

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
January 10, 2006

Present

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

Excused

Phil Peterson
Tony Patton

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

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

I. MINUTES, GENERAL REPORTS, AND COMMENTS

A. Approval of Meeting Minutes of December 12, 2005

A motion was made by Mr. Clark and seconded by Mr. Bishop to approve the minutes with the correction of JR Wynne added to the present list and on page 4, III.A. the motion was made by Mr. Bishop rather than Mr. Dick. Motion carried with the corrections as noted.

B. Correspondence

There was no correspondence.

C. Director's Report

Ms. Bablitch thanked Mr. Krogwold for his support of the optical imager extension position at the Finance Committee meeting. This request was approved for \$9,000 and forwarded to the Personnel Committee for approval.

Ms. Bablitch stated the Community Planning Council is working on the Ocean Springs project. Ocean Springs is a community which was damaged by Hurricane Katrina and Portage County will be assisting them in needed supplies. Ms. Bablitch asked Board members if they would like to take posters for this community event.

D. Reports from Board Appointed Committees/Activities

Ms. Benz stated the AODA Education Committee is working on the January 19 FACT meeting with churches. In addition, the Celebration event is scheduled for February 16 with Robert Fellows as the keynote speaker.

Mr. Clark informed the Board the AODA Committee will be having an ad placed in the Trivia book concerning AODA issues. A meeting was held with Jim Olivia, Trivia Coordinator.

Ms. Benz stated 142 children were served in Wally J's Place to Play in November, 151 in December, to bring the total of 2,019 children in 2005. To date, 44 children were served in January.

Ms. Dodge stated three children were reviewed in Permanency Planning. One young man will be in care until age 18. Another child will be reunited with the family.

Ms. Dodge reported the Justice Center Committee had a meeting. The conclusion was that a juvenile detention center is needed and to be part of the Justice Center. A great deal of discussion was held concerning this issue. Ms. Bablitch stated this will be put onto the January 24 agenda for further discussion.

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 Accept a Grant from the Wisconsin Dental Foundation and Forward to the Finance Committee

Ms. Bablitch stated the grant is for \$2,000 and will be used for dental sealants. A motion was made by Mr. Bishop and seconded by Ms. Benz to approve acceptance of the grant and forward to the Finance Committee.

B. Discussion/Action on Resolution to Remove Mental Health Inpatient Costs from the Property Tax

Ms. Bablitch stated this item was to be removed from the agenda but was inadvertently left on. The resolution is not quite ready for presentation and will be corrected and placed on a future agenda.

C. Discussion/Action to Approve Vouchers

Ms. Jossie reported the vouchers for \$261,344.37 for the regular accounts and \$177,989.88 for high cost accounts and include voucher number 20050659 for \$75,509.01, voucher number 20050658 for \$121,624.14, voucher number 20060028 for \$17,175.31, voucher number 20050666 for \$175.00, voucher number 20060029 for \$73,884.07, adult substitute care for \$26,504.00, and children's substitute care for \$123,838.47. The vouchers include the 2005 fiscal year. Portage House vouchers total \$1,213.67 with voucher number 20060022 for \$1,213.67. 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 AODA Prevention Coalition Progress

Ms. Rockman reported the two strategic plans developed by the AODA Coalition were included in the packet. One is the organizational framework and the other is the strategic framework. Each team has its own targeted outcomes such as completing compliance checks, etc. The AODA Coalition comprises of 64 members with an executive team and four action committees. The Executive Team identifies gaps in membership, reviews training issues, and works on sustainability of the Coalition. The Prevention Team works on compliance checks and has completed a training video for servers. The Advocacy Team is working on the Celebration event. The Evaluation Team worked on the strategic framework and completes the annual report. The Education Team is currently working on Phase 2 of the marketing campaign. Ms. Rockman distributed samples of the brochure which is still a draft. In addition, postcards and posters were shown. Ms. Rockman stated FACT suppers are being held which inform the public of the issues being faced by Portage County. The video, This Place, was shown.

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IV. PERSONNEL ISSUES

A. Discussion/Action to Authorize Position Refills

There were no position refills.

V. NEXT MEETING

The next meeting is scheduled for January 24, 2006.

VI. ADJOURNMENT

The meeting adjourned at 5:20 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
January 24, 2006

Present

Bill Zimdars
Phil Peterson
Tony Patton
Richard Bishop
Ann Buck
Sandy Benz
Lonnie Krogwold
Wallace Zywicki

Excused

Jim Clark
Jeanne Dodge
Gerald Wynne, Jr.

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jennifer Jossie, Business Manager; Lauri Rockman, Children and Family Coordinator; Ray Przybelski, Adult Services Coordinator; Jim Riggerbach, Child Protection and Shared Services Coordinator; Faye Tetzloff, Health Officer; Ross Dick, Juvenile Justice Committee; Evan Hansen, Portage County Sheriff's Department; Donald Jankowski, County Board Supervisor; and Cynthia Kieper, Portage County Executive Candidate..

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 10, 2005

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

B. Correspondence

There was no correspondence.

C. Director's Report

Ms. Bablitch had nothing to report.

D. Reports from Board Appointed Committees/Activities

Ms. Benz reported the AODA Evaluation Committee is continuing to work on the framework and evaluation of the subcommittees. In addition the Celebration Team continues planning for the February 16 event. Robert Fellows will be speaking at this event.

Ms. Benz reported there were 94 children served thus far in January at Wally J's Place to Play.

Ms. Buck reported the Permanency Planning Review Committee reviewed eight children over two days. About half of these children will continue in foster care while the other half will be returning home in about six months.

Mr. Zimdars reported on the Responsive Community Luncheon. Judge Fleishauer spoke regarding Justice Works. The presentation was very informative. Ms. Bablitch stated the entire year is focused on the justice system.

Ms. Benz reported the Evaluation Team held a FACT breakfast for the clergy. Ms. Rockman stated eight churches attended and many asked for individual presentations to be given to the congregation.

Ms. Bablitch reported interviews for the new Children With Special Needs and Support Services supervisor were held on Friday. Five applicants were interviewed and the selection has been narrowed down to three candidates.

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. Kieper introduced herself as a candidate for the County Executive position. Ms. Kieper gave a brief background on her credentials.

II. PROGRAM ISSUES

A. Discussion/Action: Portage County Juvenile Detention Center Effectiveness and Viability Report

Mr. Jankowski reported the entire report is available on the County's website. The study was re-examined the 2000 study results. The overall consensus was to build the new justice center with a juvenile detention center included.

Mr. Bishop questioned when the building will be done. Mr. Jankowski stated it will be started in 2008 with occupancy occurring about two years later. There is currently a tight framework to work in due to bonding issues. There are no state or federal funds since this is a county project. Grants may be possible and Patty Dreier is looking into these.

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Captain Hansen stated there are some funds for the juvenile detention center. These funds are for start-up interventions which could be used for this facility.

Mr. Patton questioned if the current jail could be used as the juvenile detention center. Mr. Jankowski stated it is more cost effective to keep the center under the same roof as the jail. Mr. Dick stated there are few behavioral problems in the center due to having the Sheriff's Department close by for assistance if problems should arise.

Mr. Jankowski reported the center is being looked as an intervention.

Mr. Dick presented his Power Point presentation.

Mr. Krogwold questioned if beds will be contracted with other counties. Currently, Waupaca, Waushara, and Wood Counties contract bed space in the juvenile detention center. Other counties will call for a bed when needed. There are only 14 detention centers in Wisconsin.

Mr. Jankowski reported it has been suggested to start with 20 beds with the capacity to expand to 30 beds when needed.

Mr. Patton questioned what benefits for youth would be realized with the center. Mr. Dick stated the center would be in town to allow family to visit, school services are provided, an immediate sanction would be realized for poor behavior, etc. Captain Hanson stated law enforcement would be available for other situations since they would not have to stay with a juvenile until they could be transported to another location.

Captain Hanson showed the resolution being brought by the Public Safety Commission which includes a paragraph of support by the Health and Human Services Board. A motion was made by Mr. Zywicki and seconded by Mr. Bishop to approve the paragraph in the resolution. Motion carried.

B. Discussion/Action: Fourth Quarter 2005 Quarterly Statistics

Ms. Rockman stated delinquency referrals are up while substitute care is going down. The Economic Support caseload continues to increase. Each worker now handles about 435 cases. Emergency Services for the third quarter was misreported by the contracted agency. Some of the figures belong to the second quarter. Detox stays are also down.

Ms. Tetzloff stated environmental health is spending considerable time on unsafe wells. In addition, more people are on direct observed TB therapy (monitoring of medication administration).

Mr. Przybelski stated emergency detentions are increasing. Commitments and settlement agreements involve a lot of staff time. Each commitment will last six months or longer. Settlement agreements are 90 days in duration.

Mr. Riggerbach stated the figure for outreach referrals should be 7. Child Protective Services reports and investigations are down. Child Welfare Dispositions are averaging about 19 per worker. Supervised visits by the home and financial managers are going down as well. Currently there are 42 children's foster homes. A child protective services dispositional worker has been hired. In addition, the position vacated by Charm Fournier has been filled. A new state mandate requires the capacity to report child abuse and neglect reports 24 hours a day, seven days a week. The Family Crisis Center has begun taking these calls after hours.

Ms. Jossie reported the fourth quarter is very similar to the previous year's fourth quarter. A process to bill for injections due to a change in Medicare policy is being developed to seek third-party reimbursement.

Ms. Bablitch stated the long term care statistics will be transferred to Mr. Riggerbach's section in 2006. There is still a waiting list for Family Support Program funds due to not having enough funds for all the requests. The Prenatal Care Coordination waiting list should be reducing once the new worker is hired.

A motion was made by Mr. Bishop and seconded by Mr. Peterson to approved the report. Motion carried.

III. FISCAL ISSUES

A. Discussion/Action to Approve Vouchers

Ms. Jossie reported the vouchers for \$136,676.90 for the regular accounts and \$44,969.09 for high cost accounts and include voucher number 20060058 for \$122,294.84 and voucher number 20060057 for \$59,351.15. They also include 2005 expenses. Portage House vouchers total \$2,318.98 with voucher number 20060044 for \$2,318.98. A motion was made by Ms. Benz and seconded by Mr. Bishop to approve the vouchers. Motion carried.

B. Discussion/Action to Accept March of Dimes Wisconsin Chapter Grant

Ms. Bablitch stated the grant is for \$2,675 to be used in the Prenatal Care Coordination Program. A motion was made by Mr. Krogwold and seconded by Mr. Bishop to approved acceptance of the grant funds. Motion carried.

C. Discussion/Action to Authorize Submission of Comprehensive Community Services Start-Up Grant

Ms. Bablitch stated the agency is submitting a grant for \$20,000 for start-up funds for the Comprehensive Community Services grant. The funds will be used for start-up and then will be maintained by current staff. A motion was made by Mr. Bishop and seconded by Mr. Patton to approved submission of this grant. Motion carried.

IV. PERSONNEL ISSUES

A. Discussion/Action to Authorize Position Refills

There were no position refills.

V. NEXT MEETING

The next meeting is scheduled for February 14, 2006.

VI. ADJOURNMENT

The meeting adjourned at 6:05 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
February 14, 2006**

Present

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

Excused

Wallace Zywicki

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jennifer Jossie, Business Manager; Ray Przybelski, Adult Services Coordinator; Jim Riggerbach, Child Protection and Shared Services Coordinator; and Lisa Adee, Child Protective Services 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 January 24, 2005

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

B. Correspondence

Ms. Bablitch stated pages 6 and 7 of the packet is a letter from Representative Molepske and Senator Lassa to Governor Doyle regarding the funding problems of nursing homes.

Ms. Bablitch stated pages 8-12 of the packet is information on the federal budget.

C. Director's Report

Ms. Bablitch reported Susan Dolski has been hired as the new supervisor in Jim Riggerbach's section. Ms. Dolski comes from Milwaukee and has experience with Child Protective Services, various children and family service programs, as well as the Birth to Three Program. She will be starting on March 13.

Ms. Bablitch reported Phil Peterson has resigned his position. Norm Meyer ran against Mr. Peterson in the elections. Ms. Bablitch has talked with Mr. Meyer and he expressed his interest in health and human services.

D. Reports from Board Appointed Committees/Activities

Ms. Buck reported there are eight children to be reviewed in the upcoming permanency planning meetings next week.

Mr. Zimdars reported he attended the Legislative Consortium. There are six counties in this Consortium. The meetings are very interesting.

Ms. Benz reported the Community Planning Council has extended its Ocean Springs project to April 15. The meetings will now be held at Health and Human Services instead of the Library.

Ms. Benz stated the AODA Coalition has met with Healthy People. These two committees will work together to avoid any duplication of services.

Ms. Benz reported the AODA Education Committee will be holding its Celebration Event this Thursday. Information is being put together to be included in the Trivia contest packet. A FACT breakfast was held with the clergy.

Ms. Benz stated there are no statistics available for Wally J's place at this time.

Mr. Clark stated he and Ms. Rockman spoke at the Kiwanis Club meeting regarding AODA issues. More business participants are needed on the AODA Coalition.

Mr. Wynne reported the Riverside project is doing well. There are currently seven occupants. Only two out of the 25 individuals served thus far have been asked to leave the residence. Residents can stay as long as they feel then need the support. The residents choose who will reside in the house. Mr. Zimdars questioned if a second home will be designated. Mr. Wynne stated Wausau and Wisconsin Rapids are looking at possibly opening a home in their communities. A facility for women in Portage County is also needed.

- 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 for \$161,997.52 for the regular accounts and \$210,796.29 for high cost accounts and include voucher number 20060079 for \$21,858.26 and voucher number 20060081 for \$211,218.95. They also include 2005 expenses as well as the substitute care bills for adult and children's foster home. Portage House has voucher number 20060073 for \$563.28. A motion was made by Ms. Buck and seconded by Mr. Clark to approve the vouchers. Motion carried.

III. PROGRAM ISSUES

- A. Discussion/Action: TPR (Termination of Parental Rights) Overview

Mr. Riggerbach distributed a handout containing the statutes regarding termination of parental rights. There must be grounds in order to consider an involuntary TPR. Grounds for an involuntary TPR can consist of if a parent has the inability to parent, doesn't meet court ordered conditions, or commits egregious acts. Involuntary TPR is considered for children in out-of-home care. In addition, continuing need for protection and services for a child for six months or longer with court conditions needed to for their return not likely to be met within nine months. There are also other reasons for an involuntary TPR to be pursued according to the statutes. There are also exceptions to filing an involuntary TPR. These can include if a child is being cared for by a relative, if termination is not in the best interests of the child, if the agency has not provided the necessary services for the safe return of the child, and if grounds for an involuntary termination do not exist. The judge must consider the standards and factors for termination of parental rights. The agency contracts with a private attorney for TPR cases. There are currently two cases being filed.

Ms. Adeo provided general background on these two cases. One case will most likely result in a voluntary termination of parental rights. The other case

is scheduled to be heard in August with the foster parents most likely adopting the child.

Mr. Bishop questioned if a relative assumes care of a child if there is any assistance provided to them. Mr. Riggerbach stated these relatives can receive kinship care although many become licensed foster parents so they can access additional services if needed. Ms. Dodge stated termination of parental rights is looked at as a last resort during permanency planning.

B. Discussion/Action: Comprehensive Community Services (CCS) Update

Ms. Bablitch stated this is not just an additional funding source but will be a better way for us to assist families. Families must be on Medical Assistance and have mental health and/or chemical dependency problems to access these funds. A start-up grant was applied for and Portage County was accepted to receive one of these grants. At this time the amount is unknown. The funds will be used to hire an LTE to shape the program and provide training. Once the start-up funds are used up, existing staff will take over the program.

C. Discussion/Action to Appoint CCS Coordinating Committee

Ms. Bablitch stated a Steering Committee is needed to implement this program and to oversee it so that it meets State standards. It must be composed of equal representation of consumers, citizen members, and staff. The proposed membership would include Emily Fielder, Steve Leahy, and Cheryl Peterson as consumer representatives. Citizen members would include Linda Redfield, Linda Cates, and JR Wynne. The staff members would be Ray Przybelski, Susan Dolski, and Jenni Jossie. Ms. Bablitch stated all these individuals have agreed to serve on this Committee. Mr. Przybelski stated it is anticipated the Committee will meet regularly at first to set up the program and then quarterly thereafter. Mr. Krogwold questioned what set-up plans need to be made. Mr. Przybelski stated things such as policy issues, what array of services will be available, etc., need to be in place. Mr. Krogwold requested an update of the progress in six months or sooner if possible. A motion was made by Ms. Dodge and seconded by Mr. Krogwold to approve the appointments to the Steering Committee. Motion carried.

IV. PERSONNEL ISSUES

A. Discussion/Action to Authorize Position Refills

Ms. Bablitch stated a new Adult Protective Services worker position was approved in 2006 as a full-time position. Due to funding constraints, this new position has been reduced to a half-time position. An existing staff member from the Community Support Program has accepted the position. This would leave the Community Support Program position open. A motion was made by Ms. Benz and seconded by Mr. Bishop to approve refilling the Community Support Program position. Motion carried.

V. NEXT MEETING

The next meeting is scheduled for February 28.

VI. ADJOURNMENT

The meeting adjourned at 5:25 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
February 28, 2006

Present

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

Excused

Wallace Zywicki
Sandy Benz

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jennifer Jossie, Business Manager; Ray Przybelski, Adult Services Coordinator; Dianne Koca, Office Manager; 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 February 14, 2006

Mr. Wynne requested a correction to the minutes on page 2. Only two individuals were asked to leave, one person left on his own, and there were a total of seven individuals currently in the home. A motion was made by Mr. Clark and seconded by Mr. Bishop to approve the minutes as amended. Motion carried.

B. Correspondence

There was no correspondence.

C. Director's Report

Ms. Bablitch stated Mr. Idsvoog was unable to attend this meeting.

Ms. Bablitch stated the next meeting scheduled for March 14 may be canceled. A notice will be sent.

D. Reports from Board Appointed Committees/Activities

Ms. Buck reported eight children were reviewed over two days. Three young men were in specialized care. They have been there for less than four months and an attitude change has been achieved. One family will have a termination of parental rights. Two teenage girls are doing well in placement.

Mr. Clark suggested having Board members sit in on permanency planning reviews to see what needs to be achieved. Mr. Zimdars suggested only one or two members be present at a given time. Ms. Bablitch will look into this.

Mr. Zimdars attended the Hunger Prevention Partnership meeting. A report was given by the Salvation Army. The Poverty Summit is scheduled for April 18. Empty Bowls is scheduled for October 14 at SPASH. Ms. Bablitch stated the Community Planning Council is working on the Open Doors campaign which looks at sustainable housing. Funding was requested for this grant but only three counties received this funding, Portage County was fourth. The Hunger Prevention Partnership has allocated \$10,000 to pilot this program.

Mr. Krogwold stated he has sweet potatoes for the food pantry.

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 totaled \$136,362.54 for the regular accounts and \$13,156.47 for high cost accounts and include voucher number 20060096 for \$6,559.56, voucher number 20060113 for \$16,596.59, and voucher number 20060114 for \$126,244.06. They also include the last of the 2005 expenses. Portage House has voucher number 20060104 for \$1,615.11. A motion was made by Mr. Bishop and seconded by Mr. Wynne to approve the vouchers. Motion carried.

B. Discussion/Action to Revise Fee Schedule

Ms. Jossie stated the mental health/AODA services are being provided at the Department. A master/MSW individual is completing this work. The request is to increase the assessment fee from \$155 per hour to \$165 and the master/MSW from \$130 per hour to \$150 per hour for mental health services. The AODA individual and group therapy fees would remain the same. In addition, injections are also provided at the Department. Some medications have to be ordered by the Department. The Risperdal Consta fee would be \$4.69 per 0.5 mg dose, Haloperidol Decanoate and Fluphenazine Decanoate would be determined on the actual cost of the medication, and the administration of the injection would be \$25. All the fees are based on an ability to pay. Ms. Buck questioned if individual need to come to the Department for their injection. Mr. Przybelski stated they do come to the Department, transportation is provided if needed. In some cases the worker will go to their home to provide the injection. Reimbursement by third party payors of the injection fee is only allowed if the client comes to the Department. Mr. Wynne questioned how many are court ordered for injections. Mr. Przybelski stated currently there are 8 with an order to treat. A motion was made by Mr. Bishop and seconded by Ms. Dodge to adopt the fee schedule revisions. Motion carried.

III. PROGRAM ISSUES

A. Discussion/Action: Foodborne Outbreak

Ms. Tetzloff presented a PowerPoint presentation on foodborne outbreak. A foodborne outbreak is defined as an occurrence of two or more cases of similar illness resulting from the ingestion of common foods. The persons must be unrelated - meaning they must not spend a lot of common time together. The Health Department will conduct and direct the investigation. They will also collect specimens, conduct interviews, and compile line lists. Ms. Tetzloff distributed a sample of the worksheets used in a foodborne outbreak. The nursing staff will work to identify the potential outbreak and track complaints. The Environmental Health staff will investigate the premises and conduct food sampling if necessary. When conducting the interviews, the nurses will gather all data necessary. The goal is to educate the people involved. A non-blaming attitude is used because in some cases bacteria or viruses can be shed without any symptoms being experienced. In some cases a foodborne outbreak is not suspected because individuals experience the same symptoms as what is commonly called as the 24 hour flu bug. Final reports are sent to the State after the investigation is completed.

B. Discussion/Action: QPR Training

Mr. Przybelski reported a suicide is completed about every 17 minutes. In most cases (about 60%) a firearm is utilized to commit suicide. Suicide is the 8th leading cause of death for men and 11th overall in the nation. In Wisconsin, in the ages of 18-30, suicide is the 3rd leading cause of death. In Portage County in 2005, there were two homicides and 10 suicides. In the elderly population of 65 and over, there are about 15 suicides per day. 73% use firearms, 20% saw their doctor that same day, 40% commit suicide within a week of seeing their doctor, and 70% within a month of seeing their physician. Most individuals will let you know they are contemplating committing suicide. Mr. Przybelski showed a video regarding individuals contemplating suicide. QPR (Question, Persuade, and Refer) is a method used to enhance suicide prevention. There are signs such as verbal cues of I want to die, etc.; indirect verbal cues of tired of life, etc.; as well as behavioral cues such as a history of previous attempts and situational cues such as being fired from a job, moving, loss of relationship, a death in the family, and terminal illness. If in doubt if someone is contemplating suicide, ask the question. If the individual is reluctant be persistent. Allow the person to talk freely. Don't judge them. If you are uncomfortable asking the question, get someone who is comfortable doing this. Persuade the individual to get help, don't judge them, offer hope, listen to them by giving them your full attention. Refer someone to law enforcement, the emergency room, etc. There are also crisis appointments available at the Department on a daily basis for these types of situations. Mr. Przybelski distributed the QPR handbook.

C. Discussion/Action to Declare May Foster Care Month in Portage County

Ms. Dodge moved to approve the resolution with a second by Mr. Krogwold. Motion carried. Ms. Bablitch stated it will be forwarded to the County Board on March 21. In addition a Blue Ribbon Campaign will be undertaken. This is a nationwide campaign. Blue Ribbons will be placed on trees for every child in foster care. Mr. Wynne questioned if there are packets or pamphlets available for becoming a foster parent. Ms. Bablitch will look into this. Ms. Dodge suggested an overview be given to the County Board as well.

D. Discussion/Action to Add Member to CCS Steering Committee

Ms. Bablitch requested Carol Nelson, a consumer, be added to the CCS Steering Committee. A motion to approve this appointment was made by Ms. Buck and seconded by Mr. Patton. Motion carried.

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IV. PERSONNEL ISSUES

A. Discussion/Action to Authorize Position Refills

There were no position refills.

V. NEXT MEETING

The next meeting is scheduled for March 14 but may be canceled. A notice will be sent if it is canceled.

VI. ADJOURNMENT

The meeting adjourned at 6:05 p.m.

Submitted by:

Dawn Grasamke
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
March 28, 2006**

Present

Bill Zimdars
Wallace Zywicki
Jim Clark
Sandy Benz
Jeanne Dodge
Tony Patton
Gerald Wynne, Jr.
Richard Bishop
Lonnie Krogwold

Absent

Ann Buck

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jennifer Jossie, Business Manager; Ray Przybelski, Adult Services Coordinator; Jim Rigenbach, Child Protection/Shared Services Coordinator; Susan Dolski, Children with Special Needs and Support Services Supervisor; and Pastor Kurt Hoffman.

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 14, 2006

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

B. Correspondence

There was no correspondence.

C. Director's Report

Ms. Bablitch introduced Susan Dolski, the new supervisor of Children with Special Needs and Support Services. Ms. Dolski gave a brief description of her background.

Ms. Bablitch stated Jenni Jossie will be out on maternity leave from May 2 until mid July.

Ms. Bablitch announced Ann Buck's last Board meeting will be April 11.

D. Reports from Board Appointed Committees/Activities

Ms. Dodge reported there were three children reviewed at the permanency planning review meeting. One child is placed at Oconomowoc Developmental Treatment Center and will be a long-term placement.

Mr. Zimdars reported the Leadership Lunch featured Kathy King and Mike Houlihan as speakers.

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

Pastor Kurt Hoffman gave an update on the Ocean Springs project. The group traveled to Ocean Springs, Mississippi, and delivered most of the donated supplies. The rest of the supplies were shipped. The project will continue to receive donations through April 15. Pictures were taken and shared with Board members. In addition, a DVD was also developed showing the area before, during, and after Hurricane Katrina. It is hoped this will be displayed on Channel 3. Mr. Zimdars distributed two newspaper articles concerning the Ocean Springs area.

II. FISCAL ISSUES

A. Discussion/Action to Authorize Grant to Community Foundation

Ms. Bablitch stated the grant is \$1,500 and will be used to help parents cope more effectively. A motion was made by Mr. Bishop and seconded by Mr. Wynne to approve the request. Motion carried.

B. Discussion/Action to Authorize Resolution Removing Mental Health Inpatient Costs from the Property Tax

Mr. Przybelski stated this resolution is a Wisconsin Counties Association resolution. Other counties have passed it as well. Currently over \$165,000 is spent on local inpatient costs. In 2005 it was voted by the taxpayers that these costs be paid for with state tax dollars and not property tax dollars. An initial emergency detention costs between \$795 and \$825 per day. A motion was made by Ms. Dodge and seconded by Mr. Krogwold to approve the resolution. Motion carried.

C. Discussion/Action to Approve Vouchers

Ms. Jossie reported the vouchers totaled \$186,258.80 for the regular accounts and \$207,421.38 for high cost accounts and include voucher numbers 20060172 for \$6,404.45, 20060166 for \$8,816.48, 20060168 for \$83,092.48, 20060141 for \$141,741.15, 20060139 for \$16,909.73, and 20060126 for \$3,204.26. They also include the substitute care costs. In addition, purchases totaling \$9,107.74 is also included. Portage House has voucher numbers 20060130 for \$613.27 and 20060157 for \$1,309.09. In addition, \$255.82 is for purchases. A motion was made by Mr. Bishop and seconded by Mr. Zywicki to approve the vouchers. Motion carried.

III. PROGRAM ISSUES

A. Discussion/Action: Elder Abuse Services

Mr. Przybelski stated elder abuse is covered under Chapter 46.90. There are four types of elder abuse: physical and sexual abuse, material abuse (financial and property), neglect, and self-neglect. Mr. Bishop questioned if there is a set fee for a power of attorney. Mr. Przybelski stated there is no statutorily set fee but the fee needs to be reasonable and documented. In 2005, 42 cases were documented and substantiated. The majority of these cases were self-neglect. There are currently two and a half positions to deal with elder abuse investigations. The county is mandated to have a number available to report elder abuse 24 hours a day. People can call HHS during business hours or the Family Crisis Center after business hours. Each county also has an Interdisciplinary Team that meets monthly regarding elder abuse. Members of this team consist of staff, law enforcement, banks, Corp Counsel, Family Crisis Center, Sexual Abuse Coordinator, religious affiliates, and the District Attorney's Office. In 2004, there were 3,937 cases of elder abuse substantiated in Wisconsin. 2,047 were self-neglect, 821 financial, 457 neglect, 291 physical abuse, and 308 were emotional abuse. The age range of 80 to 89 represented 41% of these cases. Most abusers are family. They consist of 14% being the spouse, 24% being the son, 18% the daughter, 18% being another relative, 12% being a friend or neighbor, and 14% being a service provider. If abuse occurs in a nursing home or CBRF, the State is responsible for investigating these allegations. Mr. Przybelski then showed a re-enactment of elder abuse.

IV. PERSONNEL ISSUES

A. Discussion/Action to Authorize Reclassifications

Ms. Bablitch stated she has tried to have the County look at the management pay plan. Ms. Bablitch distributed an updated organizational chart as well as the current pay plan. Ms. Bablitch stated the new responsibilities which have been added to these management positions are indicated in **BOLD** on the job descriptions. Mr. Krogwold questioned when the last upgrades were made to these positions. Ms. Bablitch stated she believed Mr. Pagel's position was about 5-6 years ago. It has been even longer for Ms. Oehlke's, Ms. Dougherty's, and Ms. Tetzloff's. The positions currently held by Mr. Riggerbach, Mr. Przybelski, and Ms. Rockman were last upgraded in approximately 2000. She will get the current information. Ms. Benz stated the longer these requests are put off to upgrade the position, the more opportunity arises for more extreme changes. Mr. Clark stated due to the compression of the pay scale it is possible that sooner or later union staff will be making the same as management. Ms. Bablitch stated even though the upgrades translate to pay, the reason for the requests are due primarily to additional responsibilities and authority. Mr. Patton questioned what happens if these are approved by the Board. Ms. Bablitch stated they would go to Personnel for an audit of the position and, if approved by the Personnel Committee, be incorporated into the budget. The new grade would take effect in 2007. Ms. Bablitch stated the reason for the dramatic change in the Riggerbach, Rockman, Przybelski, and Tetzloff positions are due to the tremendous change in responsibilities and authority. The Tetzloff position should be one level higher as a Health Officer needs to make decisions the Director cannot make unless the Director is a Health Officer as well. Mr. Krogwold questioned how the positions compare to other counties. Ms. Bablitch stated in general they are lower than other counties. Mr. Krogwold was concerned about the dramatic increase in the grades. Ms. Bablitch stated these are just internal suggestions and feels the Personnel Director is better qualified to determine the appropriate grade level by external comparisons also. Mr. Wynne stated the training alone required if a new person is hired is more than worth the position reclassification. A motion was made by Mr. Bishop and seconded by Ms. Benz to approve authorizing the reclasses as presented. Motion carried with Mr. Krogwold voting nay.

B. Discussion/Action to Authorize Position Refills

There were no position refills.

CONTEMPLATED EXECUTIVE SESSION

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

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

D. Action to Return to Open Session

The Board returned to open session and took action as appropriate.

V. NEXT MEETING

The next meeting is scheduled for April 11, 2006.

VI. ADJOURNMENT

The meeting adjourned.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
April 11, 2006**

Present

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

Excused

Wallace Zywicki

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jennifer Jossie, Business Manager; Jim Riggerbach, Child Protection/Shared Services Coordinator; Jim Canales, CCPC Director; Becky Dougherty, Community Health Nursing Supervisor; Patti Jauch, Accounts Receivable Supervisor; Jerry Koeppel, Youth and Family Services Supervisor; David Pagel, Family and Employment Supervisor; Faye Tetzloff, Health Officer; Erica Wojcik, Assistant Business Manager; Lucy Runnells, CCPC Financial Manager; Janelle Ruedinger, Elderly/Physically Disabled Supervisor; and Jeff Jester, 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 March 28, 2006

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 recognized the years of service to the Health and Human Services Board by Ann Buck and Bill Zimdars. And, thanked all Board members for their support and guidance.

Ms. Bablitch updated the Board that the Noel Group has allowed use of the former Focusing on Success program location to be used for supervised

visitation as well as the Independent Living Skills program. Ms. Bablitch also informed the Board that Mike Carder has been hired by Walworth County as an Environmental Health Specialist.

D. Reports from Board Appointed Committees/Activities

Ms. Benz reported the AODA Education Committee continues to move forward with the strategic plan. The AODA Evaluation Committee is working on the new annual report. The Community Planning Council is discussing a medical format.

Ms. Benz reported 135 children were served in March and 38 children to date in April at Wally J's Place to Play.

Mr. Wynne reported Riverside currently is housing nine residents. The home will be full with one more resident. Thus far, the neighbors are delighted to have them in the neighborhood.

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: Year-End Financial Report (2005)

Ms. Jossie stated there is a budget deficit for 2005. The High Cost accounts showed the SMI Residential Services budget having a favorable outcome. The Inpatient/Chemical Dependency and Mental Health budgets were more favorable than originally anticipated. The Substitute Care budget was the major area for the deficit. There were longer stays in substitute placements, more children involved in substitute care, and higher costs than anticipated. The General Assistance budget had a slight shortfall as well. Overall, the High Cost funds have a \$419,000 deficit. The reserve will be used leaving a \$136,000 balance in the reserve account. Historically since 2000 over \$470,000 has been put into the reserve account. In addition, \$100,000 of savings in 2000 to the present in the regular accounts was also realized. Mr. Koeppel stated once an individual is placed in the corrections program, the success is limited and they generally age out of the program. The judge has

the final say whether or not an individual should be placed in corrections. If the reserve is used up, then the only recourse is to go to the County Board for additional funds.

The Regular accounts show the Administration/Business Services have a favorable outcome. The Public Health Division also shows a favorable outcome. Adult Services had a shortfall due to a loss of revenue for case management due to a staff person being out and client inability to pay for mental health services. Child Protection and Shared Services also had a shortfall due to the out of home placements and increased program expenses for preventing and/or returning children home. Children and Family Services had a shortfall as well due to contracted programs for prevention. A small savings was realized in the Children with Disabilities and Non-CMO Adults programs. Overall, a \$223,000 deficit is being realized in the regular accounts. Bo DeDeker is aware of this deficit as well. The number of children in out of home placement is about the same but the length of stays has increased. Mr. Krogwold mentioned he has not seen a tracking of children in the Right From the Start program as of yet. Mr. Riggerbach stated children served in the Healthy Beginnings program have not been referred for a Child Protective Services referral. A motion was made by Mr. Bishop and seconded by Ms. Buck to approve the report. Motion carried.

B. Discussion/Action to Approve Vouchers

Ms. Jossie reported the vouchers totaled \$161,912.39 for the regular accounts and \$196,347.67 for high cost accounts and include voucher numbers 20060191 for \$143,062.49, 20060178 for \$3,910.07, and 20060190 for \$51,419.67. They also include the substitute care costs. In addition, purchases totaling \$14,582.87 is also included. Portage House has voucher numbers 20060182 for \$447.29. A motion was made by Ms. Benz and seconded by Mr. Bishop to approve the vouchers. Motion carried.

III. PROGRAM ISSUES

A. Discussion/Action: Children and Family Services Group Work

Mr. Koeppel stated Mr. Jester has been working with two programs. Mr. Jester stated the Choices and Consequences Program meets three times a year. There are no funds needed for this program. Snippets of court cases are discussed showing that you are responsible whether you intended to cause a crime or not. Parents are invited to attend this program. The program is intended for first time offenders.

Mr. Jester stated the Juvenile Opportunity Program is conducted with the assistance of Jerry Gargulak from SPASH. The program targets delinquent youth, truants, and credit deficient youth. The individuals must be 15-17 years of age. The focus is on relationships and community. The youth vote individuals out of the program. Youth must be crime free and must attend school and meetings and be on time. They work out of the book "On Solid Ground." Thus far six groups have graduated from this program. Some are in prison, some are in Iraq, some are in military careers, and some are in college. There was one youth about three years ago that had basically not attended any school at all. Once he passed the course, he didn't miss a single class period and passed all of his courses. The aim of the group is to make the youth more respectful and have a greater appreciation for the community. The school will also give credit for the program. Funding for the program comes from a grant and donations from the community. The operating budget is about \$1,000. The youth are charged a \$25 fee for the program. The parents are also invited as well. A motion was made by Ms. Dodge and seconded by Ms. Benz to accept the report. Motion carried.

B. Discussion/Action: Change in Providing Flu Shots

A motion was made by Ms. Dodge and seconded by Mr. Bishop to approve discontinuing providing the flu shot clinic to the Department on Aging. Motion carried.

C. Discussion/Action: Participation in Healthy Wisconsin Leadership Institute

Ms. Tetzloff stated this a new institute that was started. The team was one of five teams selected in a grant process to attend the first annual Healthy Wisconsin Leadership Institute. The team members are listed in the memo. A motion was made by Mr. Krogwold and seconded by Ms. Benz to approve participation in the Institute. Motion carried.

D. Discussion/Action: Committee Appointments and Per Diems 2006-2007 Board

Mr. Zimdars stated a brief synopsis for the various committees is given. Per diems will be paid for the committee appointments listed. If an individual wishes to serve on a subcommittee for any of these committees, that is their personal choice and no per diem will be paid. Ms. Dodge stated if a subcommittee later becomes a regular committee they can come back to the Board to determine whether it would be approved or not. No action was taken since this was for discussion purposes only.

IV. PERSONNEL ISSUES

A. Discussion/Action to Authorize Position Refills

Ms. Bablitch reported a night security position is vacant at Portage House. This position has a special dispensation from the Personnel Committee to be refilled without Committee approval due to a State regulation that there must always be a night security officer.

Ms. Bablitch stated her director's position will be sent for refilling.

Ms. Bablitch stated Maiker Vang has resigned her position as a juvenile social worker with the Youth and Family Services Section.

A motion was made by Mr. Krogwold and seconded by Mr. Clark to approve refilling of all three positions. Motion carried.

V. NEXT MEETING

The next meeting is scheduled for April 25, 2006.

VI. ADJOURNMENT

The meeting adjourned at 5:50 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
April 25, 2006

Present

Excused

Jim Clark
Sandy Benz
Jeanne Dodge
Tony Patton
Gerald Wynne, Jr.
Richard Bishop
Lonnie Krogwold
Dale O'Brien
Eric Krszjzaniek
Perry Pazdernik

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Jennifer Jossie, Business Manager; Jim Riggerbach, Child Protection/Shared Services Coordinator; Patti Jauch, Accounts Receivable Supervisor; Faye Tetzloff, Health Officer; Erica Wojcik, Assistant Business Manager; Susan Dolski, Children's DD and Support Services Supervisor; Dianne Koca, Office Manager; and Lauri Rockman, Children and Family Services Coordinator.

The meeting was brought to order by Ms. Bablitch at 4:30 p.m.

I. **BOARD ORGANIZATION**

A. Introduction of Board Members and Staff

All Board members and staff introduced themselves.

B. Discussion/Action: Election of Chairperson

A motion was made by Mr. Clark and seconded by Mr. Bishop to nominate Ms. Dodge as Chair. Ms. Bablitch called three times for nominations. No other nominations were made. Motion carried.

C. Discussion/Action: Election of Vice-Chairperson

Ms. Dodge called three times for nominations for Vice-Chairperson. A motion was made by Mr. Krogwold and seconded by Mr. Bishop to nominate Mr. Clark. No other nominations were made. Motion carried.

D. Discussion/Action to Set Meeting Times and Dates

Ms. Dodge reported the Board generally meets on the second and fourth Tuesday of the month at 4:30 p.m. Mr. O'Brien requested the time be changed to 5:00 p.m. As such, all Board meetings will be held on the second and fourth Tuesday of each month beginning at 5:00 p.m.

II. MINUTES, GENERAL REPORTS, AND COMMENTS

A. Approval of Meeting Minutes of April 11, 2006

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

B. Correspondence

Ms. Bablitch distributed a note from Ann Buck thanking the Board for her recognition gift.

C. Director's Report

Ms. Bablitch informed the Board they are currently one member short. By statutes this vacant member must be in the health field. The County Executive will appoint a person to this Board. Roger Wrycza will be advertising for applications for this vacancy.

Ms. Bablitch distributed the Board membership list for updates of Board member addresses, phone numbers, and email.

Ms. Bablitch placed an Agency Service Directory, agency picture directory, a glossary of terms and acronyms, a Department brochure, as well as an organizational chart at Board member places.

Ms. Bablitch stated an orientation on programs is available for new Board members. Returning Board members may attend as well. On Thursday, from 3:00 to 4:00 p.m., Ms. Jossie, Financial Manager, will be available to answer any questions from the Board.

D. Reports from Board Appointed Committees/Activities

Ms. Benz reported the AODA Education Committee continues to work on various activities. The AODA Advocacy Committee is working on nominations of individuals/organizations for recognition awards as well as setting up speakers for presentations.

Ms. Benz reported Wally J's Place to Play has served 135 children in March and 94 children to date in April.

Mr. Wynne reported the Comprehensive Community Services (CCS) team has met with the state. CCS is a new billing program for the county and implementation will begin soon.

Ms. Dodge has attended the permanency plan review panel. Two children were reviewed. Both are making great progress.

Ms. Dodge explained the Special Meeting Attendance Sheets (green) to new Board members. They are to be completed when a Board member attends a meeting for a Committee they are assigned to and are representing the HHS Board. If an individual elects to be on a subcommittee of any Committee, that is by their choice and no reimbursement will be paid. All Special Meeting Attendance sheets should be brought to the next Board meeting for signature by the entire Board. They will then be turned into the County Clerk's office. Ms. Grasamkee will take care of turning in the regular attendance sheet for all HHS Board meetings.

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.

III. FISCAL ISSUES

A. Discussion/Action: Presentation: Budget Development and Monitoring

Ms. Jossie distributed copies of the revenue and expense category comparisons as well as the budget category comparisons.

Ms. Jossie stated the HHS budget is very complex. The intent is to come out even at the end of a budget cycle.

Revenue categories include program revenues which are specific revenues to be used for specific programs. These funds are general state or federal funds passing through the state. Community Aids are funds from the State. They can be used anywhere in the budget but must be used for 51 Board or social service programs. 51 Board services include programs such as AODA, mental health, and long term care for children. Social service programs include programs such as adult protective services, child protective services, juvenile delinquency, and income maintenance. User Fees are funds received from billed services or third party pay sources. Most services are available to residents on an ability to pay basis. County Tax Levy are funds that come from the county taxpayers. Generally, county tax levy increases from 0 to 3% each year. The Fund Balance is the high cost reserve fund.

Expense categories are Personnel which includes wages and fringes. The Contractual Services portion are expenses such as foster homes, CBRF's, and electronic monitoring. Operating Costs include paper, supplies, postage, etc. Fixed Costs include insurance and workmen's compensation.

The comparison from the 2005 to 2006 budget reflects a 2.7% increase. The budget is broken into two sections: regular accounts and high cost accounts. Regular accounts are more stable and controllable accounts. High cost accounts are those accounts which tend to fluctuate dramatically and generally are more expense services. All accounts in the high cost accounts are statutorily required programs.

Ms. Bablitch stated all new Board members were given a copy of the budget book. The budget contains detailed information regarding each program, whether it has been reviewed, if it is a mandated or non-mandated program, what would happen if the program were not continued, as well as the percentage of county residents utilizing the program and from what area of the county they reside.

B. Discussion/Action: First Quarter Financial Report

Ms. Jossie stated the first two pages of the financial report show the high cost and regular accounts. The remaining pages are detailed information for each account.

The high cost accounts reflect the SMI Residential Services account projected to be even at this time. The Inpatient Chemical Dependency and Mental Health budgets are also projected to be even. The Children's Substitute Care account continues to be over budget due to the large number of out-of-home placements and the costs associated with these placements. The revenue has been reduced by \$50,000 for corrections. The General Assistance budget remains flat. Overall, it is projected the High Cost accounts will have a shortfall of \$327,000.

The Regular Accounts project a stable Administration/Business Services budget. The Public Health budget reflects some savings due to a staff person not started as of January 1. The Adult Services budget has a shortfall due to client's ability to pay for services as well as some staff savings. The Child Protection and Shared Services budget is projecting a \$10,000 shortfall due to increased expenses for prevention as well as a reduction in revenue received via the CCS program which has not yet been implemented. The Children and Family Services budget also has a shortfall due to a reduction in youth aids funds. The Children with Disabilities and Non-CMO Adults budget has no projection at this time. Overall, the Regular accounts are showing an overall deficit of \$166,000. A motion was made by Mr. Bishop and seconded by Ms. Benz to approved the report. Motion carried.

C. Discussion/Action to Approve Vouchers

Ms. Jossie reported the vouchers totaled \$111,426.03 for the regular accounts and \$55,817.87 for high cost accounts and include voucher numbers 20060222 for \$144,615.13, 20060204 for \$3,165.33, and 20060221 for \$19,463.44. In addition, purchases totaling \$7,299.01 is also included. Portage House has voucher numbers 20060205 for \$1,057.64. A motion was made by Mr. Bishop and seconded by Mr. Krszjanek to approve the vouchers. Motion carried.

IV. PROGRAM ISSUES

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

Ms. Rockman stated youth and family service requests are down slightly. The economic support and W2 service requests continue to increase. The economic support caseloads continue to rise. This is due possibly to the ability of individuals to now apply online as well as economic times being experienced. Emergency services referrals have reduced slightly. Detox

stays are down a little as well. This is the second year for the Volunteer Income Tax Assistance program. In addition approximately \$8,000 has been awarded in grants through the Hunger Prevention Partnership. A concern is the impact of state mandated electronic case filing which has increased the workload without any state funding to help.

Ms. Tetzloff reported there were no changes in the Community Health Services. The Prenatal Care Coordination services has now started a new nurse. Communicable Diseases must, by law, be reported to Health Departments. There is currently one mumps case pending. The WIC program has now gone to live data entry which is causing some time constraints for the employees. The Environmental Health section reflects the work done through contracts with the State to provide licensing inspections, follow-up inspections, complaint investigations, etc. With the increase of new businesses in the community the workload as increased slightly. In addition, there is a contract with the DNR to provide private water and well water inspections. The Public Health Department has been experiencing one foodborne outbreak a quarter so far. In addition as of April 1, Stevens Point has gone smokefree.

Ms. Bablitch stated the Adult Services Division has been business as usual. Mendota inpatient mental health stays have increased slightly. In addition, page 31, Crossroads Facility - Stevens Point should have 7 individuals for 400 days placed.

Mr. Riggenbach reported on the Child Protection and Shared Services Division. The number of children referred for the Birth to Three Program has dropped somewhat. In addition, home and financial managers provide a significant amount of representative payee services. It is hoped these duties can be transferred to a private agency. In addition, within the next two months a Termination of Parental Rights may be completed on eight children. All the children will be adopted by their foster providers. On page 34, section F, III, the statistics missing should be 3 interns, providing 416 hours of services, valuing \$12,168.

Ms. Jossie reported the amount billed is up significantly. Billing for TB ins public health has been done. In addition at the end of 2005, a parental fee was charged to CLTS clients. Cash received is down due to the inability of individuals to pay for mental health services. Ms. Bablitch stated a concern is the new state mandate to optically image the Workforce Development/FES section files. The equipment was provided by the State but no funds were provided to hire someone to complete the work. Various ways to complete

this work are being reviewed including a Senior Aides individual.

Ms. Bablitch stated page 42 includes the waiting list for two programs at the agency. There are no other services with waiting lists.

Ms. Bablitch stated the pages 43-46 include the statistics for Wally J's Place to Play Day Care. This is a day care clients may utilize for their children when they are at the Gilfry Building for an appointment. A motion was made by Ms. Benz and seconded by Mr. Bishop to accept the report. Motion carried.

B. Discussion/Action: Authorize Committee Appointments for 2006-2007 Board Term

Ms. Dodge reported she is temporarily designating Mr. Clark to sit on the CCPC Governing Board. Mr. Clark will be formally assigned to the Committee by the Long Term Care Council when they meet later. At that point, Ms. Dodge will then assume a seat on this Committee.

Ms. Dodge stated after careful consideration, only one individual will be assigned to the Permanency Planning Panel. To help maintain stability in children's lives, it was felt that Ms. Dodge should continue her placement on this panel.

Mr. Clark recommended that the remaining committee appointments be delayed until the next meeting so that the number of people needed on each Committee can be determined.

V. PERSONNEL ISSUES

A. Discussion/Action to Authorize Position Refills

There were no position refills.

V. NEXT MEETING

The next meeting is scheduled for May 9, 2006 at 5:00 p.m.

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HHSB Meeting Minutes
April 25, 2006
Page 8

VI. ADJOURNMENT

The meeting adjourned at 6:20 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
May 9, 2006**

Present

Excused

Jim Clark
Sandy Benz
Jeanne Dodge
Tony Patton
Gerald Wynne, Jr.
Richard Bishop
Lonnie Krogwold
Dale O'Brien
Eric Krszjzaniek
Perry Pazdernik

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Faye Tetzloff, Health Officer; Erica Wojcik, Assistant Business Manager; Becky Dougherty, Public Health Supervisor; and Suzanne Oehlke, WIC Director..

The meeting was brought to order by Ms. Dodge at 5:00 p.m.

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

A. Approval of Meeting Minutes of April 25, 2006

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

B. Correspondence

Ms. Bablitch alerted Board members to page 9 of the packet which includes the tentative meeting dates for the rest of the year. On page 10 of the packet is an updated listing of Board members, their addresses, phone numbers, and email addresses. Any additions or corrections should be indicated and given to Ms. Bablitch or Ms. Grasamkee.

C. Director's Report

Ms. Bablitch reminded the Board of the foster care month event being held at the Elks Club on May 11 from 5:30 to 7:30 p.m. All Board members are invited to attend.

Ms. Bablitch stated a meeting with Ms. Dodge, Mr. Maslowski, Bo DeDeker, and Laura Belanger was held to discuss the director's job description. The pay level will be kept the same. There will be statewide recruitment. There is a possibility of an overlap in the position for about 1-2 weeks.

Ms. Bablitch stated the group had an opportunity to discuss the county management pay plan with Mr. Maslowski.

D. Reports from Board Appointed Committees/Activities

Ms. Benz reported the Community Planning Council is following up on projects. It was decided the Ocean Springs project will continue due to the dire need for assistance in Ocean Springs.

Ms. Benz stated the AODA Education Committee is trying to get an ice cream social organized for a soccer event. Work continues on Phase II of the AODA plan.

Ms. Benz stated to date there were 76 children served in May at Wally J's Place to Play. 111 children were served in April and 135 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 members of the public present.

III. FISCAL ISSUES

A. Discussion/Action to Revise Environmental Health Budget

Ms. Tetzloff stated the DATCP is increasing the reimbursement of agent fees for licensing establishments. As a result PCHHS is requested to increase retail license fees. The proposed increases would occur over a two year period. In addition Ms. Tetzloff requested that DHFS licenses and fees be restructured to coincide with the state categories. There are only three categories for food service licenses: simple, moderate, and complex. The new state sponsored inspection system will be a web-based system so changes to the fee schedule need to be made to accommodate this new system. The pre-inspection fees were also looked at and broken down in the new categories as well as to include new owner and new construction fees.

The proposed categories for hotels/motels, rooming houses, etc., are based on the number of rooms available. Additionally, we are now required to inspect pool slides if higher than six feet. A fee was added for this new duty. Mr. Krogwold questioned if the new fees would cover the cost of the person doing the inspection. Ms. Tetzloff stated it probably does not but an internal study will be done to see how long it takes to do each type of inspection. It is proposed these new fees go into effect on July 1. This is when licenses go into effect for all establishments. A motion was made by Mr. Krogwold and seconded by Mr. O'Brien to approve the changes to the licensing fees as presented. Motion carried.

B. Discussion/Action to Accept CDC Funding for Pandemic Planning

Ms. Tetzloff presented a Powerpoint presentation on the Pandemic Influenza Planning. Portage County will be receiving \$11,834 in funds for pandemic planning. These funds cannot be used to purchase anti-virals. It is anticipated the funds will be used to purchase needed equipment such as pulseoximeters that can be used by first responders, laptop, or other common use equipment. Ms. Tetzloff is suggesting dual use of the funds on equipment that can be used right now so that people are familiar with their use if an influenza pandemic should occur. A motion was made by Mr. Patton to approve receipt of the funds with a second by Mr. Pazdernik. Motion carried.

C. Discussion/Action to Approve Vouchers

Ms. Wojcik reported the vouchers totaled \$174,648.50 for the regular accounts and \$181,515 for high cost accounts and include voucher numbers 20060247 for \$153,249.41, 20060230 for \$5,388.15, and 20060246 for \$36,616.13. Substitute care vouchers are also included. In addition, purchases totaling \$3,464.97 is also included. Portage House has voucher numbers 20060233 for \$348.094. A motion was made by Ms. Benz and seconded by Mr. Krszjanek to approve the vouchers. Motion carried.

IV. PROGRAM ISSUES

A. Discussion/Action: Overview of Public Health

Ms. Tetzloff introduced Becky Dougherty and Suzanne Oehlke. Each gave a brief description of their respective job duties.

Ms. Tetzloff gave a Powerpoint presentation on the duties of a public health agency. There are three core functions for a public health department. They must complete assessments, develop policies, and provide assurance. Prevention is a large portion of public health. Public Health departments are mandated to provide communicable disease control and prevention of health hazards (both of these are unfunded mandates), provide immunizations (with some funding provided), and complete community assessments and planning.

B. Discussion/Action: Board Appointments to Committees of Health and Human Services Board

Ms. Bablitch distributed an amended copy of the memo. The Leadership Lunch is sent to all Board members and whoever can attend is welcome. The state is making changes on the Permanency Planning Committee. As such, only Ms. Dodge will sit on this Committee. The Hunger Prevention Partnership can consist of two Board members. The Community Planning Council currently has Ms. Benz and Mr. Clark serving as Co-Chairs. They will continue on this Committee. Others may also be added. The Portage County AODA Coalition membership consists of Ms. Benz, Mr. Clark, and Mr. Wynne. They will continue on this Committee. The Central Wisconsin Legislative Consortium will be attended by Ms. Dodge as the Board Chair. The Comprehensive Community Services committee currently is attended by Mr. Wynne and he will continue as well. Healthy People Portage County Steering Committee would only need one individual. Ms. Benz expressed an interest if the meeting is in the afternoons. The Tobacco Free Coalition also only needs one Board member. The Family Support Committee would need one Board member as well. Mr. Wynne expressed interest in the Family Support Committee. Ms. Bablitch asked if any Board members are available to attend to please contact her with their interest.

V. PERSONNEL ISSUES

A. Discussion/Action to Authorize Leave of Absence

Ms. Bablitch stated a previous leave of absence was approved for the first semester and Ms. Krayecki is asking for this leave for the second semester. A motion was made by Mr. Clark and seconded by Mr. Wynne to approve the leave. Motion carried.

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B. Discussion/Action to Authorize Position Refills

There were no position refills.

V. NEXT MEETING

The next meeting is scheduled for May 23, 2006 at 5:00 p.m.

VI. ADJOURNMENT

The meeting adjourned at 6:15 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
May 23, 2006**

Present

Jim Clark
Sandy Benz
Jeanne Dodge
Richard Bishop
Lonnie Krogwold
Dale O'Brien
Eric Krszjzaniek
Perry Pazdernik

Excused

Tony Patton
Gerald Wynne, Jr.

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; and Erica Wojcik, Assistant Business Manager.

The meeting was brought to order by Ms. Dodge at 5:00 p.m.

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

A. Approval of Meeting Minutes of May 9, 2006

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

B. Correspondence

Ms. Bablitch stated pages 6-9 of the packet include the names of the Board members who agreed to sit on various committees.

Ms. Bablitch distributed a 2006 budget summary. This summarizes the budget book and includes whether a program is mandated, what statutes apply to the program, whether the program is evaluated, and where it is located in the budget book.

C. Director's Report

Ms. Bablitch stated the foster care recognition event took place at the Elks Club and was well attended and appreciated by the foster home providers.

Ms. Bablitch stated an open house will be held at Portage House on Wednesday, May 31 from 2:00 p.m. to whenever. This will give Mike Houlihan an opportunity to say goodbye prior to his retirement.

D. Reports from Board Appointed Committees/Activities

Ms. Benz reported the AODA Coalition met on 5/11 for its quarterly meeting. Four awards were presented. Senator Julie Lassa updated the Coalition on any legislation being worked on at the State level. The Executive Committee heard a recap of the compliance checks done by law enforcement as well as a gap analysis being conducted regarding representation on the Coalition by businesses, churches, rural communities, etc. A business survey and involvement form will be sent to various Portage County businesses, churches, organizations, and individuals. The 2006 budget was reviewed.

Ms. Benz stated to date there were 139 children served in May at Wally J's Place to Play. 111 children were served in April.

Mr. Clark reported on the Leadership Lunch. The topic was juvenile justice and included restorative care. The speakers were Ross Dick, Mitch Fisher, and Jeff Jester.

Mr. Bishop reported on the Hunger Prevention Partnership. The discussion primarily focused on the recent Poverty Summit and whether to combine the Poverty Summit with the Hunger Prevention Partnership. In addition, Food Resource Guides are available. Ms. Bablitch will bring a supply to the next Board meeting.

Ms. Dodge reported attending two days of Permanency Planning. There were four reviews on Tuesday and two reviews on Wednesday.

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 reported the vouchers totaled \$98,486.39 for the regular accounts and \$40,768.33 for high cost accounts and include voucher numbers 20060264 for \$111,003.99, 20060263 for \$23,997.59, and 20060258 for \$4,253.14. In addition, purchases totaling \$589.87 is also included. Portage House has voucher numbers 20060262 for \$1,785.12. A motion was made by Mr. Krogwold and seconded by Mr. Bishop to approve the vouchers. Motion carried.

B. Discussion/Action to Accept Youth Suicide Prevention Grant

Ms. Bablitch stated 10 project sites in Wisconsin were selected, with Portage County being one of the sites. The grant was written with Patty Dreier, Ray Przybelski, and the schools. The goal is develop a seamless way to prevent youth suicide. It is believed the grant will be \$44,500. A motion was made by Mr. Clark and seconded by Ms. Benz to approve accepting this grant. Motion carried.

III. PROGRAM ISSUES

A. Discussion/Action: Licensing Children's Foster Homes

Ms. Bablitch stated due to unforeseen circumstances this presentation will be held and will be postponed for a future meeting.

IV. PERSONNEL ISSUES

A. Discussion/Action to Authorize Position Refills

Ms. Bablitch stated the only refill is for Mike Houlihan's position as director at Portage House.

B. Discussion/Action to Appoint Interim Director at Portage House

Mr. Clark moved to approve Zach Bishop as the Interim Director at Portage House and to authorizing refilling the Director position. Motion was seconded by Mr. Krszjanek. Motion carried.

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V. NEXT MEETING

The next meeting is scheduled for June 13, 2006.

VI. ADJOURNMENT

The meeting adjourned at 5:30 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
June 13, 2006**

Present

Jeanne Dodge
Sandy Benz
Gerald Wynne, Jr.
Richard Bishop
Lonnie Krogwold
Eric Krszjanek

Excused

Tony Patton
Jim Clark
Dale O'Brien
Perry Pazdernik

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Erica Wojcik, Assistant Business Manager; Ray Przybelski, Adult Services Coordinator; and Gary Itzkowitz.

The meeting was brought to order by Ms. Dodge at 5:00 p.m.

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

A. Approval of Meeting Minutes of May 23, 2006

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

B. Correspondence

Ms. Bablitch distributed copies of the Food Guide to Board members.

Ms. Bablitch stated page 5 of the packet contains an updated listing of the Board members' addresses, phone numbers, and email.

Ms. Bablitch stated the 2005 annual report will be given to the County Board next Tuesday. One correction is in the staffing pie chart. The Health Division should have 22 persons rather than 2.

Ms. Bablitch distributed a flyer regarding a meeting in Wausau on June 14 regarding BadgerCare. Secretary Helene Nelson and Governor Doyle will be present for a town hall meeting.

C. Director's Report

Ms. Bablitch stated the Board vacancy may be filled by Dr. Gene Numsen. This vacancy must be filled by a nurse or doctor according to statutes.

Ms. Bablitch stated her original retirement date was scheduled for July 17. A board meeting is scheduled for July 25 and will include the quarterly program and financial statistics. Ms. Bablitch has spoken with the Personnel Department and others and may be postponing her retirement date until after this meeting. The Board was agreeable with this.

Ms. Bablitch informed the Board about a letter she had written to the Downtown Business Association concerning Crazy Days and the stigma attached to the word "crazy." The name was changed last year to Summer in the City but was changed back this year to Crazy Days. This may be changed next year.

Ms. Bablitch stated the increase in the minimum wage affected one supported employment staff person at the department. The staff person only works very minimal part-time hours.

Ms. Bablitch will be going to the Finance Committee to talk about the 2005 budget deficit due to substitute care placements.

D. Reports from Board Appointed Committees/Activities

Ms. Benz reported the Community Planning Council met on May 25. A presentation regarding three medical needs in Portage County was done. These included Ministry Dentistry, St. Michael's Community Care Program, and the medication assistance program.

Ms. Benz stated Wally J's Place to Play served 111 children in April, 181 children in May, and 89 children to date in June.

Ms. Dodge stated she attended the state review on the birth to three program. In addition, she attend the Legislative Consortium meeting on June 8.

Mr. Wynne reported there are currently eight residents at Riverside House. One resident has left.

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 Authorize Salary for Portage House Interim Director

Mr. Przybelski stated the salary for the Interim Director was configured according to Personnel Policies. A motion was made by Mr. Krogwold and seconded by Mr. Bishop to approve the salary as presented in the memo. Motion carried.

B. Discussion/Action to Approve Vouchers

Ms. Wojcik reported the vouchers totaled \$271,046.44 for the regular accounts and \$270,193.28 for high cost accounts and include voucher numbers 20060329 for \$3,919.73, 20060324 for \$2,907.36, 20060331 for \$206,595.35, 20060311 for \$841, 20060287 for \$7,367.50, 20060296 for \$36,271.92, and 20060294 for \$102,204.50. Adult and child substitute care vouchers are included. In addition, purchases totaling \$911.45 is also included. Portage House has voucher numbers 20060289 for \$786.37. A motion was made by Ms. Benz and seconded by Mr. Bishop to approve the vouchers. Motion carried.

III. PROGRAM ISSUES

A. Discussion/Action to Review Client Satisfaction Survey

Mr. Itzkowitz reviewed the client satisfaction survey. The survey was distributed to clients as they came into the office. The survey was completed over a two month period of time. A total of 85 surveys was received. Overall the survey showed clients are very satisfied with the department. A motion was made by Mr. Bishop and seconded by Mr. Krszjzanik to accept the survey. Motion carried.

B. Discussion/Action: Strategic Plan

Ms. Bablitch stated overall the agency is doing well on the 2004-2006 strategic plan. Strategic Issue #1 has helped to improve outcomes, create consortiums, provide legislative advocacy, increase volunteer programs, and the Community Planning Council has taken off well. The Council is addressing health care gaps as well as the lack of transportation. Discussions will be occurring with the United Way as well. Strategic Issue #2 identifies hiring and maintaining a trained workforce. Currently there is not enough funding to keep training opportunities available. In addition,

County Board supervisors are also being trained regarding the role and this department as well as others. The technology utilized by the department is maintained by the Personnel and Data Processing departments. In addition, the building renovation completed in early 2005 has helped to provide a comfortable and safe work environment. She recommended the new Director work on another three year plan, hopefully in conjunction with a county strategic plan.

C. Update: Emergency Detention

Mr. Przybelski stated there are approximately 30 to 45 emergency detentions a quarter. An emergency detention consists of involuntarily placing an individual in the hospital against their will and comes from Chapter 51 of the Statutes. In addition, an emergency detention can only be commenced by law enforcement. They must apply three criteria: 1) look if the individual is suffering from mental health, AODA, or developmental disabilities; 2) will the individual get better with help, and 3) consists of five criteria of which one must be met. They are: whether they are a danger to themselves, a danger to others, if their judgement is impaired so that dangerousness is imminent, if due to the impairment the individual won't use shelter, eat food, etc.; and the Fifth standard which consists of a doctor testifying if the individual was a previous subject for commitment. Currently St. Michael's Hospital, Norwood, and the North Central Health Care Facility are the facilities utilized and are contracted to provide this service. Winnebago is also used as well. An individual up for an emergency detention must be seen within 72 hours by the judge (excluding weekends and holidays). If the judge agrees with the detention, the individual can be sent to a facility for up to 14 days and then comes back to Court. If the individual still needs further assistance, an involuntary commitment can be done for up to six months. An individual can then be recommitted for up to a year if needed after the initial six month commitment expires. Mr. Przybelski stated all law enforcement personnel are trained in emergency detentions at the police academy. In addition, he meets with all new police officers when hired to review the law.

IV. PERSONNEL ISSUES

A. Discussion/Action to Authorize Limited Term Employee

Ms. Bablitch stated the limited term employee would be for 1,040 hours and is funded through the Hunger Prevention Partnership. The position would help people stabilize their housing situations. It is anticipated about 10 families would be served. A motion was made by Mr. Bishop and seconded

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by Mr. Krogwold to approve the limited term employee. Motion carried.

B. Discussion/Action to Authorize Position Refills

There were no position refills.

V. NEXT MEETING

The next meeting is scheduled for June 27, 2006.

VI. ADJOURNMENT

The meeting adjourned at 6:15 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
June 13, 2006**

Present

Excused

Jeanne Dodge
Jim Clark
Tony Patton
Sandy Benz
Gerald Wynne, Jr.
Dale O'Brien
Richard Bishop
Perry Pazdernik
Lonnie Krogwold
Eric Krszjzaniek

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Erica Wojcik, Assistant Business Manager; Ray Przybelski, Adult Services Coordinator; Faye Tetzloff, Health Officer; Lauri Rockman, Children and Family Services Coordinator; David Pagel, Family and Employment Supervisor; Jan Piltz, Healthy Beginnings; Tina Peters, Right from the Start; and Pat Rychter, UW Extension.

The meeting was brought to order by Ms. Dodge at 5:00 p.m.

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

A. Approval of Meeting Minutes of June 13, 2006

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

B. Correspondence

There was no correspondence.

C. Director's Report

Ms. Bablitch distributed a copy of a Milwaukee Journal article regarding the suicide prevention grant received by the agency.

Ms. Bablitch stated page 6 of the packet contains information on the foster children clothing allowance that is being worked on by the Legislative Consortium. The Consortium is working to increase the clothing allowance for foster children.

Ms. Bablitch stated the United Way was looking at developing another Community Planning Council but has decided to remain with the current Community Planning Council.

Ms. Bablitch stated there were eight applicants for the Director position. Six will be interviewed soon. Ms. Dodge, Mr. Clark, and Ann Buck will participate in the interview process.

Ms. Bablitch is checking on the status of Dr. Numsen possibly joining the Board as the health member required on the Board.

D. Reports from Board Appointed Committees/Activities

Ms. Benz stated Wally J's Place to Play served 111 children in April, 181 children in May, and 161 children to date in June.

Ms. Dodge stated she attended the permanency plan review where one child was reviewed. It is anticipated the child will be returned home before school starts in the fall.

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 reported the vouchers totaled \$153,525.25 for the regular accounts and \$15,899.18 for high cost accounts and include voucher numbers 20060354 for \$9,089.83, 20060365 for \$450, 20060358 for \$35,234.69, and 20060359 for \$124,518.87. In addition, purchases totaling \$819.93 is also included. Portage House has voucher number 20060364 for \$1,577.99 and no purchases. A motion was made by Mr. Patton and seconded by Mr. Bishop to approve the vouchers. Motion carried.

III. PROGRAM ISSUES

A. Discussion/Action: Right From the Start

Brochures, the six year report, and a copy of the Powerpoint presentation were distributed. The Powerpoint presentation was given. Right From the Start was developed out of a survey completed by Family Preservation and Support in 1995 which identified six critical issues. Mr. Clark stated a lack of support groups for incarcerated mothers who are living in residential treatment homes. Mr. Wynne was concerned about the lack of statistics regarding whether there are AODA issues in the families. It was stated that many people do not identify this as an issue and so it is not reported even if it is suspected. If a problem is suspected, referrals are made. The program has worked with 129 families and the target population of the program is for the first child born until the child reaches age five.

B. Discussion/Action: Volunteer Income Tax Assistance (VITA)

Mr. Pagel stated the State is pushing the Earned Income Tax Credit. The program was offered by the Lincoln Center but was not publicized. Program brochures are now sent to all low income programs and resources. The program is staffed by volunteers. Space and computers are provided by the Lincoln Center and UWSP to assist families in applying for the credit. Statistics were distributed. The program has been in handled by the agency for two years. A survey was also developed and found that 76% of families earn \$20,000 or less.

C. Discussion/Action: AODA Prevention Coalition

Ms. Rockman stated the 2005 AODA report is completed. The Noel Group and Worzalla Publishing designed and printed the report at no charge. The report covers the Coalition structure, the current education and awareness campaign, community events, results of the compliance check, statistical information, as well as the awards presented throughout the year. The Coalition has developed a training video for responsible beverage service. A survey was sent to businesses concerning alcohol in the workplace and the results thus far have found very few businesses have resources to help employees with problems. The wooden quilt will be a traveling display to the award winners for the year and then will be housed at a permanent location. A new quilt is being designed for this year.

D. Discussion/Action: Contract for School Nursing

Ms. Tetzloff reported the Health Department would like to drop the school contract for one area school. There is a lot of misunderstanding of the services provided under the contract. The school is requesting services that the nurse is not qualified to perform. Becky Dougherty, the PH Nursing Supervisor and Ms. Tetzloff have met with school administration early in the school year to discuss issues and concerns, but there has been no improvement. It is anticipated the school will look at an independent nurse to provide the school health services although there are some public health programs that will be offered to the school through the Health Department. In addition, the Health Department would still be involved if a health outbreak occurs. A motion was made by Mr. O'Brien and seconded by Mr. Bishop to table the issue until after discussions occur with the school and the County Board representative. Motion carried.

IV. PERSONNEL ISSUES

A. Discussion/Action: Continuation of Part-Time Optical Imaging Project

Ms. Bablitch stated the State has recently mandated that financial services records be optically imaged. We were not aware of this mandate coming until the scanner was provided by the State. As such, the LTE we had doing our records was then required to work on the financial services records and our optical imaging has been delayed. Ms. Bablitch is asking for permission to speak with the Personnel Department, the Finance Committee, as well as the AFSCME Union to have an exception made to allow the LTE to continue on without becoming a permanent employee. In addition, we do receive about 50% financial reimbursement from the State for doing the financial services records. It is anticipated another 2,400 hours and about \$15,000 in funding would be needed. Mr. Krogwold questioned once the backlog is completed if current staff would be able to keep up with the imaging. Ms. Bablitch stated as more sections are added it is anticipated additional staff would be needed to keep up the work. The Purchasing Department may ask for a new position in 2007 to help all county departments. A motion was made by Mr. Bishop and seconded by Mr. O'Brien to move forward in the discussions about extending the LTE. Motion carried.

B. Discussion/Action to Include Non-Represented Person in Disability Insurance

Mr. Przybelski stated there is a part-time employee asking for disability insurance. After talking with Personnel, it is believed wording could be added to limit the coverage to just this one employee. A motion was made by Mr. Clark and seconded by Mr. Bishop to approve the request and forward to the Personnel Committee. Motion carried.

C. Discussion/Action to Authorize Position Refills

Ms. Bablitch stated Anne Faulks has vacated her position as a 20 hour Public Health Nurse. A motion was made by Mr. Clark and seconded by Mr. Krogwold to refill the position. Motion carried.

V. NEXT MEETING

The next meeting is scheduled for July 11, 2006.

VI. ADJOURNMENT

The meeting adjourned at 6:25 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
July 11, 2006**

Present

Excused

Jeanne Dodge
Jim Clark
Tony Patton
Sandy Benz
Gerald Wynne, Jr.
Dale O'Brien
Richard Bishop
Perry Pazdernik
Lonnie Krogwold
Eric Krszjaniek

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Ray Przybelski, Adult Services Coordinator; Faye Tetzloff, Health Officer; Lauri Rockman, Children and Family Services Coordinator; Becky Dougherty, Public Health Nursing Supervisor; Jim Riggerbach, Child Protection and Special Services Coordinator; Cathy Rhutasel, Children's Foster Care Coordinator; and Phil Idsvoog, Portage County Board of Supervisors Chairperson.

The meeting was brought to order by Ms. Dodge at 5:00 p.m.

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

A. Approval of Meeting Minutes of June 27, 2006

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

B. Correspondence

Ms. Bablitch stated a memo went to the Finance Committee regarding the substitute care budget.

C. Director's Report

Ms. Bablitch reported Jenni Jossie is back from maternity leave and is currently working mornings.

Ms. Bablitch stated the next Board meeting will feature the quarterly statistics as well as a budget status report.

Ms. Bablitch stated Mark Maslowski is close to making a decision on the new Director. Mr. Idsvoog commented he advised Mr. Maslowski to release the name to the press as soon as a decision is made.

D. Reports from Board Appointed Committees/Activities

Ms. Benz stated the Community Planning Council met and received an update on the Ocean Springs project. In addition, Ms. Tetzloff updated the Council on Healthy People Portage County and the collaborative efforts that will be worked on.

Ms. Benz stated Wally J's Place to Play served 52 children to date in July and 163 children in June.

Mr. Clark stated interviews were held for the Director position at Portage House. In addition, he, Ms. Dodge, and Ann Buck attended interviews for the Health and Human Services Director position.

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. Bablitch reported the vouchers totaled \$81,144.76 for the regular accounts and \$214,243.92 for high cost accounts and include voucher numbers 20060388 for \$8,317.62, 20060379 for \$2,063.29, and 20060389 for \$127,527.64. In addition, purchases totaling \$256 is also included. The vouchers include the adult substitute care payroll. Portage House has no vouchers for this pay period and no purchases. A motion was made by Mr. Bishop and seconded by Mr. Krszjzaniek to approve the vouchers. Motion carried.

III. PROGRAM ISSUES

A. Discussion/Action: Foster Care Program

Ms. Rhutasel stated when someone wishes to apply to be a foster parent in Portage County there is extensive training and information they are given. An informational packet is first given to the family. It contains such information as the HFS 56 statutes, the uniform foster care rate, and insurance programs. The family must sign off that they received this informational packet. After the family has had a chance to review the information, a follow-up call is then placed to them to review the information and inquire as to what their expectations of foster care are, i.e., to foster or adopt children. An application packet is then given to the family to complete. Extensive information is gathered in the application process. Background checks are completed with local law enforcement, Child Protective Services, as well as the WISACWIS system. If the family lived in other counties or states, the same information is also requested of these other agencies. References are gathered, health backgrounds are check, any one over the age of 18 living with the family is also investigated. Homes will also go through an 11 hour pre-service training. Ms. Rhutasel distributed a copy of the checklist she follows when a family requests to be a foster parent. The process is not rushed and can take from 12 weeks to one year to complete. Mr. O'Brien questioned the ratio of children to foster parents being served. Currently there are 38 foster homes serving about 60 children. This does not include respite placements for children who are not in foster care. All children in the county's foster care system are court ordered. Ms. Rhutasel stated unfortunately there are no guarantees of how a family will work out even after all the background checks are completed, training is done, etc.

B. Discussion/Action: Reorganization of Hunger and Poverty Prevention Coalition

Ms. Rockman distributed the 2005 Hunger Profile report. The report reviews the four action times and the issues they are working on, the Coalition membership, hunger trends, activities done throughout the year, community grants awarded, and the various community gardens where all food grown is donated to the local pantries for distribution. The Poverty Summit was held in 2006. Recommendations received from the Summit are quite broad. It was decided to merge the Hunger Prevention Partnership with the Poverty Summit since many issues of poverty also relate to hunger issues. Another person will be recruited (from outside the agency) to co-chair the Coalition.

C. Discussion/Action: Coordinated Community Services (CCS)

Mr. Przybelski reported the CCS program is a Medicaid benefit that will allow us to capture additional revenue for services we are already providing. The additional revenue will be generated from children's programs as well as adults with mental health and substance abuse issues. A \$20,000 grant from the State was received to develop the CCS program. A management team has been developed to work on implementing the program. The program will allow us to capture 60% of revenues based on actual costs. Mr. Patton questioned what the projected revenue for 2006 will be. Mr. Przybelski we budgeted about \$30,000 but we won't be able to recoup it due to the late start on getting certification. Ms. Bablitch commented that Richland County has been able to hire four additional staff people with the revenues generated from the program. Ms. Dodge questioned if there is a time limit on the program set by the State. Mr. Przybelski stated there is no time limit. Ms. Benz questioned if the Department will have to be recertified after they become certified. Mr. Przybelski stated there is no recertification needed but the agency will be audited and be required to follow CCS guidelines.

D. Discussion/Action to Review School Nurse Contract

Mr. Krogwold stated he talked to some of the administration and they were unaware of any problems. Ms. Tetzloff stated she has voiced her concerns with the administration. Ms. Tetzloff clarified services such as communicable disease control, health screenings, wellness, and the dental sealant program will continue at the school. Assistance will be given for immunizations as well. Only the 10 hours of nursing service will not be provided. Discussion occurred regarding the lack of communication that has unfortunately developed this situation. Ms. Dodge suggested that a letter be written and guidelines developed that would need to be followed if future services are needed. A motion was made by Mr. Bishop and seconded by Ms. Benz to terminate the contract with the school district. Motion carried.

IV. PERSONNEL ISSUES

A. Discussion/Action to Authorize Limited Term Employee

Mr. Riggerbach stated due to an upcoming maternity leave a request for an LTE is being made in the Child Protective Services Unit. Ms. Bablitch stated the hours need to be amended to only 520 hours rather than the 540 hours listed in the memo. A qualified worker who was used previously may be

available at this time as well. A motion was made by Mr. Patton and seconded by Mr. Krogwold to approve the request. Motion carried.

B. Discussion/Action to Authorize Position Refills

There were no position refills.

V. NEXT MEETING

The next meeting is scheduled for July 25, 2006.

VI. ADJOURNMENT

The meeting adjourned at 6:15 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
July 25, 2006**

Present

Excused

Jeanne Dodge
Jim Clark
Tony Patton
Sandy Benz
Gerald Wynne, Jr.
Dale O'Brien
Richard Bishop
Perry Pazdernik
Lonnie Krogwold
Eric Krszjaniek

Also Present: Judy Bablitch, Director; Dawn Grasamkee, Recording Secretary; Ray Przybelski, Adult Services Coordinator; Faye Tetzloff, Health Officer; Lauri Rockman, Children and Family Services Coordinator; Jim Riggerbach, Child Protection and Special Services Coordinator; Phil Idsvoog, Portage County Board of Supervisors Chairperson, and Tesa Kovach, Child Protective Services Worker.

The meeting was brought to order by Ms. Dodge at 5:00 p.m.

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

A. Approval of Meeting Minutes of July 11, 2006

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

B. Correspondence

Ms. Bablitch state page 6 of the packet is a complete listing of the HHS Board.

C. Director's Report

Ms. Bablitch reported Zach Bishop has assumed the Portage House Director position vacated by Mike Houlihan.

Ms. Bablitch welcomed Dr. Numsen to the Board.

D. Reports from Board Appointed Committees/Activities

Ms. Benz stated the AODA Education and Awareness Committee held an ice cream social on June 9 at the soccer fields. It was well attended with about 500 families. In addition, the AODA Evaluation Subcommittee completed its evaluation of the other subcommittees.

Ms. Benz stated Wally J's Place to Play served 130 children to date in July.

Ms. Benz stated the Community Planning Council will be meeting at noon on Wednesday, July 26.

Mr. Clark attended the NWC Regional Planning meeting. A survey of transportation needs with the county is being done. Federal funds are available to help establish a comprehensive plan for public transportation needs in the county.

Mr. Wynne stated the CCS Committee met and is working on the work plan developed by Tracy Thorson who has implemented the CCS program in Richland County.

Ms. Dodge stated she attended two days of permanency planning. Three children were reviewed the first day and one child will be returning home. Four children were reviewed the second day and termination of parental rights of some of the children from this day will be looked at.

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 of Second Quarter Financial Report (High Cost and Regular Accounts)

Ms. Bablitch stated at this time the information is not yet fully completed. A complete update will be given at the August 22 Board meeting.

B. Discussion/Action to Approve Vouchers

Ms. Bablitch reported the vouchers totaled \$182,451.22 for the regular accounts and \$18,389.03 for high cost accounts and include voucher numbers 20060429 for \$43,276.76, 20060416 for \$7,259.03, and 20060430 for \$149,599.19. In addition, purchases totaling \$3,473.57 is also included. Portage House vouchers total \$1,663.62 for voucher number 20060419 and no purchases. There are no unusual expenses. A motion was made by Mr. Bishop and seconded by Mr. Krszjaniek to approve the vouchers. Motion carried.

III. PROGRAM ISSUES

A. Discussion/Action: Second Quarter Program Statistics

Ms. Rockman gave a brief background of the Children and Family Services Division. This Division works with juveniles as well as Economic Support and Workforce Development services. Services requests for youth and family services are up while the other requests are down. Children in substitute care is up as are the Economic Support caseloads. A large fraud recoupment of \$40,000 was realized this quarter. The termination of the lease at the Portage County Job Center is a concern. The funding for this was redirected by the PAW Consortium. The services are now being provided in-house.

Ms. Tetzloff reported on the Health Division. An article on Lyme Disease stating that Plover is a problem area was done by the Journal. Ms. Tetzloff does not know where the information came from but it was not from this Department. Ms. Tetzloff is unaware of any large problems of Lyme Disease in the Plover area. WIC caseloads are up slightly as well. The Transient Non-Community water contract has resulted in a large number of water samples needing to be collected before safe samples are obtained.

Mr. Przybelski reported the Adult Services Division works with adult protective services/guardianships, mental health, and community support programs. Referrals for adult protective services and guardianships are up dramatically for unknown reasons. In addition, jail services are down due to inmates being shipped out. Our now show rates are very good compared to the state average of 25% of no shows. A correction in the high cost inpatient mental health needs to be made for the second quarter. Mendota should have 5 for the number served and St. Michael's Hospital should show 21 served with a total of 87 days. One individual was released from Mendota.

Mr. Patton questioned how the facilities are reviewed. Mr. Przybelski stated that State BQA reviews the facilities and completes competency of staff. An elder abuse and financial institution training will be held in September for bankers on the change in the law to help them recognize financial abuse of elders. Mr. Wynne commented that some of the inmates that have been transferred are very frustrated due to the loss of the programming provided in the jail. They have commented there are no other programs in other jails like we have in Portage County and in some cases the programs have motivated them to change their lives around. Mr. Przybelski stated the overcrowding in the jail has resulted in the need to ship inmates out to surrounding areas and unfortunately this means the loss of the program to these inmates.

Mr. Riegenbach reported the Child Protection and Shared Services Division provides intake services to the agency, home and financial management services to clients, child abuse and neglect investigations, child welfare dispositional services, and services to children with special needs. The total intake contacts are down due to a change in the counting of contacts. There are no duplicate counts being made. All data for services provided are normal. The Child Passenger Safety Association has donated 12 car seats to the agency to be used by staff and volunteer drivers when transporting children.

Ms. Bablitch stated the Business Services Division had an ordinary quarter. The change in our electronic claims system should improve.

B. Discussion/Update: Child Protective Services

Mr. Riegenbach distributed a copy of the Wisconsin Child Abuse and Neglect Law as well as the Guidelines for Initial Decisions Regarding Reports of Child Maltreatment. There are four areas of abuse: physical abuse, neglect, sexual abuse, and emotional abuse. When reports are received by the agency, they are screened at intake to see whether or not a worker needs to be dispatched to the home for further investigation. The guidelines were criteria developed by Portage County to help determine whether or not an investigation needs to be completed. Domestic violence cases can be very tricky and an investigation could make the situation worse especially if there is not enough criteria to remove a child. Ms. Kovach commented there is no set legal age for a child to be left alone or to babysit other children. This is very individual and depends on the maturity level of the child. In cases of sexual abuse, if a child is under age 16 they cannot give consent for sexual contact and an investigation is conducted. If they are

over 16 they can give consent for sexual contact but not intercourse. As of October 1, if the perpetrator is a non-caregiver then law enforcement will be handling these cases. Ms. Kovach stated a child protective services investigation is very intrusive in home lives and liberties can be taken without parental permission with good reason. As such, the cases are carefully screened to make sure an investigation is needed.

IV. PERSONNEL ISSUES

A. Discussion/Action to Authorize Position Refills

Ms. Bablitch reported the position vacated by Zach Bishop when he became the Portage House Director needs to be refilled.

In addition, the Adult Services Supervisor position vacated by Ray Przybelski also needs to be refilled.

A motion was made by Mr. Clark and seconded by Mr. Bishop to authorize refilling of these two positions. Motion carried.

V. NEXT MEETING

The next meeting is scheduled for August 8, 2006.

VI. ADJOURNMENT

The meeting adjourned at 6:25 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
August 8, 2006**

Present

Jeanne Dodge
Jim Clark
Tony Patton
Dale O'Brien
Richard Bishop
Perry Pazdernik
Lonnie Krogwold
Eric Krszjaniek

Excused

Sandy Benz
Gerald Wynne, Jr.

Also Present: Ray Przybelski, Director; Dawn Grasamkee, Recording Secretary; Faye Tetzloff, Health Officer; Lauri Rockman, Children and Family Services Coordinator; Jenni Jossie, Financial Manager; Becky Dougherty, Public Health Nursing Supervisor; Phil Idsvoog, Portage County Board of Supervisors Chairperson, and Zach Bishop, Portage House Director.

The meeting was brought to order by Ms. Dodge at 5:00 p.m.

I. MINUTES, GENERAL REPORTS, AND COMMENTS

A. Approval of Meeting Minutes of July 25, 2006

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

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski stated the W2 compliance report for the PAW (Portage, Adams, Wood) Consortium was just received. The compliance report is completed by the State. All requirements for the program must be met in order for agencies to have the Right of First Selection for contract renewal. The report reflects the Consortium has exceeded all the areas required by the contract.

Mr. Przybelski stated there have been various water issues in the building. Pipes have broken or systems have backed up. Dennis Kolodziej, Maintenance Manager, is aware of the problems and is working on correcting them.

The City Transit Authority and Jim Rigenbach will be going to Marathon County to work on transportation issues. All aspects of transportation including volunteer transportation issues will be discussed.

Mr. Przybelski stated the budget meeting is tentatively scheduled for Wednesday, October 4, rather than October 2 or 3 due to Personnel and Finance meeting on October 2 and 3. In addition, the September 12 HHS Board meeting will be canceled due to the FEMA conference in Washington DC that many management personnel will be attending.

D. Reports from Board Appointed Committees/Activities

Ms. Dodge reported she attended a permanency planning training for the Permanency Planning Panel. The State has changed their standards to make the review more structured.

Ms. Dodge also met with Mark Maslowski regarding procedures and protocol to ensure all departments are following the same guidelines.

E. Members of the Public Who Wish to Address the Board on Specific Agenda Items must Register Their Request at this Time, with 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 totaled \$106,744.11 for the regular accounts and \$229,276.14 for high cost accounts and include voucher numbers 20060457 for \$156,585.56, 20060451 for \$3,773.55, and 20060461 for \$11,245.63. In addition, purchases totaling \$6,582.86 is also included. The substitute care vouchers for adults and children are also included. Portage House vouchers total \$670.20 for voucher number

20060454 and no purchases. There are no unusual expenses. A motion was made by Mr. Bishop and seconded by Mr. Clark to approve the vouchers. Motion carried.

III. PROGRAM ISSUES

A. Discussion/Update: School Health Update

Ms. Dougherty distributed the School Health Services 2006, School Nursing Roles Appendix D, and School Nursing Roles umbrella forms. Currently the school districts contract for 4.13 FTE of nursing time. There are nine public health nurses providing services to the Portage County schools. The currently nurse to student ratio is 1:2,153. The recommended standard by the American Nurses Association and the National Association of School Nurses recommends a ratio of 1:750. Wisconsin Educational Standards require each school district provide for emergency care of students. A variety of Wisconsin Statutes require these services (see Appendix D for the appropriate statutes). Ms. Dougherty reviewed the various responsibilities identified in the school contract. Mr. Bishop questioned if the high student to nurse ratio causes any problems in meeting needs. Ms. Dougherty stated ideally the ratio could be lower. As a result school staff are trained on medication administration, student special needs, etc. Mr. Krogwold commented the contracted hours with the school districts is determined by the school districts themselves. Typically the hours at the elementary schools are 6-8 hours per week, junior high requires about 18 hours per week, and SPASH contracts for 38 hours per week. The hours are split up throughout the week.

B. Discussion/Update: Portage House

Mr. Bishop stated Portage House has maintained full occupancy of 10 residents. Work continues on obtaining panic buttons for staff safety. Currently Portage House is one staff member short due to Mike Houlihan retiring and Mr. Bishop taking over as Director. The remodeling of Portage House is complete. The roof will need replacing in a few years. Currently about 60% of the residents are Portage County residents. Potential residents are referred by Probation and Parole. The resident meets with staff to review their possible placement. A three week trial is completed. If the potential resident is not motivated, the placement will terminate. Goals vary per person. Many goals are to complete school, obtain employment, and learn independent living skills. Many residents are not seen again after they complete the program. If Portage House did not exist, many residents

would be in jail or continue to struggle. Mr. Bishop questioned if there is a need for a larger facility or a new building. A larger facility to house 12-15 residents would be nice. If a facility to house 15 individuals was available, an additional staff person would be needed. Approximately 35 to 36 individuals were served at Portage House in one year. Placement at Portage House is more cost effective than jail. The average age for residents is the early 20's but there have been residents who are 40 years or older. The waiting list for Portage House services is about six individuals. Many residents of Portage House go on to the Oxford House after completing the program. Ms. Dodge stated the Board will arrange to tour the Portage House facility at a later meeting.

IV. PERSONNEL ISSUES

A. Discussion/Action to Authorize Position Refills

Mr. Przybelski stated Randall Ambrosius has resigned his position. This position provides both mental health services and AODA assessment of juveniles. A motion was made by Mr. Krogwold and seconded by Mr. Bishop to refill the position. Motion carried.

V. NEXT MEETING

The next meeting is scheduled for August 22, 2006.

VI. ADJOURNMENT

The meeting adjourned at 5:45 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
August 22, 2006**

Present

Jeanne Dodge
Sandy Benz
Jim Clark
Gerald Wynne, Jr.
Dale O'Brien
Richard Bishop
Perry Pazdernik
Lonnie Krogwold

Excused

Dr. Gene Numsen

Absent

Tony Patton
Eric Krszjzaniek

Also Present: Ray Przybelski, Director; Dawn Grasamkee, Recording Secretary; Faye Tetzloff, Health Officer; Jenni Jossie, Financial Manager; and Jerry Koeppel, Youth and Family Services Supervisor.

The meeting was brought to order by Ms. Dodge at 5:00 p.m.

I. MINUTES, GENERAL REPORTS, AND COMMENTS

A. Approval of Meeting Minutes of August 8, 2006

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

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski stated the employee parking lot in the back of the building is in the process of being replaced.

Mr. Przybelski stated there is a shortage of guardians currently. A recruitment will be done to find more guardians. Most guardians are needed for both estate and person. There is an extensive background check completed on anyone wishing to be a guardian. Training is also provided.

D. Reports from Board Appointed Committees/Activities

Ms. Benz reported the AODA Committee met and reviewed the team reports as well as the new Partner program which pairs up a new member with a current member to update the new members on where the Committee is currently. Recognition awards were also distributed to the YMCA and Stevens Point School District. The Meridian Society in California has recognized our work on the Coalition. In addition, the State of Wisconsin will be using our strategic plan framework as a template for the State's strategic plan.

The AODA Education Committee is working on the Harvest Fest, the Holiday Parade, a community survey, establishing a Business Initiative, and communicating and marketing the campaign.

The AODA Executive Committee is discussing involving businesses in the Coalition as well as the social norms work.

The AODA Advocacy Team is working on the Celebration Event to be held February 22. In addition they are working on team surveys and tools.

The Community Planning Council has worked on the Ocean Springs project as well as looking at accessing health needs.

Ms. Benz reported Wally J's Place to Play has served 158 children to date in August.

Mr. Bishop reported on the Hunger Prevention Partnership. The hunger indicators statistics were presented. The formula used for families receiving infant formula has resulted in families only receiving two formulas per month. The State has contracted for one brand of formula but others will be allowed. The Farmers Market served 60 and older individuals. Discussion continues about merging with the Poverty Summit. The team will meet to discuss the annual grants and determine grant proposals.

Mr. Wynne reported the CCS Committee met and received the policies. In addition there are currently only seven residents at Riverside.

- 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: Second Quarter Financial Report (High Cost and Regular Accounts)

Mr. Przybelski stated that the report was basically finished a month ago but the delay in this report has allowed us to gather another month's worth of data. In addition, Mr. Koeppel will be providing an update on the out-of-care placement situation.

Ms. Jossie reviewed the High Cost Accounts. She stated the SMI Residential Services budget has a shortfall due to the late start of CCS. The Inpatient/Chemical Dependency budget has a little bit of a savings. The Inpatient/Mental Health Budget has about a \$35,000 shortfall due to additional placements at Mendota. The Children's Substitute Care budget has a shortfall of about \$545,000. Each case was reviewed to determine the budget projections. The budget reflects only existing children in substitute care and does not include any projected placements. In addition, Community Youth Aids revenue was reduced to fund corrections placements. The General Assistance budget also has a shortfall of about \$30,000. This is due to medical prescription expenses. Overall the High Cost Accounts are showing a \$557,000 shortfall. Mr. Przybelski stated the budget for next year will be done more realistically rather than optimistically. Mr. Krogwold stated the county can go into its reserve for this year but next year will pose a problem.

Ms. Jossie then reviewed the Regular Accounts. The shortfall in Administration/Business is due to expenses for retirement as well as Community Planning Council and Poverty Summit expenses. The Public Health accounts have a slight savings due to staff vacancies. The Adult Services accounts have a small shortfall as well. The revenue shortfall is due to a vacancy in SMI which resulted in lost revenue. In addition, Psychological Services revenue projection is lower due to client's ability to pay. The Child Protection and Shared Services accounts overall project a savings. This is primarily due to child care respite now funded by Wisconsin

Shares. The Children and Family Services accounts include a \$50,000 reduction in Youth Aids for corrections placements. The Children with Disabilities accounts are projecting no change at this time. Overall the Regular Accounts are projecting a \$116,000 shortfall.

Mr. Koepfel distributed a packet of information regarding substitute care placements. The first page of the packet shows the number of children in each type of placement. The next page shows a year and half of placements in the various types of placements and whether it is a juvenile corrections or child welfare placement. The last pages show the budget/actual history of substitute care and corrections placements. Overall, there has been an increase in child welfare placements, especially of sibling sets. If a placement is court ordered, the agency must fulfill the order. A motion was made by Mr. Clark and seconded by Mr. Krogwold to accept the report. Motion carried.

B. Discussion/Action to Approve Vouchers

Ms. Jossie reported the vouchers totaled \$168,127 for the regular accounts and \$24,409.77 for high cost accounts and include voucher numbers 20060444 for \$4,791.96, 20060484 for \$148,565.35, and 20060486 for \$38,552.53. In addition, purchases totaling \$1,897.26 are also included. Portage House vouchers total \$1,420.08 for voucher number 20060482 and no purchases. There are no unusual expenses. A motion was made by Mr. Bishop and seconded by Ms. Benz to approve the vouchers. Motion carried.

III. PERSONNEL ISSUES

A. Discussion/Action to Authorize Position Refills

There were no position refills.

B. Discussion/Action to Authorize New Position Requests 2007

Ms. Tetzloff stated the Public Health Technician position will be providing assisting to the public health staff especially in the environmental health and tobacco areas. The technician could do some of the functions that do not require a sanitarian and are based on checklist (i.e., checking that a hotel room has a smoke alarm, emergency exit plan, etc.). Terri Timmers, Northern Regional Office Public Health Director, stated many of the other counties that are DHFS limited agents are using this type of position to do this as well. Ms. Tetzloff stated funds for this position are not new funds but

are existing specific grant sources. A motion was made by Mr. Clark and seconded by Mr. Bishop to approve this new position. Motion carried.

Ms. Tetzloff stated the second new position is for a Wisconsin Well women Program (WWWP) Clerk. This position was in-house many years ago. Every county receives an allocation for the program. Portage County's allocation is approximately \$19,000. These funds were given to Family Planning in Marathon County to conduct this program. The program will now return to the agency. A motion was made by Mr. Bishop and seconded by Mr. Clark to approve the position request. Motion carried.

IV. NEXT MEETING

The next meeting is scheduled for September 26, 2006.

V. ADJOURNMENT

The meeting adjourned at 6:20 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
September 26, 2006**

Present

Jeanne Dodge
Dr. Gene Numsen
Sandy Benz
Jim Clark
Gerald Wynne, Jr.
Richard Bishop
Perry Pazdernik
Tony Patton

Excused

Eric Krszjzaniek
Dale O'Brien
Lonnie Krogwold

Also Present: Ray Przybelski, Director; Dawn Grasamkee, Recording Secretary; Faye Tetzloff, Health Officer; Jenni Jossie, Financial Manager; and Jim Rigggenbach, Child Protective Services and Shared Services Coordinator.

The meeting was brought to order by Ms. Dodge at 5:00 p.m.

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

A. Approval of Meeting Minutes of August 22, 2006

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

B. Correspondence

Mr. Przybelski reported receiving a letter from the Department of Workforce Development giving commendation to our Income Maintenance Unit for having an error ratio which was less than the national average..

C. Director's Report

Mr. Przybelski stated due to the recent E-coli outbreak, he asked Ms. Tetzloff to provide information to the Board. Ms. Tetzloff stated there are 47 cases in Wisconsin with the majority being women. The culprit is bagged spinach. There have been no cases in Portage County. The cases are primarily located in southern Wisconsin.

Mr. Przybelski stated the disaster plan training held in Maryland was a big success. It gave people a chance to interact with others in the disaster plan. In addition, it helped to identify gaps in our current plan. Mr. Rigggenbach commented the training helped to identify where more in-depth planning is

needed. Overall the training was very good.

Mr. Przybelski stated the next meeting originally scheduled for October 4 to review the budget needs to be changed due to schedule conflicts. The meeting will now be held on October 5 at 5:00 p.m. Budget books will be delivered to Board members later this week.

D. Reports from Board Appointed Committees/Activities

Ms. Benz reported the AODA Education Committee is currently running a radio ad on WIZD to "Put the Fun First." Patty Cahill and Dan Barth are hoping to develop a symposium. Progress sheets were reviewed. A new business program and contest are being developed for 2007. Participation in the Harvest Fest and Holiday Parade were discussed.

Ms. Benz reported Wally J's Place to Play has served 106 children to date in September.

Mr. Clark reported the Community Planning Committee discussed various ways to avoid incarceration. Judge Fleishauer looked at the various methods of day reporting, ankle bracelets, etc., being used to prevent jail placements to avoid overcrowding and costs.

Mr. Wynne reported the CCS Committee met and went over the application to be submitted to the State.

Mr. Wynne reported he was to attend the Family Support Program meeting on Thursday but due to schedule conflicts is unable to attend.

Mr. Wynne reported Riverside House will hopefully be home to nine individuals soon.

Ms. Dodge reported on Permanency Planning. There were two days of reviews. One teenager is currently living with the grandparents. A young man is currently in a treatment foster home. He has been having behavioral problems and it is suspected a medication change was the cause of these problems. His medications will be changed. A young boy with emotional and physical disabilities will be going through the Termination of Parental Rights process. It is unsure if he will be adopted or not.

- 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 totaled \$164,623.10 for the regular accounts and \$173,163.64 for high cost accounts and include voucher numbers 20060562 for \$81,146.41, 20060563 for \$11,271.14, 20060537 for \$1,908.37, 20060530 for \$40, 20060518 for \$47,568.91, 20060512 for \$2,311.76, 20060485 for \$400, and 20060517 for \$36,532.99. Monthly substitute care payments are also included. In addition, purchases totaling \$3,288.06 are also included. Portage House vouchers total \$1,784.61 for voucher number 20060515 for \$350.73 and 20060561 for \$1,433.88 and no purchases. There are no unusual expenses. A motion was made by Mr. Bishop and seconded by Mr. Pazdernik to approve the vouchers. Motion carried.

- B. Discussion/Update: 2007 Budget

Mr. Przybelski stated the regular accounts look good right now. The high cost accounts were developed based on the recommendation of Mark Maslowski to present a realistic budget. A 2.5% increase is included in the budget. Ms. Jossie stated a high cost deficit two year plan is being discussed. Mr. Przybelski stated on October 20 they will be going to LaCrosse County to look at a new system which helps to reduce out-of-home placements.

III. PROGRAM ISSUES

- A. Discussion/Action: Comprehensive Community Services Application

Mr. Przybelski stated the application and narrative are complete. The policies and procedures are being completed currently. The County will have 60 days after the application is submitted for the State to review the policies and procedures. It is anticipated this will be a phase in project. The program will allow staff a better way to serve families and individuals. Ms.

Dodge questioned if additional staff will be needed for this program. Mr. Przybelski stated initially no additional staff will be needed but it is anticipated that more staff will be needed in the future. It is also anticipated that the revenues generated from this program will pay for the additional staff.

B. Discussion/Update: Out-of-Home Placements

Mr. Riggerbach stated last month six individuals were placed in out-of-home placements while four individuals came out. At the end of August there were 34 individuals in foster care and 47 placements in May. The breakdown of placements were:

	May	Presently
Treatment Foster Care	8	11
Group Home	3	5
Child Caring Institutions	8	5
Corrections	Not available	6

Mr. Riggerbach reviewed the scenarios of the new placements. In addition, Mr. Riggerbach reviewed the Permanency Planning process. When a child is placed, a review of the placement occurs after six months with the Court. Recommendations are made. After another six months of placement, the plan is reviewed by the Permanency Planning Panel. Recommendations are made again. The process will continue alternating between the Court and the Permanency Planning Panel until the child is returned home, ages out, or Termination of Parental Rights is completed.

C. Discussion/Update: Division of Child Protection and Shared Services

Mr. Riggerbach stated there are new policies coming from the State. A review conducted by the Federal government a few years ago found that all states failed and program changes needed to be completed. Policies are now being developed to implement the changes. In addition, a statute change regarding child abuse investigations is causing some problems regarding when investigations need to be completed depending on the information received. Policies to clarify this are also being developed. As soon as all the changes are completed, a report will be give to the Board to update them on the changes.

IV. PERSONNEL ISSUES

A. Discussion/Action to Authorize Position Refills

There were no position refills at this time.

Mr. Przybelski stated he was just informed of a retirement and will be requesting the position to be refilled as soon as the details are completed.

V. NEXT MEETING

The next meeting is scheduled for October 5, 2006 at 5:00 p.m..

VI. ADJOURNMENT

The meeting adjourned at 6:00 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
OCTOBER 5, 2006**

Present

Jeanne Dodge
Jim Clark
Sandy Benz
Lonnie Krogwold
Dale O'Brien
Perry Pazdernik
Gerald Wynne, Jr.
Dr. Gene Numsen

Excused

Richard Bishop

Absent

Tony Patton
Eric Krszjzaniek

Also Present: Ray Przybelski, Director; Dawn Grasamkee, Recording Secretary; Jennifer Jossie, Business Manager; Jim Riggerbach, Child Protection and Shared Services Division Coordinator; Erica Wojcik, Assistant Business Manager; Susan Dolski, Children's Special Needs Supervisor; Dianne Koca, Office Manager; Becky Dougherty, Public Health Supervisor; Jerry Koeppel, Youth and Family Services Supervisor; David Pagel, Family and Employment Supervisor; Suzanne Oehlke, WIC Director; Faye Tetzloff, Health Officer; and Lauri Rockman, Children and Family Services Coordinator.

The meeting was brought to order by Ms. Dodge at 5:00 p.m.

I. APPROVAL OF MEETING MINUTES OF SEPTEMBER 26, 2006

A motion was made by Ms. Benz and seconded by Mr. Krogwold 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.

III. DISCUSSION/ACTION OF PROPOSED 2007 DEPARTMENT BUDGETS

A. Budget Overview

Mr. Przybelski thanked the management staff for their work on the budget. Changes to the budget this year were the removal of the evaluations. It was felt this information should go in the annual report. Evaluations of programs are still being done and will be presented to the Board.

A 2.5% increase was followed as directed by Finance. The regular accounts will balance. The CCS revenues were conservatively projected. This will be looked at again in March or April as the program is implemented.

Ms. Jossie went through the budget supplemental pages. Sup 1 is the budget compliance report. Regular accounts were increased by 2.5%. No exemptions are being requested. The high cost accounts has a \$467,277 tax levy request above the 2.5% increase. A change was done to the tax levy request after the budget was printed. A \$217,277 tax levy request will be made for 2007 with an additional \$250,000 in the fund balance applied. The high cost budget problems will be addressed in two year plan. This will allow for closer review of the programs each year. The funds will come from the county contingency funds rather than tax levy.

Sup 2 compares budget to budget categories. Overall a 4.3% increase is projected. The \$80,000 increase in operating costs is the injectable medications. The fixed charges was the rent being paid to the Job Center. This position has now been moved in-house.

Sup 3, 4, and 5 are charts of the revenues, 10 year history, and expenses. Most stayed the same with the exception of the county tax levy increasing.

Sup 6 is the explanation of the fringe benefits.

Sup 7 is a chart of the personnel at HHS.

Sup 8 is the regular accounts compliance report submitted to Finance.

Sup 9 and 10 are the divisional budget recaps for the regular accounts. The Administration/Business Services Division had little net increase. Expenses are down due to a retirement. In addition there was a budget change for Safe and Stable Families. Revenues are down due to the budget change in Safe and Stable Families. In addition, representative payee services were transferred to a contract agency.

The Public Health Division's expenses are up due to salary and fringes of two new positions which were approved and have been included in the budget. Revenues are down due to the discontinuation of the school contract with Tomorrow River as well as reduced flu clinics. Mr. Krogwold questioned how grants are shown which are received later in the year. Ms. Jossie stated the grants are not recognized until the funds are expended.

Mr. Pazdernik questioned if all grants are known. Ms. Jossie stated some are received year to year, which are typically larger grants. There are some smaller grants which are not known if we will receive or not.

The Adult Services Division reflects an increase in expenses due to an increase in salary and fringes. In addition, \$80,000 is expended for injectable medications. The revenues reflect the AODA block grant, user fees for psych services, and youth AODA services.

The Child Protection and Shared Services Division has a 1.1% increase in salary and fringes. A half-time position was moved from the Children and Family Services Division to this division. In addition, a vacant home and financial manager position is being left vacant at this time but has not been eliminated. The increase in the budget is due to the transfer of kinship care from the Children and Family Services Division as well as capacity studies being completed. Revenues also include the kinship care allocation and slight decreases in home and financial manager, retirements, and the transfer of clients to the Community Care of Portage County program.

The Children and Family Services Division will realize a 1.1% increase mainly due to salary and fringes as well as the transfer of kinship. In addition, W2 funds were decreased. The Job Center funding and the refugee expenses were also decreased. Ancillary funding is up slightly due to rental and housing assistance. Revenues also corresponded to the transfer of kinship as well as the W2 funding decrease. Youth AODA services were transferred to the psych services section.

Overall, Community Aids were increased 0.3%. WIMCR funds were adjusted to allow for better alignment with MA funding. CCS funds were anticipated at \$50,000. Hopefully this is a conservative figure since it is not known how much funds will be generated. In addition, a small amount was included for attrition. Overall the regular accounts budget was increased 2.5%.

Sup 11-14 list out all the positions.

Sup 15 reflects a breakdown of the population served by township, village, city, and other.

Sup 16-17 are the programs listed by priority score.

Sup 18 is the tool used to determine the priority score.

Sup 19-21 is the fee schedule. Increases were realized in the psych services unit. In addition the Environmental Health licensing fees are set fees. Currently we are lower than surrounding areas. A two year phase in plan is scheduled to increase the fees to be more uniform.

Ms. Jossie stated HC-A is the High Cost Compliance Report submitted to Finance.

Page HC-B and HC-C are the high cost budget recaps. Residential care includes adult family homes and community based residential facilities. The Department is required to have these homes available for those individuals who are not functionally eligible for Community Care of Portage County. The homes are used for individuals who are not capable of living independently. All placements are made by the courts. The revenues are up slightly due to user fees.

The Inpatient budget is for mental health and AODA inpatient. Overall a 6% increase is anticipated. Expenses are higher due to mental health inpatient costs increased. Revenues are down due to the turn back from state institutions.

The Substitute Care budget reflects expenses increased in foster home, group home, and residential placements as well as treatment foster home placements. Revenues of \$95,000 from Youth Aids are being applied for corrections placements.

The General Assistance budget reflects the changes made in the monthly cap amount for individuals eligible for this program. In addition, this will also impact the revenues as well. A limit on prescriptions is being made in 2007.

Overall the Community Aids applied have remained flat. A 61.7% increase was made overall. Mr. Clark questioned how many individuals are being served in these accounts. Ms. Jossie stated about 100 children, 100 adults, and various individuals through General Assistance. The exact figures are listed on the budget narrative pages.

Ms. Jossie stated page AS-38A is the Portage House compliance report. The tax levy decrease is due to the retirement of the Director. A reserve account is available for this program due to the many variables such as

heating costs, utilities, the need for new furniture such as beds or a sofa.

- B. Review of Administration/Business Budget
- C. Review of Adult Services Budget
- D. Review of Children and Family Services Budget
- E. Review of Public Health Budget
- F. Review of Child Protection and Shared Services Budget
- G. Review of High Cost Budget

All the above areas were presented by Ms. Jossie under the Budget Overview area.

H.. Discussion/Action to Adopt 2007 Fee Schedule

A motion was made by Mr. O'Brien and seconded by Mr. Wynne to adopt the 2007 fee schedule. Motion carried.

I. Discussion/Action to Adopt 2007 Health and Human Services Department Budget and Forward to Finance Committee

A motion was made by Mr. Pazdernik and seconded by Ms. Benz to approve the budget and forward it to the Finance Committee. Motion carried.

IV. PERSONNEL ISSUES

A. Discussion/Action to Authorize Position Refills

A resignation was received by Michele O'Donnell, public health nurse. A motion was made by Mr. Krogwold and seconded by Mr. O'Brien to approve refilling of this position. Motion carried.

V. NEXT MEETING

Mr. Przybelski stated due to a lack of agenda items, the next meeting scheduled for October 10 is canceled. Therefore, the next meeting is October 24, 2006.

VI. ADJOURNMENT

The meeting adjourned at 6:15 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
OCTOBER 24, 2006**

Present

Jeanne Dodge
Richard Bishop
Jim Clark
Sandy Benz
Lonnie Krogwold
Dale O'Brien
Perry Pazdernik
Gerald Wynne, Jr.
Tony Patton
Eric Krszjzaniek

Absent

Dr. Gene Numsen

Also Present: Ray Przybelski, Director; Dawn Grasamkee, Recording Secretary; Jennifer Jossie, Business Manager; Jim Riggenschach, Child Protection and Shared Services Division Coordinator; and Lauri Rockman, Children and Family Services Coordinator.

The meeting was brought to order by Ms. Dodge at 5:00 p.m.

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

A. Approval of Meeting Minutes of October 5, 2006

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

B. Correspondence

Mr. Przybelski stated he received an email from the State stating a change in Chapter 55 regarding elder abuse. The change expands the requirement that adults at risk need to be reported. The agency is currently doing investigation but will now report their findings. In addition, a resolution needs to be completed to formally include this in the agency reporting. The resolution will be brought to the next meeting.

C. Director's Report

Mr. Przybelski stated personnel went to LaCrosse County to view their juvenile justice system. There are only six children in out-of-home placements in LaCrosse County. This does not include Child Protective

Services placements. A software system which stores data and determines level of service indicators is used in LaCrosse. They will give us this software at no charge. Ms. Dodge commented that some programs don't really have the outcomes they state they have. Kathy King has been looking into the outcomes. Ms. Dodge suggested contact be maintained with Kathy King regarding this program.

Mr. Przybelski stated a meeting is tentatively scheduled with the State on Friday regarding the CCS program. Hopefully the application will be approved at that time.

Mr. Przybelski stated the contract for psychiatry services with Ministry has been canceled due to the need for psychiatry time at Ministry. A locum tenens psychiatrist will be helping out 16 hours per week until December. In January, a new contract will be made with Ministry for psychiatry time. Dr. Sullivan will continue to go to the jail and this time has been contracted.

Mr. Przybelski stated a meeting was held today regarding a grant which will look at transportation issues county-wide. It is hoped that a more unified system will be put in place. The grant is for \$20,000 to complete the study. If the grant is received, the study will be completed. The next step would be to implement changes in September. The grant will study all public transportation and the various volunteer drivers throughout various agencies in the county. The hope is to develop a more organized system.

D. Reports from Board Appointed Committees/Activities

Mr. Wynne stated the CCS meeting was canceled. In addition, there are nine men residing at Riverside House. One individual just moved out last week.

Ms. Benz stated the AODA Advocacy Committee is working on the 2007 celebration event and is reviewing programs. The AODA Evaluation team is working on the timeline of tasks to be completed. The AODA Education team participated in the Harvest Fest which was a great success. The Coalition will be participating in the holiday parade. FACT events have been scheduled as well. Work continues on the Business Champions program.

Ms. Benz stated Wally J's Place to Play served 194 children in August, 116 in September, and 91 to date in October.

Mr. Clark reported the AODA Education team provided \$500 to the Boys and Girls Club for their sponsorship of the Battle of the Bands. The bands must perform an anti-alcohol song.

Ms. Dodge reported nine children were reviewed in Permanency Planning. Two girls were reviewed. One is doing good while the other not so good. There are siblings sets which termination of parental rights is being considered.

Ms. Dodge reported she also attended the Legislative Consortium as well as interviews for the vacated Adult Services Coordinator position.

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: Third Quarter Financial Report

Ms. Jossie stated there are no changes regarding the high cost accounts. A \$625,000 deficit is still being projected. Finance is aware of the problem. The balance will be closed against other department surpluses after the reserve has been used.

The regular accounts show a \$10,000 loss in Administration/Business Services. Public Health is on target. Adult Services is projecting a \$40,000 loss primarily due to the loss of clinic time as well as an inability to pay by clients. Child Protection and Shared Services is showing a savings of about \$54,000. The savings is due to child care respite, savings in staff vacancies, and a \$15,000 savings in the children's developmental disabilities budget. Child and Family Services is showing about a \$7,000 loss due to the loss of Youth Aids revenues. Overall a \$25,000 deficit is being projected.

Discussion occurred regarding the fees being charged for services and whether or not they cover the cost of the program. Ms. Jossie stated overall the overhead is not in the budget and that none of the programs "make money." Mr. Clark stated the budget includes funds that are category

specific and can only be used for specific programs. In addition, with out-of-home placements, if the placement is court ordered the department must pay for this placement. Ms. Dodge questioned if an individual is found incompetent and placed in an institution, if the department must pay. Mr. Przybelski stated the State pays for the institutional placement but when the individual is deemed competent and released, then they become the department's responsibility. Ms. Jossie stated the agency has laid off individuals, not filled positions, and has cut programs in order to meet budget guidelines over the years. It is felt that some of these program cuts have caused more problems for individuals which has in turn cost the department more money. Mr. Patton requested a summary of these changes the department has made to be provided to the Board. Ms. Jossie stated in addition, state aids have not increased in years.

B. Discussion/Action to Approve Vouchers

Ms. Jossie reported the vouchers totaled \$271,936.96 for the regular accounts and \$239,229.17 for high cost accounts and include voucher numbers 20060596 for \$62,117.59, 20060598 for \$197,750.41, 20060576 for \$5,750.97, 20060640 for \$4,951.06, 20060622 for \$3,314.18, 20060645 for \$74,395.31, 20060605 for \$2,325, 20060609 for \$782.77. In addition, substitute care for adults and children are also included. Purchases total \$6,280.84. Portage House vouchers total \$1,853.44 for voucher number 20060582 for \$243.17 and 20060643 for \$1,610.27. A motion was made by Mr. Krogwold and seconded by Mr. Bishop to approve the vouchers. Motion carried.

III. PROGRAM ISSUES

A. Discussion/Action: Third Quarter Program Statistics

Ms. Rockman stated the requests for Youth and Family Services are down while the requests for Economic Support are up. Economic Support caseloads continue to increase. A large fraud recoupment was completed in this quarter. Emergency Service referrals once again jumped up in the third quarter. It is believed this may be due, in part, to the start of school and the need for supplies. Detox placements are up a little. Out-of-home placements continue to be high. Mr. Bishop suggested that the So What? Gilfry Services Making a Difference portion be read. They show what difference the department is making.

Mr. Przybelski stated the Division of Health statistics remain status quo. Lyme Disease has increased this quarter which is the same as it did last year. There is a short supply of available flu vaccine. The vaccine is available in enough quantity but the distribution of the vaccine is causing the short supply problems.

Mr. Przybelski reported Adult Services showed a drop in referrals. This is a summer time trend. Jail client decreased but the number of contacts increased. The no show in the clinic is below the 25% average. A correction in the Division Initiatives should be that the staff replacement has not yet been completed.

Mr. Riggerbach stated a change was done in the counting of intakes. The number now reflects the true amount of actual contacts. Reports of child abuse/neglect are up but investigations are down. Five children were placed in out-of-home placements this quarter. Two new foster homes were added. The Children with Special Needs and Support Services section name was changed to Special Needs Programs.

Ms. Jossie stated back billing for August for the crisis facility was completed. Cash received is up due to Medicaid and Medicare payments for prescriptions. The budget was completed this quarter. In addition CCS billing and data collection is being developed. The bugs were worked out of the third party claims system as well.

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

B. Discussion/Update: Out-of-Home Placements

Mr. Riggerbach stated three placements were made since September. A two month old child was left with a sitter and the mother never returned. A 2½ year old with a diagnosis of PKU requiring a very strict diet was placed when the mother and grandmother both demonstrated an inability to follow the diet restrictions. A 15 year old was placed due to delinquency problems. Three children were returned home. Two were younger children and conditions for their return home were met. A teenage female had improved mental health and was returned home.

C. Discussion/Update: Empty Bowls

Ms. Rockman distributed the Empty Bowls program. There were 904 people in attendance. \$19,000 was raised. A prevention award named for Pat Cassidy was developed. \$2,300 is in memorium of Pat. 1,100 bowls were painted during pottery events. Grants will be awarded for the funds raised.

IV. PERSONNEL ISSUES

A. Discussion/Action to Authorize Position Refills

Mr. Przybelski stated that Elaine Wrone, an HSS2 Social Worker in the Adult Protective Services Section, will be retiring. This position will need to be refilled. A motion was made by Mr. Clark and seconded by Ms. Benz to approve the position refill. Motion carried.

V. NEXT MEETING

Mr. Przybelski stated due to the County Board meeting on November 14, the next meeting will be on November 28, 2006.

VI. ADJOURNMENT

The meeting adjourned at 6:30 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
NOVEMBER 28, 2006**

Present

Jeanne Dodge
Richard Bishop
Jim Clark
Sandy Benz
Lonnie Krogwold
Dale O'Brien
Perry Pazdernik
Gerald Wynne, Jr.
Tony Patton

Excused

Eric Krszjzaniek

Absent

Dr. Gene Numsen

Also Present: Ray Przybelski, Director; Dawn Grasamkee, Recording Secretary; Jennifer Jossie, Business Manager; Jim Riggenbach, Child Protection and Shared Services Division Coordinator; Amy Trzinski, Adult Services Coordinator; and Phil Idsvoog, County Board Chairperson.

The meeting was brought to order by Ms. Dodge at 5:00 p.m.

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

A. Approval of Meeting Minutes of October 24, 2006

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

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski stated that the contract with Community Care of Portage County (CCPC) for home and financial management services will not be renewed. CCPC has found someone else to provide these services for their clients at a lower cost. Only \$10,000 was budgeted in 2007.

Mr. Przybelski invited the Board to the retirement party for Elaine Wrone to be held on November 30 at Clark Place at 4:30 p.m.

Mr. Przybelski reported Almond/Bancroft School called and requested a meeting to talk about issues with our Department and the Portage County Sheriff's Department. This was an opportunity to talk about other services the Department can offer the school in addition to nursing services. Other services include crisis intervention, counseling, etc. A meeting will be held with the other small school districts to inform them of the other services available to them as well.

Mr. Przybelski introduced Amy Trzinski the new Adult Services Coordinator. Ms. Trzinski provided the Board with a brief history of her background and experience.

D. Reports from Board Appointed Committees/Activities

Mr. Bishop reported on the Hunger and Poverty Prevention Partnership. Empty Bowls raised \$19,000. The Pat Cassidy Memorial was established. The United Way presented different ways to distribute funds to various requests. Grants of \$12,000 were approved. There was \$18,750 requested in grants this year. The quarterly report was given.

Ms. Benz stated the AODA Coalition met. Awards were given. Updates on the various teams were given. Campaign ideas for 2007 were discussed. The Business Champions program was started. This will draw more businesses into the Coalition.

Ms. Benz stated the AODA Executive Committee met for a day retreat at the Central Wisconsin Environmental Station. They worked on the purpose and mission of the Coalition.

Ms. Benz reported the Community Planning Council held its Community Circle Awards banquet. Over 80 people attended this event. Ms. Benz read off a thank you note from Mary Patoka regarding the Community Circle Awards.

Ms. Benz reported the AODA Education Committee met. Compliance checks were completed throughout the county at various establishments.

Ms. Benz stated Wally J's Place to Play served 116 in September, 111 in October, and 108 to date in November.

Ms. Dodge attended the Legislative Consortium meeting. Child welfare issues were discussed. There is support statewide on raising the clothing allowance for foster children. Organizations on the state level regarding child issues are being formed to help streamline procedures and cut down on the paperwork currently being required for social workers to complete

Ms. Dodge stated four children were reviewed in Permanency Planning. One child is doing good and was moved to regular foster care.

Mr. Wynne attended the Community Services Coordination meeting with the State. The application process is being finalized and will be sent to the State this week. An annual meeting will be held in Madison to review consumer rights and the grievance process.

- 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/Update: Summary of Health and Human Services Cutbacks 2002-2007

Mr. Przybelski stated these are the highlights of various things the Department has done through the past five years to help reduce the budget. Ms. Dodge suggested this information be presented to the County Board. Mr. Bishop suggested this information be presented again in December next year with any new reductions or changes done. It should be kept up to date and presented at the end of each year with any new changes/reductions.

- B. Discussion/Action to Approve Vouchers

Ms. Jossie reported the vouchers are for three runs and totaled \$455,302.69 for the regular accounts and \$190,823.15 for high cost accounts and include voucher numbers 20060733 for \$152,381.38, 20060732 for \$26,191.77, 20060738 for \$29.85, 20060720 for \$5,233.47, 20060674 for \$3,522, 20060703 for \$112,982.89, 20060702 for \$6,269.21, 20060695 for \$1,242.13, 20060649 for \$7,002.92, 20060656 for \$28,263.36, 20060655 for \$138,868.62. In addition, substitute care for adults and children are also

included. Purchases total \$2,689.16. Portage House vouchers total \$2,268 for voucher number 20060650 for \$324.20, 20060707 for \$1,652.69, and 20060723 for \$291.11. A motion was made by Mr. Bishop and seconded by Mr. Patton to approve the vouchers. Motion carried.

III. PROGRAM ISSUES

A. Discussion/Action: Resolution Regarding Creation of Comprehensive Community Services Coordination Committee

Mr. Przybelski stated this resolution is to establish the Comprehensive Community Services Coordination Committee. The Committee has already been established but a resolution is required to pay members per diem for attending these meetings. The resolution also identifies who is on the Committee. If a replacement is needed to this Committee, the Health and Human Services Board will have the authority to approve the replacement. Mr. Idsvoog commented this resolution is required by state statutes. A motion was made by Mr. Clark and seconded by Mr. Bishop to approve the resolution. Motion carried.

B. Discussion/Action: Resolution for Designating Elder Adult At-Risk and Adult At-Risk Agencies

Mr. Przybelski stated due to Wisconsin Act 388 an adult at-risk reporting system needs to be established. The Department has always completed these investigations. Now results must be sent to the state. Mr. Krogwold questioned if this reporting will entail additional work. Mr. Przybelski stated the work was already being done but now a report will be sent electronically to the State. A motion was made by Mr. Clark and seconded by Mr. Bishop to approve the resolution. Motion carried.

Ms. Dodge stated a resolution was adopted on the clothing allowance increase for child welfare. Waushara County forwarded their resolution to their County Board. Ms. Dodge was questioning if this county should do the same. Mr. Idsvoog stated this should be saved for the January meeting of the County Board.

C. Discussion/Update: Out of Home Placements

Mr. Riggerbach stated three children were placed and three children were returned homed. The new placements consist of two juvenile justice placements and one child protection placement. Mr. Riggerbach provided a

brief description of the reasons each child was placed. Currently there are 36 children in foster care, nine in treatment foster care, three in group homes, and seven in corrections.

Mr. Krogwold voiced concerns regarding tracking individuals who were served by the Right From the Start programs such as Healthy Beginnings. Mr. Riggensbach stated the Parent to Parent program provided a list of their clients for the past year. Unfortunately not all programs are providing a list regularly.

Mr. Pazdemik questioned if a meeting was held on the LaCrosse County substitute care program yet. Mr. Przybelski stated a meeting is scheduled for tomorrow. Alternatives we can use and what parts of the program would fit here will be looked at. In addition, the risk a child involved in juvenile delinquency may have for out-of-home placement will be looked at as well.

IV. PERSONNEL ISSUES

A. Discussion/Action to Authorize Position Refills

Mr. Przybelski stated an Economic Support worker has taken a position with CCPC. A request to refill this position with a bilingual Spanish speaking individual is being requested. A motion was made by Mr. Bishop and seconded by Mr. O'Brien to approve the request. Motion carried.

Mr. Przybelski stated Steve Pray will be retiring as a Mental Health Clinician. A request to refill this position with the same duties is being requested. A motion was made by Mr. Krogwold and seconded by Mr. Pazdemik to approve the request. Motion carried.

V. NEXT MEETING

The next meeting will be on December 12.

VI. ADJOURNMENT

The meeting adjourned at 6:00 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
DECEMBER 12, 2006**

Present

Jeanne Dodge
Eric Krszjzaniek
Richard Bishop
Jim Clark
Sandy Benz
Lonnie Krogwold
Dale O'Brien
Dr. Gene Numsen
Perry Pazdernik
Gerald Wynne, Jr.
Tony Patton

Also Present: Ray Przybelski, Director; Dawn Grasamkee, Recording Secretary; Jennifer Jossie, Business Manager; David Pagel, Economic Support Supervisor; and Perry Ackeret, AODA Coordinator.

The meeting was brought to order by Ms. Dodge at 5:00 p.m.

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

A. Approval of Meeting Minutes of November 28, 2006

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

B. Correspondence

Mr. Przybelski passed around a Christmas greetings for the Board to sign which will then be given to all staff.

C. Director's Report

Mr. Przybelski reported due to a change in the health insurance, the Department budget will be starting 2007 with a \$51,000 deficit. The change in the health insurance was just told to all the Departments in the County so all the Departments will be starting 2007 with a deficit due to the health insurance.

Mr. Przybelski stated the process to refill positions is being studied. It is unclear if refills should go through the County Executive or through Personnel. This is also true for reclassifications. The procedure for new position requests are still being looked at as well. It is anticipated the study will take about two months to complete. At this point there is no clear definition of what will occur for refills, reclassifications, or new positions.

Mr. Przybelski updated the Board on the juvenile justice redesign. There is a group of stakeholders that are looking at what we need to "attack" first to reduce out-of-home placements for corrections. LaCrosse County is willing to supply us with this software. This software is also compatible with other assessment tools used as well as the youth LSI. Budget figures were gathered as well. The Department is looking at installing the software. It is anticipated an LTE may be needed to input the data but the social workers will be completing the screening tool. After data is inputted and gathered, options will be looked at. It is anticipated it may take 6-12 months if not longer to come up with various options to reduce out-of-home placements. It is also anticipated it may take 2-3 years before any programming is implemented. Mr. Krogwold asked how much the program costs. Mr. Przybelski reported currently in LaCrosse County \$252,000 is budgeted with \$100,000 from a juvenile justice grant. The total cost is currently \$52,000. Mr. Krogwold stated this could be a capital project. In addition, Mr. Przybelski stated programming could tap into the juvenile detention center as well. Day reporting for children is one way to help keep the juveniles' time structured throughout the day and early evening hours. Currently LaCrosse County only has four children in out-of-home placement for correction purposes. LaCrosse County is twice as big as Portage County.

D. Reports from Board Appointed Committees/Activities

Ms. Benz reported the AODA Education committee met to review the 2007 campaign, speakers bureau, and Business Champions.

Ms. Benz reported the Community Planning Council awarded groups for their work with Hurricane Katrina victims. They also reviewed the health care report.

Ms. Benz stated Wally J's served 111 children in October, 124 in November, and 35 to date in December.

Mr. Wynne reported there are currently 10 individuals at Riverside House. Riverside House turned one year old in November and so far has been doing great.

Ms. Dodge reported she attended the Community Circle Awards as an observer. In addition she met with juvenile justice staff as well.

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

There were no members of the public present.

II. FISCAL ISSUES

A. Discussion/Action to Approve Vouchers

Ms. Jossie stated the vouchers total \$111,124.04 for regular accounts and \$177,706.67 for high cost accounts. They include voucher number 20060774 for \$84,991.79, voucher number 20060773 for \$36,246.52, voucher number 20060779 for \$650, voucher number 20060746 for \$3,148.48, and voucher number 20060747 for \$352. Substitute care for children and adults is also included. Purchases of \$311.22 are included as well. Portage House vouchers total \$290.81 for voucher number 20060775. A motion was made by Ms. Benz and seconded by Mr. Bishop to approve the vouchers. Motion carried.

III. PROGRAM ISSUES

A. Discussion/Action: Fraud Pilot Program for 2007

Mr. Pagel informed the Board the State is changing the way the fraud program is done. Allocations were given to counties to operate the fraud program but some counties were not efficient in producing results. Portage County has a consortium with Wood County to complete the fraud program. In 2006, \$51,714 was received to do the program. The claims totaled \$139,463 in savings. The State will now require a more stringent reporting system and will reallocate funding as well. This new program will be piloted in 2007 before being implemented in 2008. Currently, Milwaukee and Dane County will pilot the new program. Portage and Wood Counties would like to pilot the new system as well. It is felt that it would be better to pilot the new

system to be in at the beginning rather than having to implement all the changes at a later date.

Mr. Pagel also informed the Board the acronym HODAP stands for Housing Organization and Direct Assistance Program.

B. Discussion/Action: Resolution for Foster Care Clothing Allowance

Mr. Przybelski stated this resolution was discussed at the last meeting. The resolution is simply in support of increasing the clothing allowance for foster care children. If approved, the resolution will go to the County Board in January. A motion was made by Mr. Clark and seconded by Mr. Bishop to approve the resolution and forward it to the County Board in January. Motion carried.

C. Discussion/Update: Operating While Intoxicated Program

Mr. Ackeret provided the Board with a brief background of his work in the AODA program. The AODA Assessor position was moved into the Gilfry building in 2003. The court orders individuals to contact us within 72 hours of receiving an OWI. The assessment does not need to be done within 72 hours, but contact to set up the assessment must be done within that timeframe. Individuals are required to bring the police report, as well as a significant other, parent, family member, or close friend to the assessment. Their history is gathered through interview with the individual and the person they brought with them. About 70% of individuals sent for assessment don't have a significant problem with alcohol or other drugs and are sent to group dynamics at Midstate Technical College for 24 hours of education. The assessment costs \$210. A first offense OWI costs about \$3,000. If an individual is determined to be dependent, possibly dependent, or to use alcohol or drugs irresponsibly, they can be sent to individual counseling or more intense treatment. A new software program now allows reporting information to be sent electronically. Currently there are four breathalyzers located in various taverns in the county for individuals to check their blood alcohol content. The information being gleaned from having those machines in the taverns have found that individuals were not aware their blood alcohol level was that high and therefore opted not to drive home.

IV. PERSONNEL ISSUES

A. Discussion/Action to Authorize Position Refills

Mr. Przybelski stated there are two position refills. Both of these are a result of existing staff filling vacated positions. The first is for an HSS1 Community Health Nurse. Cyndi DeSteffen has accepted the vacated Community Health Nurse position. This will now leave Cyndi's previous position vacant. In addition, Barb Saddison has filled the vacated Adult Protective Services position. Barb's previous position was a half time Adult Protective Services and half time crisis worker. This position will now be vacant. A motion was made by Mr. Patton and seconded by Mr. Pazdernik to approve refilling these two positions. Motion carried.

B. Discussion/Action to Approve LTE for Garrett Lee Smith Suicide Prevention Grant

Mr. Przybelski stated the agency has received a \$43,000 grant regarding suicide prevention. This is a three year grant. An LTE is being requested to complete these duties. It is anticipated the position will be 8-10 hours per week. The position will coordinate with the department, schools, and community agencies to increase awareness of youth suicide and implement strategies to help prevent suicides in the community. If the grant discontinues, the position will be discontinued as well. A motion was made by Mr. Patton and seconded by Mr. O'Brien to approve the request. Motion carried.

V. NEXT MEETING

The next meeting will be on January 9, 2007.

VI. ADJOURNMENT

The meeting adjourned at 6:10 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P