Jeanne Dodge
Ann Buck
Sandy Benz
Dick Bishop
Lonnie Krogwold

Excused

Wallace Zywicki
Phil Peterson
Tony Patton
Gerald Wynne

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jennifer Jossie, Business Manager; Jim Riggerbach, Child Protection and Shared Services Division Coordinator; Ray Przybelski, Adult Services Coordinator; Patti Jauch, Accounts Receivable Supervisor; and Erica Wojcik, Assistant Business Manager.

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 September 23, 2005

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

B. Correspondence

There was no correspondence.

C. Director's Report

Ms. Bablitch reported there was an insert in the Buyer's Guide regarding the AODA Coalition.

Ms. Bablitch distributed packets of the new agency brochure for Board members to pass out.

Mr. Przybelski updated the Board of four properties that may be utilized as crisis beds in Plover. The one selected should be in operation by mid to end January 2006.

D. Reports from Board Appointed Committees/Activities

Ms. Benz reported the AODA Education Committee is working with StarWorks on the campaign. The Celebration Dinner will be held on February 16, 2006. The Committee will be working on getting the mission out to organizations, the community, and businesses in 2006.

Ms. Benz reported the AODA Evaluation Committee is working on the framework of the Coalition.

Ms. Benz reported the Community Planning Council heard a presentation from Mr. Vang on the Hmong community. Ms. Bablitch stated Gary Itzkowitz will be giving a presentation on the Pathways report to the County Board at their next meeting.

Ms. Benz reported the AODA Coalition had a table at the Harvest Fest. They distributed materials and water.

Ms. Benz stated 158 children were served in September at Wally J's Place to Play. To date, 55 children have been served in October.

Ms. Buck stated three reviews were heard in Permanency Planning. Two individuals will be heading home in six months or so.

Mr. Bishop updated the Board on a previous foster child who was home recently on leave from the military. He is currently involved in setting up a database at a hospital.

Ms. Dodge reported the Juvenile Detention Committee is looking at options with the jail. Kathy King wants to evaluate cases to demonstrate the services received prior to placement in jail.

Ms. Buck stated the Justice Works group asked for volunteers to work as mentors to those adjudicated but not sentenced individuals. She has volunteered and will begin work in January.

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 members of the public present.

II. FISCAL ISSUES

A. Update: 2006 Budget Projection

Ms. Bablitch distributed the recap sheet. Increased revenues with the CCS program have been anticipated at about \$12,000. Moving the AODA counseling program for juveniles from a contract with Professional Services Group to our Mental Health Clinic will reduce expenses by about \$60,000. An exemption of \$48,537 will still be requested. The exemption is for health insurance and the \$1 an hour increase for the nurses. Discussion occurred regarding how future funding difficulties will be realized and how to determine how much services need to be provided and how quickly.

Ms. Jossie reviewed the Guideline Compliance Report. The regular accounts still includes the exemptions. The anticipated increase in CCS revenues for the high cost accounts means only about \$71,000 of the reserve will need to be applied in 2006. This is down about \$100,000 from the previously presented budget.

The Divisional Budget Recap shows no change in Administration/Business Services and Public Health. The Adult Services budgets reflect the increase in revenues in the Mental Health Clinic for the AODA juvenile services. The Shared Services budgets reflect the decrease in contracted services and the increased CCS revenues. The Children and Family Services budgets show the decrease of the contracts for AODA services. There were no changes in the Children and Non-CMO budgets. Attrition was increased as well. The High Cost Budget Recap shows the added revenue from CCS in the Residential Care and Substitute Care budgets. No changes were realized in the Inpatient and General Assistance budgets. The applied fund balance was reduced by \$103,000 allowing for \$70,916 to be used in 2006. Mr. Krogwold questioned if the funding for the supervisor was found with these changes. Ms. Bablitch stated it has been. Ms. Jossie thanked Patti Jauch and Erica Wojcik for their hard work on the budget.

B. Discussion/Action to Adopt 2006 Fee Schedule

Ms. Jossie stated some fees were increased as well as the addition of more specific Crisis Intervention fees. The licensed establishment fees were increased 2%. A motion was made by Mr. Clark and seconded by Mr. Bishop to adopt the budget and forward it to the Finance Committee. Motion carried. Other fees may be proposed for changed in 2006 as Jenni discusses fee schedules with other county business managers.

C. Discussion/Action to Adopt 2006 Health and Human Services Department Budget and Forward to Finance Committee

Discussion and Action occurred during item II. B. above.

D. Discussion/Action to Approve Vouchers

Ms. Jossie reported the vouchers total \$127,907.54 for the regular accounts and include voucher number 20050498 for \$8,527.87, voucher number 20050499 for \$49,618.09, voucher number 20050500 for \$134,717.36, voucher number 20050472 for \$1,448.11, and voucher number 20050493 for \$223.25. The high cost accounts total \$200,953.35 and includes the substitute care payrolls for both children and adults. Portage House totals \$1,671.36. A motion was made by Ms. Dodge and seconded by Mr. Bishop to approve the vouchers. Motion carried.

III. PROGRAM ISSUES

A. Discussion/Action to Endorse Submission of Grant to March of Dimes

Ms. Bablitch stated Becky Dougherty has applied for a grant from the March of Dimes to purchase written materials, videos, and products that will be used as learning tools for participants in the Prenatal Care Program and the Pregnant and Parenting Teen Support Group at Stevens Point Area Senior High School. Ms. Bablitch will report back to the Board if the grant is received. A motion was made by Ms. Dodge and seconded by Ms. Benz to approve the grant submission. Motion carried.

IV. PERSONNEL ISSUES

A. Discussion/Action to Authorize Position Refills

There were no position refills.

V. NEXT MEETING

The next meeting is October 25, 2005.

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VI. ADJOURNMENT

The meeting adjourned at 5:15 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
OCTOBER 25, 2005**

Present

Bill Zimdars
Wallace Zywicki
Tony Patton
Jeanne Dodge
Ann Buck
Sandy Benz
Lonnie Krogwold

Excused

Jim Clark
Phil Peterson
Richard Bishop

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

The meeting was brought to order by Mr. Zimdars at 4:31 p.m.

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

A. Approval of Meeting Minutes of October 11, 2005

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

B. Correspondence

Ms. Bablitch distributed an updated listing of the Board members' addresses and phone numbers.

Ms. Bablitch stated page 6 of the packet is the announcement of Portage and Wood Counties being "Capital for the Day" on November 2 by Governor Doyle.

C. Director's Report

Ms. Bablitch stated the November 8 Board meeting needs to be canceled due to the County Board meeting on that date to review and approve budgets.

Ms. Bablitch stated the Finance Committee reviewed our budget. It was accepted and forwarded to the County Board.

D. Reports from Board Appointed Committees/Activities

Ms. Buck reported five individuals were reviewed during permanency planning. Two children will be returning home while the other three will remain in placement.

Ms. Benz reported the AODA Education Committee developed the calendar for 2005 and 2006.

Ms. Benz reported the Community Planning Council will be meeting tomorrow.

Ms. Benz stated 125 children were served in Wally J's Place to Play to date in October and 158 were served in September.

Mr. Zimdars reported the Legislative Consortium met. He was very impressed with the tone of the meeting. There is a feeling of cooperation between the counties. The next meeting is scheduled for December 8.

Ms. Dodge reported on the juvenile detention study. A Powerpoint presentation was done by Ross Dick. The presentation included a best case scenario and a very conservative worst case scenario. The recommendation is that a juvenile center be included.

Mr. Wynne reported the Riverside House located at 1400 College will be opening shortly. A grand opening will be held.

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 members of the public present.

II. FISCAL ISSUES

A. Discussion/Action to Approve Vouchers

Ms. Jossie reported the vouchers total \$181,973.52 for the regular accounts and \$52,902.37 for high cost accounts and include voucher number 20050536 for \$203,373.47, voucher number 20050534 for \$31,482.42, and voucher number 20050540 for \$20. No substitute care payments are included. Portage House totals \$1,839.91 with voucher number 20050523. A motion was made by Ms. Benz and seconded by Mr. Zywicki to approve the vouchers. Motion carried.

B. Discussion/Action Third Quarter Financial Report

Ms. Jossie stated the SMI Residential Services and Inpatient/Chemical Dependency accounts had no changes in their projected budgets. The Inpatient/Mental Health budget had a small change due to third party sources. The Substitute Care budget had an increase in expenses. The General Assistance budget had a small change as well. Overall the high cost budgets are looking at needing to apply \$326,000 of the reserved which would leave about \$229,000 in the reserve. It is anticipated the new CCS funding will help to build the reserve.

The regular accounts show additional revenues in the Administration/Business Services budget due to the PAW contract and the closing of contracts in 2004. A small deficit is anticipated in the Public Health budgets due to the contract settlement of an additional \$1 per hour stipend for nurses. Adult Services is projecting a \$15,000 shortfall due to the decrease in revenues projected in the Mental Health Clinic. Child Protection and Shared Services is anticipating a \$67,000 deficit. This is caused throughout the various budgets in this division due to the children's out-of-home placements. In addition, expenses from Children and Family Services were transferred to this division. These are not new expenses, just a transfer of revenues and expenses. The Children and Family Services budgets are projecting a smaller than anticipated deficit. This is attributed to the loss of Youth Aids funds due to corrections and placements. The Children with Disabilities and Non-CMO Adults budget has a savings due to not spending some Community Aids and waiver expenses being less than anticipated. Overall a \$223,000 deficit is anticipated for the regular accounts. Staff is continuing to work to reduce this deficit. In addition the Community Aids and WIMCR funds were based on last year's amount and as such may fluctuate this year. The budget projections for 2005 are a worst case scenario at this time. A motion was made by Ms. Dodge and seconded by Mr. Krogwold to approve the report. Motion carried.

III. PROGRAM ISSUES

A. Discussion/Action: Third Quarter Program Statistics

Ms. Rockman reported on the Children and Family Services Division statistics. An increase in economic support requests was realized. One worker is completing training and will receive a caseload soon. Substitute care placements are up. The emergency services referrals are slightly skewed because the reporter included two months in the second quarter and four months in the fourth quarter. The AODA Committee has completed its strategic plan and an update will be forthcoming. The Teen Leadership Alumni worked

on a Habitat House. The staff are currently transitioning from CARES to CARES Worker Web, an Internet-based system. A reduction in the W2 budget is forthcoming and planning is taking place on how to operate the system with a 47% reduction.

Ms. Tetzloff reported nothing significant in the Division of Health. The statistics are seasonal. There have been more food and waterborne incidents due to the new refugees. There was a lot of pre-licensing inspections done in Environmental Health and a lot of inquires on starting up restaurants. The oral health program has expanded to applying fluoride varnish which is funded through MA reimbursement. The WIC program has been working on a web based system for data as well. The City of Stevens Point has passed a clean indoor air ordinance. It is anticipated this ordinance will be moved to a county-wide ordinance as well. The state has recognized a training developed by our sanitarians regarding school inspections. It is anticipated this training will be used throughout the state.

Mr. Przybelski stated the Adult Services Division had a typical quarter. Psychological referrals are up slightly. Elder Abuse referrals have also increased. No shows for the doctor are up slightly while no shows for the clinicians are down slightly. Inpatient placements at St. Michael's and Winnebago are exceeding our budget currently. The remodeling at Portage House has been completed. In addition, Mike Houlihan was given an award by another agency. An article appeared in the Portage County Gazette.

Mr. Riggerbach stated the Child Protection and Shared Services Division statistics are standard. Reports of child abuse and neglect are down slightly. Referrals for home and financial management supervised visits services are down slightly but the caseload is still high. An agency is being looked at to provide the representative payee duties of these workers to free time up to provide supervised visitation and more intensive family services.

Ms. Bablitch stated there were no changes in the Division of Long Term Care.

Ms. Jossie stated not many changes were realized in the Division of Business Services. They are working on finding a vendor to handle the representative payee.

Ms. Bablitch stated the waiting list reflects the Prenatal Care Coordination list as well. It is hoped with the additional 10 hours added in 2006, this waiting list will be reduced. The Family Support Program is dependent on funding received.

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

B. Discussion/Action: Empty Bowls

Ms. Rockman distributed the financial information on Empty Bowls. Overall the event went well. The long waiting line is a concern and will be addressed to help reduce the waiting period. Overall, Empty Bowls netted \$16,425. This event supports grants, the Mobile Pantry, and Community Gardens. A motion was made by Mr. Krogwold and seconded by Mr. Patton to approve the report. Motion carried.

C. Discussion/Action: Flu Pandemic Planning

Ms. Tetzloff handed out a Powerpoint presentation, the Wisconsin Influenza Preparedness Plan, and CDC Key Facts on Avian Influenza and Avian Influenza A Virus. There is a difference between influenza and the Avian flu. Typically type A is the common influenza. Once the Avian flu jumps to people to people exchange, it will become a pandemic. Portage County has done a pandemic plan in 2002. A functional exercise is scheduled for 2006 that will be more than a tabletop exercise. It will test the response system. Unfortunately, vaccine for the Avian flu cannot be developed until it has started. Ms. Tetzloff reviewed the information distributed. A motion was made by Ms. Dodge and seconded by Mr. Patton to approve the report. Motion carried.

IV. PERSONNEL ISSUES

A. Discussion/Action to Authorize Position Refills

There were no position refills.

V. NEXT MEETING

The next meeting is November 22, 2005.

VI. ADJOURNMENT

The meeting adjourned at 5:50 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
DECEMBER 13, 2005**

Present

Bill Zimdars
Jim Clark
Phil Peterson
Richard Bishop
Jeanne Dodge
Ann Buck
Sandy Benz
Lonnie Krogwold
Gerald Wynne, Jr.

Excused

Wallace Zywicki
Tony Patton

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jennifer Jossie, Business Manager; Dianne Koca, Officer Manager; Jim Riggerbach, Child Protection and Shared Services Division Coordinator; Suzanne Oehlke, WIC Director; Jim Canales, CCPC Director; Mike Houlihan, Portage House; Lucy Runnells, CCPC Financial Manager; Jessica Schmidt, CCPC Network Development Manager; Cathy Rhutasel, Alternate Care Coordinator; Becky Dougherty, Public Health Nursing Supervisor; Charm Fournier, social worker; and Deb Pierce-Johnson, social worker.

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 October 25, 2005

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

B. Recognition: Michael Houlihan, Director of Portage House, for Receiving the Wisconsin Council on Community Corrections Service Award; Suzanne Oehlke, WIC and Nutrition Director, Health and Human Services, Hunger Prevention Partnership Empty Bowls Award; Sandy Benz, Gerald Wynne Jr., Charmian Fournier, Becky Dougherty, Deb Pierce-Johnson for Nomination for the Community Circle Awards

Ms. Bablitch recognized all the individuals listed for being nominated and/or receiving the awards for their efforts in the community.

C. 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 members of the public present.

D. Correspondence

Ms. Bablitch distributed the "One Size Doesn't Fit All" article. This concerns the management pay plan. The article was written by the Walworth County Administrator.

A. Agency Contract with Community Project House (CPH)

Ms. Bablitch distributed an article from the Portage County Gazette regarding Sandy Brandl who is running for County Executive. Mr. Canales stated when Community Care of Portage County (CCPC) was first started they were approached by Ms. Brandl to open an adult day care center for developmentally disabled adults. There were concerns with the business plan presented, as the only funding source identified was from Health and Human Services (HHS) for individuals utilizing the service. Ms. Runnells stated the CPH budget provided was very limited and did not include any private pay or other sources of revenue. Mr. Canales further indicated the home she was going to use was an old home and was not fully accessible. She has since moved to the old WYTE radio station in Plover. Ms. Brandl was offered assistance in developing all the needed information for a contract but declined assistance. Discussions were initiated with Corporation Counsel, during which CCPC was informed they did not need to contract with each and every provider requesting a contract. Ms. Brandl has continued to make negative comments about HHS and CCPC to a variety of individuals since that time. As a result, no contract has been offered to CPH. CCPC members may chose to attend CPH only through a Self Directed Supports agreement.

E. Director's Report

Ms. Bablitch stated the tentative meeting dates for 2006 are included in the packet.

F. Reports from Board Appointed Committees/Activities

Ms. Benz reported the AODA Education/Awareness Committee continues to work with StarWorks. In addition, the Coalition participated in the Christmas parade. A recognition banquet is planned for February 16.

Ms. Benz stated the AODA Evaluation Committee continues to work on the strategic plan and framework.

Ms. Benz stated the Community Planning Council met and discussed the Ocean Springs project which is the sister city affected by Hurricane Katrina. Both Sears and Lowes are working on this project as well. The heating costs continue to escalate and was discussed. A Cultural Day was also discussed by Mr. Vang.

Ms. Benz stated Wally J's served 149 children in October, 142 in November, and 85 children to date in December.

Ms. Buck reported permanency planning will be held next week.

Ms. Dodge reported on the Juvenile Justice Center. A meeting was held with consultants. A debate regarding the structure of the Juvenile Detention Center was held. The presentation compiled by Ross Dick will be given to the County Board and then will be available to other departments.

Mr. Zimdars stated the Legislative Committee met with Marathon, Portage, Wood, and Waupaca Counties. The next meeting is Monday morning.

II. FISCAL ISSUES

A. Discussion/Action to Request Additional Funding for Optical Imaging Project

Ms. Bablitch stated the funding for the LTE optical imager will be exhausted soon. It is anticipated an additional \$9,000 would be needed to complete the work. Mr. Krogwold questioned if staff would be able to keep up once the old files are completed. Ms. Koca stated current staff are keeping up. A motion was made by Mr. Bishop and seconded by Ms. Buck to approve the request and forward to the Finance Committee. Motion carried.

B. Discussion/Action to Approve Vouchers

Ms. Jossie reported the vouchers for November 22 total \$210,853.44 for the regular accounts and \$167,104.72 for high cost accounts and include voucher number 20050545 for \$40,809.46, voucher number 20050546 for \$82,469.69, voucher number 20050579 for \$12,947.62, voucher number 20050578 for \$1,454.32, voucher number 20050573 for \$102,535.51, voucher number 20050559 for \$45.00, adult substitute care for \$26,504.00, and children's substitute care for \$111,322.28. Portage House vouchers total \$2,372.87 with voucher number 20050582 for \$1,984.99 and voucher number 20050544 for \$387.88. A motion was made by Ms. Dodge and seconded by Ms. Benz to approve the vouchers. Motion carried.

Ms. Jossie reported the vouchers for December 13 total \$258,094.78 for the regular accounts and \$163,383.06 for high cost accounts and include voucher number 20050600 for \$41,138.41, voucher number 20050608 for \$111,347.02, voucher number voucher number 20050629 for \$22,203.78, voucher number 20050621 for \$5,360.73, voucher number 20050622 for \$105,647.98, adult substitute care for \$25,713.32, and children's substitute care for \$110,066.60. Portage House vouchers total \$2,484.36 with voucher number 20050597 for \$363.88 and voucher number 20050637 for \$2,120.48. A motion was made by Mr. Bishop and seconded by Ms. Benz to approve the vouchers. Motion carried.

III. PROGRAM ISSUES

A. Discussion/Action: Wisconsin County Health Rankings 2005

Ms. Dougherty reported page 20 reviews the method used. This is the third year the state completed this study. Portage County ranked fifth for health outcomes and ranked 18th for health determinants. The overall rank was 18th. Mr. Krogwold questioned the purpose this report provides. Mr. Clark stated it helps to determine where to put resources. A motion was made by Ms. Buck and seconded by Mr. Bishop to accept the report. Motion carried.

IV. PERSONNEL ISSUES

A. Discussion/Action to Authorize Educational Leave of Absence

Ms. Bablitch reported the reduction in the hours for this leave of absence would equate to four weeks of work. A motion was made by Mr. Bishop and seconded by Ms. Benz to approve the request. Motion carried.

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B. Discussion/Action to Authorize Position Refills

Ms. Bablitch stated Charm Fournier will be retiring from her Child Protective Services Social Worker position. A refill of this position is being requested. A motion was made by Ms. Dodge and seconded by Mr. Bishop to approve the refill request. Motion carried.

V. NEXT MEETING

The next meeting scheduled for December 27 has been cancelled. The next Board meeting will be held January 10, 2006.

VI. ADJOURNMENT

The meeting adjourned at 5:40 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P