

**MINUTES  
HEALTH AND HUMAN SERVICES BOARD MEETING  
JANUARY 9, 2007**

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; Susan Dolski, Children with Special Needs Supervisor; Jim Riggerbach, Child Protection and Shared Services Coordinator; Deb Pierce-Johnson, Social Worker; and Phil Idsvoog, County Board Chair.

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 December 12, 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 a letter from the Northern Area on Aging regarding the elder abuse grant. There are surplus funds available. Portage County will receive an additional \$2,000 with a possibility of receiving more funds as well.

Ms. Dodge reported she received a letter from the United Way asking county officials to consider more meaningful community service projects for teens.

C. Director's Report

Mr. Przybelski stated Wood County has withdrawn from the Child Welfare Consortium with Marathon and Portage Counties. Their reasoning was they feel it is too time consuming at this time and will be focusing their efforts on training.

Mr. Przybelski reported there is a small time conflict with the January 23 meeting. Mr. Przybelski asked if the Board meeting could start at 4:30 p.m. to alleviate the conflict. The Board was in agreement of starting at 4:30 p.m. for this meeting.

Ms. Dodge stated the Space and Properties Committee received a request to expand Portage House for two additional beds. The expansion would not be a physical expansion but rather a reorganization in the home to make room for two additional beds. This would in turn reduce the bed cost per day and funds saved could then be used on additional programming. Ms. Dodge suggested a tour of Portage House be made by the Board at a future meeting.

D. Reports from Board Appointed Committees/Activities

Mr. Clark reported he attended the Community Planning Council meeting on December 27. Woodlands Church held a round-up designed to attract people in need of services. This was attended by about 200 people. It was held for four hours. Mr. Clark suggested the Department participate in the next community event to make people aware of the services provided by the agency. This community event had various other areas to inform individuals of services available which included such things as hair dressing, nail care, doctors, dental care, etc.

Ms. Benz attended the AODA Advocacy Committee meeting. The mid-winter celebration event will be held on February 21. Work continues on the Business Champions which is to help solicit various businesses to participate on the AODA Coalition.

Ms. Benz stated participation numbers for Wally J's Place to Play were not available for this meeting.

Mr. Wynne reported he attended the Family Support Program Committee meeting. There are currently 56 children on the waiting list. Funds are limited and families can receive up to \$1,500 per year. Satisfaction survey results were also presented.

Ms. Dodge attended the Permanency Plan Reviews which were held on two days. One female child is up for adoption since her mother has passed away and the father is unnamed. Another female child was adopted and has been moved to a foster home. Two male children are exhibiting aggressive and physical outbursts problems. One male child who has been unmanageable in the past is improving. Another male teen is a potential candidate for adoption as well. In addition, there is another male teen in foster care in Wood County but unfortunately is being influenced in his behaviors by other children at school.

- 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 are for 2006 and total \$300,268.15 for regular accounts and \$220,716.87 for high cost accounts. They include voucher number 20060800 for \$200,124.82, voucher number 20060779 for \$33,885.63, voucher number 20060789 for \$2,991.99, voucher number 20070027 for \$51,984.90, voucher number 20070026 for \$36,463.27, voucher number 20070007 for \$1,306,81, and voucher number 20070032 for \$30,449.27. Substitute care children and adults are also included. Purchases of \$4,036.59 are included as well. Portage House vouchers include voucher number 20070016 for \$265.69 and voucher number 20060801 for \$1,696.58. In addition are purchases of \$16.03. A motion was made by Mr. Bishop and seconded by Ms. Benz to approve the vouchers. Motion carried.

III. PROGRAM ISSUES

A. Discussion/Update: Services for Developmentally Disabled Children

Ms. Dolski stated the Special Needs Section provides services for infants and children under age 18 who are developmentally or physically disabled. The Birth to Three program works with children ages 0-3. Evaluations and testing instruments are utilized to determine if a child has a 25% developmental delay in any of the areas. If they do, they are eligible for the program. A functional screen is followed which was developed by the State. The social worker will then work with medical professionals, schools, public health, WIC, and various other service providers to assist the family in services they may be eligible for. Once the child reaches the age of 3, the social worker will assist the family with transition planning to move the child into the next level of services. This is also done once the child reaches the age of 18 to help them transition into adult programs. The Section also now provides Intensive Autism Services. This was previously done by the State but counties were asked to take it over in January 2004. Services are fully funded. Intensive services can include 35 hours per week of one to one therapy prior to three years of age. After age 3, services are dropped to 10 hours per week.

Ms. Dolski stated there are various funding sources available which include Family Support Program, Community Options Program, Community Integration Program, and Children's Long Term Support program funds.

Mr. Przybelski stated the rules and regulations for each of these programs are very complicated. Mr. Riggerbach stated in addition, tracking the financial funds is complicated as well as families can move from one funding source to another. Ms. Dodge questioned if Birth to Three Services is the same as the program offered through UW-Extension. Mr. Riggerbach stated the program at the UW-Extension is Healthy Families. This is a program for first time parents. The Birth to Three Program is strictly for children with developmental delays.

B. Discussion/Update: Out of Home Placements

Mr. Riggerbach reported only two children were placed overnight until their grandmother could arrive to take charge of them since the last report. Four children were returned home. One is a four year old girl who was placed with her father as he completed meeting court ordered conditions. Two termination of parental rights were completed and the children were adopted

by the foster parents. Another is a 16 year old male who was returned home and is now in a private facility being paid for by his parents. As of 12/31/06 there are 34 children in regular foster care, 10 in treatment foster care, three in group care, seven in residential care, and five in corrections. Mr. Wynne questioned how long it takes for an adoption to take place once a termination of parental rights is completed. Mr. Riegenbach stated the adoption process can take about six months to complete.

C. Discussion/Action: Use of Waiver/County Funding for Home Modification Policy

D. Discussion/Action: Use of Waiver/County Funding for Vehicle Modifications

Mr. Przybelski stated these two policies were set up due to the fiscal implications they could cause if no policy was in place.

Ms. Pierce-Johnson stated an example is a family requests a home modification of a ramp being built. The first ramp would be built at a cost of \$4,000. Then if the family should move, they could request another ramp being built, and so on. If there is no policy in place, the county could end up constantly building new ramps each time a family moves. The policy would state that the family would have to pay the first \$4,000 for a new ramp and the county would pick up the difference or they could move the old one. In addition, the same situation could occur with vehicle modifications. Mr. Patton questioned if the Corporation Counsel has reviewed these policies. Mr. Przybelski stated typically they are not asked to look at internal policies. There are funds available for these modifications from the State but there is a waiting list for these funds. A motion was made by Mr. Krogwold and seconded by Mr. Wynne to approve both policies. Motion carried.

IV. PERSONNEL ISSUES

A. Discussion/Action to Authorize Position Refills

Mr. Przybelski stated Miriam Carrizosa has resigned her Spanish speaking WIC Clerk position to take the vacated Economic Support bilingual position. As such the WIC Clerk position needs to be refilled. A motion was made by Mr. Clark and seconded by Mr. Bishop to approve refilling the 20 hour per week Spanish speaking WIC Clerk position. Motion carried.

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V. NEXT MEETING

The next meeting will be on January 23, 2007, at 4:30 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  
JANUARY 23, 2007**

**Present**

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

**Absent:**

Tony Patton  
Dr. Gene Numsen

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

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

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

**A. Approval of Meeting Minutes of January 9, 2007**

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

**B. Correspondence**

Mr. Przybelski stated he received a letter from the DHFS office in Rhinelander regarding the follow-up on our FoodShare program. There were three positive remarks regarding our Best Practices. These included being open in the evenings on Monday and Tuesday for client accessibility to workers, taking an active role in collaboration, and our exemplary work with our bilingual services. There were no negatives reported.

**C. Director's Report**

Mr. Przybelski stated our next Board meeting will have a thorough update on our juvenile justice redesign.

Mr. Przybelski handed out information on an article in the Milwaukee Journal regarding 49% of uninsured children who are eligible for Medicaid but are not enrolled.

**D. Reports from Board Appointed Committees/Activities**

Mr. Wynne stated he attended the Comprehensive Coordinating team meeting. The process for membership is being developed. In addition the assessment and plan are being implemented. The team is also looking at the Board bylaws and will be implementing some of these bylaws. In addition, per diem for committee members is being researched as well.

Ms. Benz attended the AODA Education and Awareness meeting. The Business Champions program was reviewed. Currently, TravelGuard, the Noel Group, Skyward, Construcks, Okray Family Farms, Rockman's Catering, Pioneer Bank, and Ministry Medical Group have joined the Coalition as business participants. Representation of the Coalition will be done at the Business Expo. The Coalition is also working with the social norms project at SPASH.

Ms. Benz also attended the AODA Advocacy meeting. The mid-winter celebration is scheduled for February 21. Ms. Benz reported the AODA Evaluation team is working on project sheets and looking at survey results.

Ms. Benz stated Wally J's Place to Play served 78 children in December and have served 120 to date in January.

Ms. Dodge stated she attended two days of permanency planning. One child will be turning 18 and will be transitioning out of foster care. In another case, the parents were given six months to complete their court commitments before the child is returned home. A sibling set was also reviewed. The mother is currently in prison but does have some potential to have the children returned to her when she is released. Another child is a 17 year old male who will be out of foster care when he turns 18. A young teenage female has expressed a desire for her mother's parental rights to be terminated and she may be adopted by the foster family. A 15 year old girl with intense problems has recently reunited with her father and may be going to live with him.

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 \$167,586.12 for regular accounts and \$35,144.31 for high cost accounts. They include voucher number 20060815 for \$5,226.99, voucher number 20070054 for \$147,531.90, and voucher number 20070052 for \$49,971.54. Purchases of \$4,872.66 are included as well. Portage House vouchers include voucher number 20070044 for \$1,239.17 and pre-authorized purchases for \$287.76. A motion was made by Mr. Krogwold and seconded by Mr. Krszjanek to approve the vouchers. Motion carried.

III. PROGRAM ISSUES

A. Discussion/Action: Fourth Quarter Program Statistics

Ms. Rockman reported the requests for Youth and Family Services are up, but a decrease has occurred in substitute care placements. The Economic Support caseload continues to rise. Emergency Services requests continue to show a trend to be high in the third quarter for unknown reasons. The LIFE report is being processed in partnership with the United Way. When the report is completed, a copy will be shared with the Board. The Hunger Prevention Partnership has been expanded to include poverty. This meeting is held quarterly. Grants were given to various hunger prevention causes in the community as a result of the funds raised from Empty Bowls. Our contract with Ministry Behavioral Health has been finalized to focus on offenders and to incorporate a Cognitive Behavioral Therapy service.

Ms. Tetzloff stated there were no outstanding statistics for this quarter. Over the Christmas holiday a norovirus was discovered at the Stevens Point Care Center. The staff was very cooperative in dealing with this situation. Ms. Tetzloff stated flu clinics will not be held in 2007. The reason is that it is getting harder to obtain the vaccine and the cost is rising. In addition, there are various flu clinics in the community held by other companies that are

providing vaccines. If there is a shortage in vaccine, then the Health Department will step in to make sure those at high risk are vaccinated first.

Ms. Trzinski reported emergency detentions were the second highest in three years during this quarter. No shows are down. There has been one individual placed at Mendota for about a year. Alternative placement is being looked at for him currently.

Mr. Riggerbach stated the total intake contacts count has been changed to reflect the true number of public contacts. Supervised visits being conducted by home and financial manager are only being done for CPS cases. Family court visitations were handled by Children's Service Society. Children's Service Society has now discontinued this service. There is no time by the Home and Financial Managers to do this service so other providers will need to be found.

Ms. Jossie reported the open balance increase is due to the flu vaccines. Cash received is up from the third quarter.

#### IV. PERSONNEL ISSUES

##### A. Discussion/Action to Authorize Position Refills

There were no position refill requests.

#### V. NEXT MEETING

The next meeting will be on February 13, 2007, at 5:00 p.m.

#### VI. ADJOURNMENT

The meeting adjourned at 5:15 p.m.

Submitted by:

Dawn Grasamkee  
Recording Secretary

0599P

**MINUTES  
HEALTH AND HUMAN SERVICES BOARD MEETING  
FEBRUARY 13, 2007**

Present

Absent:

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

Also Present: Ray Przybelski, Director; Dawn Grasamkee, Recording Secretary; Jennifer Jossie, Business Manager; Jim Riggerbach, Child Protection and Shared Services Coordinator; Lauri Rockman, Children and Family Services Coordinator; Faye Tetzloff, Health Officer; and Jerry Koepfel, 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 January 23, 2007

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

B. Correspondence

Mr. Przybelski stated on January 29 the Governor announced the creation of the Department of Children and Family Services. The Department of Health and Family Services no longer exists. The health portion will be handled by the renamed Department of Health Services. The new Departments will become active in July 2008.

Mr. Przybelski stated on February 12 there was a bill on the federal Senate floor regarding mental health parity. The bill states businesses of over 50 people with mental health benefits must have a parity. This bill will affect Portage County as well as other insurance plans.

C. Director's Report

Mr. Przybelski stated there will be a site visit on February 20 by the state to review our CCS process. Hopefully we will be certified and then we can begin charging back to the State on these services.

Mr. Przybelski stated the foster care ad campaign had three separate corporate sponsors who have all backed out at this time. The county consortium funds are used to run these ads. With the loss of the corporate sponsors, the ads will continue to run but not as often.

Mr. Przybelski informed the Board with the changes occurring in the Maintenance Department it will affect our building. The interim Maintenance Department head is the person who worked in our building. As such, his duties now require him to be gone from our building. He will still be in the building in the morning and periodically throughout the day. In turn this will cause some delays in getting things done at the building.

Mr. Przybelski stated there are three bills in the state legislature regarding Health Care Reform. A public meeting is scheduled for February 22 at 7:00 p.m. at the Sentry Auditorium. Both Rep. Molepske and Senator Lassa will be present. This meeting is informational only.

D. Reports from Board Appointed Committees/Activities

Mr. Wynne reported he attended a CCS meeting in Madison. They reviewed and revised the 2007 rate sheet. In addition, financial policies and procedures were reviewed.

Mr. Clark attended the Community Planning Council meeting. Jim Vang gave a review on how Hmong individuals become a citizen. Ms. Benz stated 90% of the Hmong population have their green card and are employed. Mary Ann Krems reported Pastor Hoffman will be taking a group back to Ocean Springs. Instead of taking needed items, they will be soliciting cash donations and will purchase the needed items down there for distribution. Ms. Benz stated the four year kindergarten program will be presented at the School Board on February 26.

Ms. Benz attended the AODA Advocacy meeting. Final plans are being worked on for the Mid-Winter Celebration.

Ms. Benz stated 122 children were served in January and 60 to date in February at Wally J's Place to Play.

Mr. Bishop stated he will be attending the Hunger and Poverty Prevention Partnership meeting on February 21 at noon.

Ms. Dodge reported she attended a workshop put together by Kathy King. Brad Boge gave a presentation on intervention programs to help transform juvenile justice and relating to recidivism in the jail. The system will help to identify at-risk individuals and target those individuals that would benefit most from programming.

- 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 \$94,213.52 for regular accounts and \$203,689.43 for high cost accounts. They include voucher number 20070089 for \$112,884.12, voucher number 20070088 for \$9,287.42, and voucher number 20070066 for \$1,229.45 as well as pre-authorized purchases of \$565.82. Substitute care payments of \$50,372.66 for adults and \$123,563.48 for children are also included. Purchases of \$2,920.79 are included as well. Portage House vouchers include voucher number 20070071 for \$494.71. Mr. Krogwold questioned the purchase of stickers and bandages. Ms. Tetzloff stated this is to restock the supply in the clinic area. A motion was made by Mr. Patton and seconded by Mr. Krogwold to approve the vouchers. Motion carried.

## III. PROGRAM ISSUES

### A. Discussion/Update: Tobacco Tax Update

Mr. Patton questioned the new immunization that is coming. Ms. Tetzloff stated this is to prevent cervical cancer in women. No injections will be received until the federal government has negotiated with the distributors.

Ms. Tetzloff distributed information on the tobacco tax. Healthy People Portage County is strongly in favor of the proposed tax increase. The purpose for the increase is to decrease and prevent youth smoking. The funds raised will be used for prevention efforts, to assist people in quitting, and to prevent youth from starting to smoke. Mr. Patton questioned if funds would be given to law enforcement to help them enforce the underage smoking law as well. Ms. Tetzloff stated this has not been brought up as of yet.

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

Mr. Riggerbach stated three young children were placed for 11 days, the situation was resolved and they were returned home. One individual aged out of foster placement. There were savings utilized by moving individuals from residential facilities to Level II foster homes. One 12 year old was moved from a treatment foster placement to a Level II foster home as well. As of January there were 36 children in foster care, nine in treatment foster care, three in group care, eight in residential care, and six in corrections.

C. Discussion/Update: Juvenile Justice Redesign

Ms. Rockman stated research based information has become available on juvenile justice. Currently there is no data system or assessment piece used. LaCrosse County has reduced their juvenile justice placements from over 30 in past years to just four. They are using an assessment tool directed toward at-risk youth. These youth are then reassessed every six months. In addition there are community based resources such as a day report center. A meeting was held with the judges to review the redesign. They all liked the proposed changes. The day report center would be open from after school until 8:00 p.m. In addition a meeting was held with the school district to provide a teacher for those students who are suspended from school. A grant is available and will be applied for. There are currently no figures available for the redesign since planning is still going on. A day report center would provide more structure. In addition, the assessment tool would provide more data.

Mr. Przybelski stated Judge Finn recently sat on the bench in Marathon County for truancy issues. The fine for truancy is hundreds of dollars or to attend programming. Portage County only has a \$50 fine for truancy.

Mr. Wynne questioned if other activities besides school work would be offered at the day report center. He gave the example of learning to kayak and then be rewarded with a kayak trip after the learning is completed. Ms. Rockman stated she believed other activities would be available as well.

IV. PERSONNEL ISSUES

A. Discussion/Action to Authorize Position Refills

There were no position refill requests.

Mr. Przybelski stated there is a request for a LTE in the WIC Department for a Fit Families Counselor. This position would provide nutrition services to enrolled children to help prevent obesity. The position would be a three year LTE and is funded by a grant. Portage County received one of six grants in the State to provide this service. A motion was made by Mr. O'Brien and seconded by Mr. Wynne to approve the request. Motion carried.

V. NEXT MEETING

The next meeting will be on February 27, 2007, 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  
FEBRUARY 27, 2007**

Present

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

Excused:

Eric Krszjzaniek

Also Present: Ray Przybelski, Director; Dawn Grasamkee, Recording Secretary; and Amy Trzinski, Adult 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 February 13, 2007

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

B. Correspondence

Mr. Przybelski stated he received a letter from the State regarding Youth Aids. An additional \$4,536 will be received for Youth Aids. This will reduce our deficit to \$137,304.

Mr. Przybelski stated a Veterans Suicide Prevention presentation will be held on March 1 at the Zablocki Center in Milwaukee.

C. Director's Report

Mr. Przybelski stated a training was held by emergency management regarding dealing with the media during an emergency. The training taught who will deal with the media, how to deal with the media, and what information to share without causing a panic.

Mr. Przybelski reported the annual report will hopefully be completed in May. The report will be a little longer and will include goals and objectives of the various programs.

Mr. Przybelski state the juvenile justice grant written with the Stevens Point School District will be going out tomorrow.

D. Reports from Board Appointed Committees/Activities

Mr. Wynne reported he attended the CCS quarterly meeting. Discussion occurred on how to develop and retain members. One-third of the base must be consumers.

Mr. Bishop reported on the Hunger Prevention Partnership. Space for the meeting was discussed. The group is quite large. The 2007 budget was reviewed. The Pat Cassidy Memorial Fund was also discussed. Three different ideas were brought forward: one is a scholarship which would be added to annually from Empty Bowls, another is to rebuild the kitchen in the Boys and Girls Club in Pat's name, and the third is to purchase shelving for a community food center. The committee recommended the scholarship. Fourth quarter 2006 indicators were presented. The Aging and Disability Resource Center received a \$16,000 grant to look at supplemental transportation and how to improve transportation to Portage County residents. The County added \$4,000 to this grant. Mr. Wynne questioned how this transportation service would work. Mr. Bishop stated if someone needed to get to Plover, they would call the dispatcher in Portage County and transportation would be provided at no charge. The grant is actually to do a study to see where there are gaps and needs. Mr. Krogwold voiced concerns about using Empty Bowls funds raised for a scholarship. He was under the impression that Empty Bowls funds were to work on hunger prevention. Mr. Bishop will check into this further.

Ms. Benz reported the AODA education committee has completed its test marketing. Results will be presented at a future meeting. The AODA Coalition will participate in the Business Expo. Eight businesses have joined the Business Champions program. The Mid-Winter Celebration event was held.

Ms. Benz reported 121 children were served in February at Wally J's Place to Play.

Mr. Wynne reported the AODA Coalition held its quarterly meeting. Breathalyzers have been placed in various locations in the community. Of the 80% of those who tested and failed, 70% of them used other transportation to get home rather than driving.

Ms. Dodge reported she attended the permanency planning reviews. Five children were reviewed. One child will be going home to the father's home. Another child is doing well and is being moved to a Level II foster home. An autistic child may have a voluntary Termination of Parental Rights done. A teen will be transitioned to an adult. Unfortunately, one youth has committed various and numerous crimes and will need placement at Lincoln Hills.

Ms. Dodge reported she attended the Health Care forum at Sentry Insurance. The plans will be consolidated.

- 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

Mr. Przybelski stated the vouchers total \$120,560.04 for regular accounts and \$13,264.05 for high cost accounts. They include voucher number 20070122 for \$117,776.46, voucher number 20070123 for \$5,856.46, voucher number 20060834 for \$200, voucher number 20060827 for \$2,907.58, voucher number 20070120 for \$737.67, and voucher number 20070099 for \$2,092.23 as well as pre-authorized purchases of \$3,253.69. Purchases of \$338.45 are included as well. Portage House vouchers include voucher number 20070105 for \$2,549.70 and pre-authorized purchase of \$208.04. A motion was made by Mr. Bishop and seconded by Mr. Krogwold to approve the vouchers. Motion carried.

### III. PROGRAM ISSUES

#### A. Discussion/Update: Adult Protective Services Law Changes

Ms. Trzinski stated the changes in the law went into effective November 1, 2006. The changes updated terms for time and issues. In addition it provides more detail to the agency to protect rights, duties, etc. Ms. Trzinski reviewed the highlights of the law change. Unfortunately there are now more forms to complete. Vulnerable adults have been changed to adults at-risk. These are now mandated to be investigated. Financial abuse has been defined in more detail. In addition, the neglect description has been defined in greater detail and indicates what is not considered neglect. Duties and responsibilities are now identified for protective services. County department duties were also defined and were approved by a resolution that was passed at a previous meeting. Time periods in which a response must be made have been identified. Previously, hearings had to be held within 96 hours. This has now been expanded to 10 days. In addition, guardians and the client can now submit comments during their WATTS review.

#### B. Discussion/Update: Comprehensive Community Services

Mr. Przybelski stated the site visit was held last week. The department has been certified as a CCS county. We are the 19<sup>th</sup> in the state to receive certification. A service array will be developed, costs will be established, and work with vendors to inform them of the changes will be done. This work will be done slowly to make sure that all areas are covered and that everyone understands the changes in the system. Currently there are services we are providing but not being reimbursed for. This certification will allow us to receive reimbursement for some of these services.

### IV. PERSONNEL ISSUES

#### A. Discussion/Action to Authorize Position Refills

There were no position refill requests.

### V. NEXT MEETING

The next meeting will be on March 13, 2007, at 5:00 p.m.

VI. ADJOURNMENT

The meeting adjourned at 6:05 p.m.

Submitted by:

Dawn Grasamkee  
Recording Secretary

0599P

**MINUTES  
HEALTH AND HUMAN SERVICES BOARD MEETING  
MARCH 13, 2007**

Present

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

Excused:

Dr. Gene Numsen

Also Present: Ray Przybelski, Director; Dawn Grasamkee, Recording Secretary; Amy Trzinski, Adult Services Coordinator; Jim Riggerbach, Child Protection and Shared Services Coordinator; Zach Bishop, Portage House Director; and Jenni Jossie, 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 February 27, 2007

Ms. Dodge stated a correction on page 2 of the minutes needs to include the outcomes of programs in the annual report. A motion was made by Mr. Patton and seconded by Mr. Bishop to approve the minutes with the correction. Motion carried.

B. Correspondence

Mr. Przybelski stated the Wisconsin Women's Health Fund will be holding a recognition event on March 22 at the Holiday Inn. A press conference will be held at 2:30 p.m. at the Gilfry Center prior to the event on the same day.

C. Director's Report

Mr. Przybelski stated the compliance report completed by the State regarding child welfare was received. The report is quite lengthy but includes statistical information statewide regarding out-of-home placements and child welfare issues. Mr. Przybelski will make the report available on disk for the Board members.

Mr. Przybelski stated a memo was received by the State regarding placement of developmentally disabled children at Winnebago and Mendota. If a child needs acute care, they will now be placed at Southern Center. This change will affect the Department fiscally. Previously, if a child was placed at Winnebago or Mendota, the placement was covered by Medical Assistance. With the placement at Southern Oaks, the county will now be responsible for 58% of the placement costs which is the federal portion. If an adult is placed, the county was fully responsible for the placement. The county will now only be responsible for 58% of the placement which is the federal portion. We have not placed any children in any of these facilities in quite some time.

D. Reports from Board Appointed Committees/Activities

Mr. Wynne reported he attended the Family Support Program Committee meeting. The annual report for 2007 was reviewed. Year-to-date activity reports were reviewed. A guest speaker from the Parent to Parent program was present. This program matches parents with children with disabilities to other parents who have children with the same disabilities to help mentor the family. The election of the chair will be done at the next meeting.

Mr. Wynne also reported 10 individuals are currently residing at Riverside House.

Ms. Benz reported on the AODA Education Committee. They are in the process of revamping the poster for the 2007 campaign.

Ms. Benz gave a presentation to the Lincoln Center regarding the AODA Coalition.

Ms. Benz stated the AODA Coalition had a booth at the Business Expo. People stopping by were given a brief questionnaire on alcohol issues in Portage County and Wisconsin. If they completed the questionnaire, they received a coffee mug with the answers to the questions.

Mr. Clark attended the Community Planning Council meeting. The Community Planning Council will now dovetail into the Leadership Lunch series. This will allow for better turnout and the opportunity to discuss problems in the city and county.

Ms. Benz stated the AODA Evaluation Committee is working on approving the 2006 annual report.

Ms. Benz stated statistics for Wally J's Place to Play were not available.

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

There were no members of the public present.

## II. FISCAL ISSUES

### A. Discussion/Action to Approve Vouchers

Ms. Jossie stated the vouchers were for two weeks. This should be the last of the 2006 payments being included. Substitute care for adults and children are included as well. The vouchers total \$171,762.64 for regular accounts and \$165,948.11 for high cost accounts. They include voucher number 20070154 for \$86,940.46, voucher number 20070158 for \$21,393, voucher number 20070151 for \$62,371.72, voucher number 20070130 for \$2,161, voucher number 20070143 for \$12,977.32, and voucher number 20070142 for \$10. Portage House vouchers include voucher number 20070150 for \$521.02. A motion was made by Mr. Bishop and seconded by Mr. Wynne to approve the vouchers. Motion carried.

## III. PROGRAM ISSUES

### A. Discussion/Update: Out-of-Home Placements

Mr. Riggerbach stated there were no new placements in the past 30 days. There was one child moved out of placement back to a relative's home. In addition, due to increased problems, one child has been moved from group care to secure detention and has now been moved to residential placement. If the problems continue, the next placement would be corrections. In addition, there are three upcoming placements being anticipated. One child will be going to Tomorrow's Children due to destructive behavior, another is currently in treatment foster care and may need to be transferred to residential placement, and another child is awaiting placement at Tomorrow's Children. Mr. Patton questioned if an individual was placed in residential care first if things would be different. Mr. Riggerbach stated we are required to place children in the least restrictive, least costly placements first. It is unknown if the child were placed in residential care immediately if things would be different. There are currently 30 children in

foster care, 7 in treatment foster care, 2 in group care, 8 in residential placement, and 5 in corrections. Mr. Bishop questioned if the recent drug bust will impact our services. Mr. Rigenbach stated he has not seen the list yet but it could impact our services for placement of children of the adults who were arrested and/or any juveniles that may have been involved as well.

B. Discussion/Update: Portage House

Mr. Bishop distributed the service delivery calendar. Due to staff turnover there has been a change in how services will be delivered at Portage House. The new schedule will allow for more structure and more specific programming. Ms. Trzinski stated the programming is more cognitively based programming. Mr. Przybelski commented that the possible expansion to two beds is a licensing issue. If there are two beds added, it will lower the unit costs. In addition, no additional staff would be needed if the facility is increased to a 12 bed facility. Mr. O'Brien questioned the cost per day for an individual at Portage House. Mr. Zach Bishop stated currently is \$10 a day. Unfortunately, the individuals are having a hard time finding employment and needing to save for an apartment as well and thus have not been able to afford the \$10 per day fee. Mr. Richard Bishop questioned if a larger facility could be an advantage. Mr. Przybelski stated it could be but the Department of Corrections would need to be willing to contract to pay for the costs of a larger facility. Currently 83% of the residents at Portage House are Portage County residents. Ms. Trzinski stated the probation officers and judges order individuals to Portage House. If the facility is full, then they must wait for an opening. Mr. Wynne stated 35% of the residents at Riverside House came from Portage House. They have good discipline when coming from there. The remodeling is completed. A tour of Portage House will be done during the April 24 Board meeting.

IV. PERSONNEL ISSUES

A. Discussion/Action to Authorize Position Refills

Mr. Przybelski stated the program coordinator position at Portage House has been vacated. This was a non-represented position. The position is being proposed to be filled as a counselor instead of a program coordinator. This would be an AFSCME union position. Initially, the position would cost more but in the end would be cost savings. A memo outlining the request will be prepared for the union and Personnel Committee. A motion was made by Mr. Patton and seconded by Mr. O'Brien to approve the position refill request as proposed. Motion carried.

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V. NEXT MEETING

The next meeting will be on March 27, 2007, at 5:00 p.m.

VI. ADJOURNMENT

The meeting adjourned at 5.45 p.m.

Submitted by:

Dawn Grasamkee  
Recording Secretary

0599P

**MINUTES  
HEALTH AND HUMAN SERVICES BOARD MEETING  
MARCH 27, 2007**

Present

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

Excused:

Sandy Benz  
Lonnie Krogwold

Absent:

Dale O'Brien

Also Present: Ray Przybelski, Director; Dawn Grasamkee, Recording Secretary; Jim Riggenschach, Child Protection and Shared Services Coordinator; Jenni Jossie, Business Manager; Susan Dolski, Special Needs Services Program Supervisor; and Deb Pierce-Johnson, Family Support Program 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 March 13, 2007

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

B. Correspondence

Mr. Przybelski informed the Board on April 10 the Department will be receiving a Community Partners Award. A reception will be held at 4:00 p.m. at the Hi Rise Manor.

Mr. Przybelski distributed a letter from Lakeview Manor Health Care Center in LaCrosse County regarding changes in services to clients served at the Center. This will affect CCPC members more than the Department. The letter will be shared with Mr. Canales as well. A meeting is scheduled for April 9 at 10:30 a.m. in LaCrosse. Board members are invited to attend this meeting as well.

Mr. Przybelski informed the Board of a meeting on April 12 in Green Bay at 10:00 a.m. and April 11 at noon in Rhinelander. This meeting is regarding homeless services grant support.

C. Director's Report

Mr. Przybelski distributed copies of the compliance report completed by the State regarding child welfare on disk to the Board members.

Mr. Przybelski stated the Wisconsin Women's Health is renting space in the building. A press conference was held last week. A resource guide was compiled by the organization. Copies were distributed to Board members.

D. Reports from Board Appointed Committees/Activities

Mr. Wynne attended the CCS Board meeting. Community membership, certification update, and planning and implementation were discussed. The meetings will be held every other month now. In addition, no stipend will be given to citizen members of this committee. Mr. Przybelski stated they attempted by resolution to have a stipend for citizen members. Since this committee is not statutorily appointed then the guidelines fall under the county rules. By rule, subcommittees of the HHS Board state that citizen members serving on subcommittees do not receive a stipend for the meetings.

Ms. Dodge reported attending the permanency plan review. Two children were reviewed. One is a young teen female. The plan is to start with brief home visits followed by lengthier home visits. The hope is to reunite this teen with her family. A young man in treatment foster care was also reviewed. His mother is very supportive. The plan is to reunite him with his mother.

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 were for two weeks. Just 2007 expenditures are in the vouchers. The vouchers total \$76,634.09 for regular accounts and \$31,556.36 for high cost accounts. They include voucher number 20070192

for \$19,092.92, voucher number 20070175 for \$1,662.32, voucher number 20070193 for \$86,761.51, and pre-authorized vouchers for \$673.70. Purchases for \$1,340.37 are also included. Portage House vouchers include voucher number 20070197 for 2,001.77 and pre-authorized vouchers for \$66.87. A motion was made by Mr. Bishop and seconded by Mr. Wynne to approve the vouchers. Motion carried.

B. Discussion/Update: Year End Financial Report

Ms. Jossie stated there is no official report yet. There are still items to be reconciled in the regular accounts. In addition, a response is pending from Wood County regarding the PAW consortium and how these funds should be reconciled. In addition, the latest payment from the State for WIMCR was received and was less than anticipated. This will entail needing to go back to look over the reports submitted to the State to see if anything was missed. In addition, it is not known if an additional payment will be coming from the State for these funds as well.

The high cost accounts were projecting a \$625,000 deficit. The deficit now totals about \$790,000. This is not anticipated to change. The major factors for the deficit are out-of-home placements and high usage of Mendota. In addition, there is a possibility that funds may be coming back from Mendota. An individual placed there had funds that the State may attempt to recoup. If this is successful, a repayment from the State will be coming but it is not anticipated to be received until 2008.

Ms. Jossie would like to close the books and have a final report by the next meeting.

III. PROGRAM ISSUES

A. Discussion/Update: Family Support Program Satisfaction Survey

Ms. Pierce-Johnson stated this is a very small program with a budget of \$54,000 in 2007. The Family Support Program has been in existence since 1988. The program allows limited but flexible funds to families with children with severe disabilities living at home. There were 35 families served in 2006 with an average plan costs of \$1,700. Two staff administer the program. A survey is done annually with families participating in the program. 74% of the surveys were returned. All the feedback received was positive. There are currently 53 children on the waiting list. No increase in the funds for this program has been realized in six to eight years. The

average waiting time on the waiting list is four years. A child is screened for eligibility prior to being put on the waiting list. As a child comes off the waiting list, they are also rescreened to see if they are still eligible for services. Mr. Przybelski clarified that even though a child is on the waiting list for Family Support Program funds, they are still being served through other programs and receive service coordination.

B. Discussion/Update: Community Options Program

Mr. Przybelski stated the Community Options Program (COP) requests were reviewed by the Long Term Care Committee. The Long Term Care Committee has now reverted to overseeing CCPC issues. A new COP Committee will need to be established. A resolution will be drawn up regarding allowing the Department to create a COP Committee and the requirements for membership on the committee.

Ms. Jossie stated the report is preliminary report until the State makes the final settlement for COP funding in May. By law, 5% of the allocation is allowed to be carried over annually. The carryover funds are placed in an interest bearing account. Due to the interest being received on these funds, this will allow us to carryover only a portion of the 5% we are allowed. The maximum carryover funds is three years of funds not to exceed \$31,643. The COP funding is used for children's programs. There is a cap on administrative expenses as well. In addition, any Medical Assistance revenue received must be subtracted from the allocation. The COP funding has served 53 individuals. The funds are also used as matching funds for Waiver clients. COP is not a mandated program. If these funds were not utilized, the individuals receiving COP funding could be placed in higher cost CBRF's or other placements without the same level of services which are funded by COP.

IV. PERSONNEL ISSUES

A. Discussion/Action to Authorize Position Refills

There were no position refills.

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V. NEXT MEETING

The April 10, 2007, meeting is canceled.

The next meeting will be on April 24, 2007, at 5:00 p.m. This will include a tour of Portage House at 5:00 p.m. with the meeting to follow most likely at the Lincoln Center. Please see the agenda for the exact location.

VI. ADJOURNMENT

The meeting adjourned at 6:15 p.m.

Submitted by:

Dawn Grasamkee  
Recording Secretary

0599P

**MINUTES**  
**HEALTH AND HUMAN SERVICES BOARD MEETING**  
**April 24, 2007**

Present

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

Excused:

Dale O'Brien

Also Present: Ray Przybelski, Director; Dawn Grasamkee, Recording Secretary; Jim Riggerbach, Child Protection and Shared Services Coordinator; Lauri Rockman, Children and Family Services Coordinator; Jenni Jossie, Business Manager; Faye Tetzloff, Health Officer; Amy Trzinski, Adult Services Coordinator; and Collene Ottum.

I. TOUR OF PORTAGE HOUSE

Members of the Board toured Portage House.

The meeting was brought to order by Ms. Dodge at 5:25 p.m.

II. MINUTES, GENERAL REPORTS, AND COMMENTS

A. Approval of Meeting Minutes of March 27, 2007

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

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski stated on May 10 at 6:30 p.m. at the Elks Club an ice cream social and entertainment will be provided. This event is to recognize foster care providers in Portage County. All Board members are invited to attend.

Mr. Przybelski stated he will be in Milwaukee from May 9 through May 11 for a WICSA Directors Conference.

D. Reports from Board Appointed Committees/Activities

Ms. Benz reported the AODA Education Committee continues to work on their marketing campaign.

Mr. Clark stated the Leadership Lunch sponsored by the Community Planning Council was held. The featured presenter was Jack Bennett. The Community Planning Council will be focusing on wellness for their Leadership Lunch series starting on June 6.

Ms. Dodge attended the Permanency Planning Review Panel. There were four children reviewed. One is a 16 year old male who is doing well. A three year old child living with the grandmother will be moved to a Chapter 51. A six month child is being looked at either reuniting with the parent or termination of parental rights. The fourth child was canceled due to placement at Lincoln Hills.

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 Approve Vouchers

Ms. Jossie stated the vouchers were for two weeks. Just 2007 expenditures are in the vouchers. The vouchers total \$243,370.92 for regular accounts and \$185,484.31 for high cost accounts. They include voucher number 20070212 for \$2,817.29, voucher number 20070222 for \$35,297.35, voucher number 20070223 for \$118,935.48, voucher number 20070236 for \$581, voucher number 20070241 for \$10, voucher number 20070245 for \$1,733.40, voucher number 20070260 for \$402.76, voucher number 20070278 for \$22,576.34, voucher number 20070279 for \$80,313.28 and pre-authorized vouchers for \$1,788.52. In addition, substitute care vouchers are also included totaling \$44,516.77 for adult and \$119,883.04 for children. Purchases total \$2,080.05. Portage House vouchers include voucher

number 20070265 for \$1,340.17 and pre-authorized vouchers for \$93.86. A motion was made by Mr. Bishop and seconded by Ms. Benz to approve the vouchers. Motion carried.

B. Discussion/Update: Year End Financial Report

Ms. Jossie stated an audit was completed. The high cost accounts have a deficit of about \$790,000 and the regular accounts have just under a \$45,000 deficit. In addition the WIMCR funds will be out of the state budget in 2009 and will go back to the old system. Mr. Przybelski stated thus far the budget is looking good for 2007. Mr. Krogwold stated additional money will be allotted from the contingency fund to lower the deficit. A motion was made by Mr. Bishop and seconded by Mr. Krszjanek to approve the report. Motion carried.

IV. PROGRAM ISSUES

A. Discussion/Update: Fourth Quarter Statistics 2006

Ms. Rockman stated substitute care has gone down slightly. Economic support caseloads continue to increase. The number should be 5,454 not 6,402. There was a reporting error. The fraud investigator was able to recoup a large Medical Assistance overage.

Ms. Tetzloff stated there was nothing unusual in the statistics. The Wisconsin Well Women program is starting up. This program is for cancer prevention in women. There is a concern at the State level of moving WIC from the Department of Public Health to the Department of Child Welfare.

Ms. Trzinski stated more jail contacts were seen this quarter due to more arrests. Emergency detentions also increased due to multiple issues. The clinician no shows have gone down. The high cost report needs correcting. There were 3 placements of 8 days at Winnebago, two placements totaling 61 days at Mendota, and four placements totaling nine days at Norwood. Mr. Clark questioned the no show rate for the doctor. Ms. Trzinski explained when a new doctor comes on board the no show rate tends to increase. Mr. Przybelski stated all clients are contacted to remind them of their appointment.

Mr. Riggerbach stated child abuse and neglect reports totaled 113. In addition five foster homes were lost due to illness, moving out of the area, etc. Two foster homes were licensed. The STRAP grant was received. On

May 17 a focus group will meet to review the transportation needs.

Ms. Jossie stated a new format is being done for the accounts receivable statistics. The section is currently working on data reporting and collection for the CCS program.

B. Update: Out-of-Home Placement Report

Mr. Riggerbach stated one child was placed at Tomorrow's Children. Two children were returned home from placement – one was in treatment foster care and one was at Northwest Passage. Four children were moved in their placement – these included one from treatment foster care to Northwest Passage for an evaluation, one from Northwest Passage to Lincoln Hills, one from treatment foster care to secure detention to Lincoln Hills, and one from treatment foster care to Norwood and now at Mendota. The statistics for March include 29 in foster care, six in treatment foster care, two in group care, nine in residential care, and six in corrections.

V. PERSONNEL ISSUES

A. Discussion/Action to Authorize Position Refills

There were no position refills.

B. Position Reclasses

A motion was made by Mr. Clark and seconded by Mr. Krszjaniek to approve the reclasses. Mr. Patton questioned if the reclasses could be tabled until a decision is made as to who is responsible for reclasses, the Personnel Committee or the County Executive. Ms. Ottum stated according to Union contract the reclasses need to be moved forward to Personnel by May. Ms. Dodge stated another Committee has opted to move reclasses forward without a position being taken either way by the Committee. Mr. Clark withdrew his motion. A motion was made by Mr. Krogwold and seconded by Mr. Pazdernik to pass the reclassification requests on without recommendation. Motion carried.

VI. NEXT MEETING

The next meeting will be on May 8, 2007, at 5:00 p.m.

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VII. ADJOURNMENT

The meeting adjourned at 6:30 p.m.

Submitted by:

Dawn Grasamkee  
Recording Secretary

0599P

**MINUTES**  
**HEALTH AND HUMAN SERVICES BOARD MEETING**  
**May 8, 2007**

Present

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

Excused:

Dr. Gene Numsen  
Eric Krszjzaniek

Also Present: Ray Przybelski, Director; Dawn Grasamkee, Recording Secretary; Jim Riggensbach, Child Protection and Shared Services Coordinator; Lauri Rockman, Children and Family Services Corodinator; Jenni Jossie, Business Manager; and Faye Tetzloff, Health Officer.

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 24, 2007

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

B. Correspondence

Mr. Przybelski reminded Board members of the foster care celebration scheduled for Thursday, May 10, at the Elks Club beginning at 6:30 p.m.

Mr. Przybelski reported information was received from the State concerning the Housing Network Project funding. Normally the Department received \$18,000 to \$25,000 for this project. These funds are now being cut back to about \$6,700. Alternative funding will be sought. If none is received, the program will be cut back.

C. Director's Report

Mr. Przybelski stated beginning on Monday, May 14, a review process will be implemented for all out-of-home placements. The review team will be comprised of management personnel. The review will be used to brainstorm

alternatives to placing out-of-home. A progress report will be given every 60 to 90 days as well.

Mr. Przybelski informed Board members a press release will be issued regarding the AODA and tobacco compliance checks. The alcohol sales were down to only 18% allowing sales. This is down from 50% during the last compliance checks.

Mr. Przybelski attended a meeting regarding the assessment of children at risk and the needs assessment tool. This is a comprehensive tool that will show where needs lie with each juvenile. Ms. Rockman commented the tool will give the risk level immediately so under or over programming will not occur. Mr. Przybelski stated hopefully this tool will be fully available by the end of 2007.

Mr. Patton questioned the large push regarding autism. Mr. Przybelski stated there is an autism waiver available. The Developmental Disabilities Unit works with autism all the time. This is now being diagnosed more efficiently and services are in place to help families with autistic children.

D. Reports from Board Appointed Committees/Activities

Ms. Benz reported the AODA Executive Committee met to review the direction and structure of the AODA Committee. The framework was discussed as well as the leadership of the various Committees.

Ms. Benz reported there were 102 children served in April and 46 to date in May at the Wally J's Place to Play.

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 include the substitute care costs. The vouchers total \$172,206.97 for regular accounts and \$193,063.49 for high

cost accounts. They include voucher number 20070315 for \$3,425, voucher number 20070295 for \$170,216.98, and voucher number 20070296 for \$35,480.53. In addition, substitute care vouchers are also included totaling \$45,579.15 for adult and \$110,568.80 for children. Purchases total \$2,895.46. Portage House vouchers include voucher 20070293 for \$1,028.02. A motion was made by Mr. Krogwold and seconded by Mr. Bishop to approve the vouchers. Motion carried.

### III. PROGRAM ISSUES

#### A. Discussion/Update: Supplemental Transportation Rural Assistance Program Grant

Mr. Riggerbach distributed information regarding the grant. He reported \$16,000 was received with a \$4,000 match from the County. The study will provide a plan to provide transportation to the underserved rural areas of the county as well as how to better coordinate with the Department, Aging and Disability Resource Center, and others. An Advisory Committee will be set up with emphasis on representation from the rural areas. An RFP was issued and SRF Consulting Group was hired to perform this study. On May 17 a public meeting with stakeholders will be held to gather their input on needs and solutions at the Lincoln Center from 11:00 a.m. to 12:30 p.m. and again from 4:00 to 5:30 p.m.. Town and municipal leaders have been invited to the meeting as well. A final report will be ready by July 2007. Ideas offered by the Board included volunteer drivers to Marshfield, flexible routes within the city and three rural areas, and a centralized coordination system. Mr. Riggerbach stated once the study is received the next step would occur in September 2007 to gain additional funds to implement the recommendations.

#### B. Discussion/Update: Hunger Prevention Partnership Annual Report

Ms. Rockman stated the Partnership comprises of 48 members broken into five teams. The Resource Committee is looking at making a warehouse available for large food deliveries that all the various pantries could draw from. Another community garden will be added this year. Statistical information is available on the inside of the report. Poverty median shows 43% earned less in Portage County over the last four years. The Mobile Pantry serves 50 individuals a month. The Empty Bowls goal is to have 1,000 bowls and four pottery painting events.

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#### IV. PERSONNEL ISSUES

##### A. Discussion/Action to Authorize Position Refills

Mr. Przybelski stated a position has been vacated at Portage House due to internal filling of the other vacated position. A motion was made by Mr. Patton and seconded by Mr. Wynne to approve refilling the position.

Mr. Przybelski stated a 30 hour public health nurse position has been vacated due to a resignation. In addition, effective June 12, 2007, an 8 hour Public Health Nurse Practitioner position will be vacated due to a retirement. This position will be filled by an HSS1 position since the responsibilities no longer require a nurse practitioner. In addition, any subsequent vacancies created by current public health nurses posting into these positions and creating additional vacancies is also being requested to be approved. A motion was made by Mr. Patton and seconded by Mr. Bishop to approve these position refills as well as any subsequent refills created by posting "trickle down" effects. Motion carried.

#### V. NEXT MEETING

The May 22 Board meeting has been canceled.

The next meeting will be June 12, 2007.

#### VI. ADJOURNMENT

The meeting adjourned at 5:50 p.m.

Submitted by:

Dawn Grasamkee  
Recording Secretary

0599P

**MINUTES  
HEALTH AND HUMAN SERVICES BOARD MEETING  
June 12, 2007**

Present

Jeanne Dodge  
Sandy Benz  
Lonnie Krogwold  
Tony Patton  
Richard Bishop  
Perry Pazdernik  
Gerald Wynne, Jr.

Excused:

Dale O'Brien  
Eric Krszjzaniek  
Jim Clark

Also Present: Ray Przybelski, Director; Dawn Grasamkee, Recording Secretary; Jim Riggerbach, Child Protection and Shared Services Coordinator; Faye Tetzloff, Health Officer, and Bobbi Bradley, Tobacco 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 May 8, 2007

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

B. Correspondence

Mr. Przybelski stated an inspection was held at Portage House. A \$400 fine was received due to two employees not completing a training. This training has now been completed.

Mr. Przybelski received a letter from Governor Doyle indicating that the Senior Care Program has been extended until 12/13/09. The program was originally slated to end on 6/30/07 but the federal government has decided to continue funding.

C. Director's Report

Mr. Przybelski there are issues with optical imaging. The LTE hours originally requested are almost complete. A meeting with other departments needs to be held to discuss optical imaging needs county-wide. The current staff can maintain what is already imaged but would not be able to add those sections not yet imaged.

Mr. Przybelski attended a meeting to discuss space needs for the Justice Center. Space is needed for the juvenile detention center and the day report center.

D. Reports from Board Appointed Committees/Activities

Mr. Bishop attended the Hunger and Poverty Prevention meeting. Reports were reviewed. The Pat Cassidy Memorial award was reviewed. Criteria for selection was reviewed.

Mr. Bishop attended the Leadership Lunch presented by the Community Planning Council. The focus was on community wellness. A breakdown on needs was discussed.

Ms. Benz attended the AODA Social Marketing Subcommittee meeting. Changes in the structure and membership of the Coalition was reviewed.

Ms. Benz attended the full AODA Coalition meeting. A presentation was given by elementary school children of a skit they wrote concerning having a party at home and the parents' role when unwanted individuals attend and alcohol is brought to a party. The annual report was distributed. Business Champions were introduced. There are now about 80 members on the Coalition.

Ms. Dodge attended the Permanency Planning Reviews. Two reviews were held. One was a teenage female who is presently in a group home. It is anticipated she will return to her aunt's home prior to school starting. The other review were three siblings. Termination of Parental Rights is being looked at for all three siblings.

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

The vouchers total \$303,795.27 for regular accounts and \$211,852.55 for high cost accounts. They include voucher number 20070331 for 1,316.10, voucher number 20070337 for \$18,039.37, voucher number 20070339 for \$64,636.98, voucher number 20070357 for \$4,370.37, voucher number 20070368 for \$24,866.18, voucher number 20070369 for \$139,656.70, voucher number 20070395 for \$249.11, voucher number 20070402 for \$3,803.35, and voucher number 20070404 for \$89,920.25. In addition, substitute care vouchers are also included totaling \$53,019.65 for adult and \$114,676.96 for children. Pre-authorized vouchers totaled \$1,092.89. Purchases total \$1,777.30. Portage House vouchers include voucher 20070338 for \$2,130.99, voucher number 20070364 for \$187.73, and voucher number 20070405 for \$1,939.79. Pre-authorized vouchers totaled \$103.68. A motion was made by Mr. Krogwold and seconded by Mr. Bishop to approve the vouchers. Motion carried.

B. Discussion/Action for Out-of-State Travel

Mr. Przybelski stated Jim Riggerbach will be going as part of a to a training in Washington, DC, on transportation issues. The cost of the training and travel expenses are funded. Approval is needed to allow for out-of-state travel. A motion was made by Mr. Patton and seconded by Mr. Wynne to approve the out-of-state travel request. Motion carried.

III. PROGRAM ISSUES

A. Discussion/Action: Resolution Supporting Statewide Work Place Smoking Ban

Mr. Przybelski stated the resolution would put a smoking ban on all work places. Ms. Tetzloff stated this would make it easier for law enforcement to enforce the ban without having to determine what the law is for each village, township, or city. The resolution also follows strategies recognized by the Centers for Disease Control to effectively reduce smoking, prevent smoking by young people, and reduce the harmful effects of secondhand smoke. Any place where the public is present would be smoke-free. The only exception would be those who work in their own homes. Mr. Krogwold stated he cannot support this type of resolution since he feels government is

getting too involved in the private sector. A motion was made by Mr. Pazdernik to approve the resolution and was seconded by Ms. Benz. Motion carried with Mr. Krogwold voting nay.

B. Discussion/Action: Resolution Supporting Tobacco Excess Tax

This resolution would increase the tobacco excess tax by \$1.25 per pack. Discussion occurred regarding how the funding would be used. Mr. Wynne questioned when the alcohol tax would be increased since alcohol does more damage than tobacco. Mr. Patton moved to not approve the resolution. There was no second. Mr. Patton then moved to approve the resolution with a second by Mr. Wynne. Mr. Krogwold moved to amend the resolution to clarify the vague wording of the sixth Whereas. Mr. Krogwold requested the wording be changed to "...follows CDC best practice guidelines and the Medical Assistance Program." The rest of the sentence should be removed since it is too vague and would allow the State to use these funds basically anywhere it wanted. Mr. Wynne seconded the motion. The motion carried with the amendment as proposed.

C. Discussion: Out-of-Home Placement Review

Mr. Riggerbach stated there were four new placements since April. One child was placed in Homme Home with plans to return before school. Another was placed in Northwest Passage due to aggressive behavior. Another child was also placed in Northwest Passage for a 30 day assessment. The family is very supportive of this child and plans are to return the child home. One child was placed in a Level 2 foster home due to drug possession, runaway behavior, and delinquency.

One child was returned home from a Level 2 foster home. Two children had Termination of Parental Rights completed.

One child was moved from Lincoln Hills to an aftercare home. Another was also moved from Lincoln Hills to Rawhide. One child was moved from a pre-adoptive foster home and a Termination of Parental Rights was completed.

There are presently 28 children in foster care, 3 in treatment foster care, 4 in group care, 10 in residential care, and 7 in corrections.

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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 will be June 26, 2007.

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 12, 2007**

Present

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

Excused:

Gene Numsen  
Gerald Wynne, Jr.

Absent

Eric Krszjzaniek

Also Present: Ray Przybelski, Director; Dawn Grasamkee, Recording Secretary; Lauri Rockman, Children and Family Services Coordinator; and Jenni Jossie, 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 June 12, 2007

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

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski stated the fine received by Portage House was reduced from \$400 to \$260 due to the prompt payment of the fine. The reason for the fine was that the a required training was to be held within the first six months of hiring a staff person. The training was provided, just not within the first six months of hiring.

Mr. Przybelski informed the Board as of Monday, June 25, Portage House is now smoke-free. In addition, a Night Security position is being refilled due to staff movement. This position does not need Board approval since they are required by contract to have the positions and by Personnel action it is automatically sent for refill when a position is vacated.

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Mr. Przybelski stated the contract for the assessment tool for the juvenile justice piece is being reviewed by Corporation Counsel. The fees for the purchase of this tool are not accounted for but it is felt that the tool will pay for itself in prevention of out-of-home placements in future years.

Mr. Przybelski stated the Stevens Point Journal misrepresented his statement in today's issue regarding the situation in the home in Rosholt. Mr. Przybelski stated he spoke in general terms and not in specifics regarding this family. The journalist's article leads people to believe that the statements he made were regarding this family. Mr. Przybelski stated he will contact the journalist and inform him of the misinterpretation placed on his statements. In addition, he also directed the journalist to seek further information on policies and procedures for child protective services. Ms. Dodge suggested that a clarification regarding the policy on child protective services be made to the County Board.

D. Reports from Board Appointed Committees/Activities

Ms. Benz stated the AODA Social Marketing subcommittee met to discuss the ice cream social to be held on July 19. In addition, radio campaign ads, FACT events, and the Business Champions programs were discussed. Mark Maslowski was welcomed to this subcommittee as a new member.

Ms. Benz stated 149 children were served in May and 178 to date in June at Wally J's Place to Play.

Ms. Dodge stated she attended the permanency planning review. One family consisting of two children were reviewed. Ms. Dodge stated the mother is motivated to complete the requirements to have her children returned. Unfortunately, the mother is currently in jail and has requested to be moved to prison. The reason for this request is that the classes she needs to complete are offered in prison but not at the jail.

Ms. Dodge informed the Board she attended the staff meeting regarding out-of-home placements. One staff member reviewed her entire caseload of out-of-home placements. Unfortunately, every case does warrant an out-of-home placement. These meetings are held every Monday to review and brainstorm alternatives for out-of-home placement.

- 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

The vouchers total \$226,775.81 for regular accounts and \$19,235.68 for high cost accounts. They include voucher number 20070423 for \$3,495.34, voucher number 20070428 for \$21,154.18, voucher number 20070440 for \$218,635.90, and voucher number 20070442 for \$1,080.91. Pre-authorized vouchers totaled \$1,645.16. Purchases total \$13,361.99. Portage House vouchers include voucher 20070433 for \$215.78 and pre-authorized vouchers totaling \$86.90. There were no substitute care payments. A motion was made by Mr. Bishop and seconded by Mr. Clark to approve the vouchers. Motion carried.

- B. Discussion/Action: First Quarter Budget Status Report

Ms. Jossie stated the report is more current on the projections. The high cost accounts reflect a slight loss from SMI Residential Services. The Inpatient/Mental Health account is show a savings due to credits being made back to the county. The Children's Substitute Care account is projecting \$150,000 over budget even after every placement has been reviewed. The General Assistance account is stable. Overall a \$144,000 deficit is being projected in addition to the \$250,000 of the reserve applied. The regular accounts have vacancies which will affect the accounts. More information will be known when the budget process is started. Children and Family Services is projecting \$100,000 loss of revenue due to corrections placements. Overall a \$90,000 shortfall is being projected currently. Ms. Jossie stated Bo DeDeker is aware of the projected shortfalls. A motion was made by Ms. Benz and seconded by Mr. Bishop to approve the report. Motion carried.

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### III. PROGRAM ISSUES

#### A. Discussion: AODA Coalition Annual Report

Ms. Rockman distributed a copy of the annual report. Page 5 of the report highlights the accomplishments and goals of the Executive Team. Pages 6-9 reflect the accomplishments and goals of each of the action teams. The action team names have changed in 2007 which will be reflected in the next report. In addition, a \$2,000 grant is being given to the Coalition from the Okray Foundation. Ms. Rockman was just informed of these funds today. The Prevention Team continues to work on prevention strategies such as the compliance checks, a training video available to taverns at no charge, the breathalyzer program which is still in the piloting stage, and the develop of the Best Practices Guidelines. In addition, Social Host Liability materials are being developed and will be distributed to make individuals aware of their liability when hosting a party where alcohol is served. The efforts of the strategic framework utilized the Evaluation Team were recognized by the Governor's Council on Alcohol Prevention as a model for the state. Ms. Rockman stated the quote found on page 10 is from a Portage County mom. Ms. Rockman stated this mother refused to sell alcohol at a youth event. Her husband was informed by the team coach to "get his wife in line" and subsequently her child was not allowed to play during the event. Page 14 highlight the award recipients in 2006. The wooden quilt is displayed throughout the year between all the award recipients. Page 16 reflects the eight Business Champions. Services to businesses include free educational speakers and acknowledgment in marketing and promotional materials. A blanket recruitment for other businesses has not been done yet. Page 17-21 reflect statistical information. There are currently 82 members on the Coalition.

### IV. PERSONNEL ISSUES

#### A. Discussion/Action to Authorize Position Refills

Mr. Przybelski stated Kate Lazars will be retiring on August 17. In addition, two other staff members will be going on maternity leave. A request to refill her juvenile social worker position is being made now to have the position filled as soon as possible to help alleviate caseload sizes on the remaining social workers.

Mr. Przybelski stated Dr. Leahy will be leaving her position as psychiatrist on August 8. Due to difficulties in finding a psychiatrist, an agency will need to contract with a placement agency to find a psychiatrist. The cost for this contract will be about \$22,000. The position is being recruited at 40 hours. There are currently 400 clients on Dr. Leahy's caseload that will need to be monitored.

A motion was made by Mr. Bishop and seconded by Ms. Benz to approved refill of these two positions. Motion carried.

Mr. Przybelski stated Portage House has a counselor position which they wish to make into a lead worker counselor position. By contract they are allowed to do this with approval by the Boards.

A motion was made by Mr. Patton and seconded by Mr. Pazdernik to approve the request. Motion carried.

V. NEXT MEETING

The next meeting will be July 10, 2007.

VI. ADJOURNMENT

The meeting adjourned at 5:45 p.m.

Submitted by:

Dawn Grasamkee  
Recording Secretary

0599P

**MINUTES**  
**HEALTH AND HUMAN SERVICES BOARD MEETING**  
**July 10, 2007**

Present

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

Excused:

Jim Clark

Absent

Gene Numsen

Also Present: Ray Przybelski, Director; Dawn Grasamkee, Recording Secretary; Jenni Jossie, Business Manager; Jim Rigganbach, Child Protection and Shared Services Division Coordinator; Faye Tetzloff, Health Officer; and Bobbi Bradley, Tobacco Control Coalition.

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 26, 2007

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 state the preliminary contract with the Boys and Girls Club for the day report center is still being negotiated. It is hope this will start at the beginning of the school year. Mr. Wynne questioned if the facility will be located in Plover. Mr. Przybelski stated the floor above the Alternative School is being provided by the school district. About 15-20 kids will eventually be served.

The contract for the assessment tool is being reviewed currently by Corporation Counsel.

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Mr. Przybelski stated the IV-E Safe and Stable Families report has been sent to the State.

Mr. Przybelski informed the Board that the 2006 Annual Report will be sent to County Board Supervisors and Board members by the end of the week. The report will include an overview of the program along with the goals and outcomes of each program.

D. Reports from Board Appointed Committees/Activities

Ms. Benz stated the AODA Executive Team met with Patti Cahill and Jan Way from PRISM to discuss the lack of services from 5:00 p.m. until 8:00 a.m. They will present their information to the full Coalition at its next meeting. In addition Best Practices are being developed. The budget was reviewed as were ongoing projects. Mr. Krogwold questioned how large the budget is and where the funds come from. Ms. Jossie stated the budget is about \$30,000 and half the funds come from grants and the other half from county tax levy.

Ms. Benz stated no statistics were available for Wally J's Place to Play.

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

The vouchers total \$95,048.22 for regular accounts and \$191,601.91 for high cost accounts. They include voucher number 20070454 for \$4,035.82, voucher number 20070458 for \$745.63, voucher number 20070478 for \$26,876.17, and voucher number 20070480 for \$69,943.80. Adult substitute care totaled \$54,178.83 and child substitute care totaled \$129,869.88. Purchases totaled \$13,690.09. Portage House vouchers include voucher 20070465 for \$351.60. A motion was made by Ms. Benz and seconded by Mr. Bishop to approve the vouchers. Motion carried.

III. PROGRAM ISSUES

A. Discussion/Update: Out-of-Home Placement

Mr. Riegenbach stated a placement of two siblings was done. This is a temporary placement since they were originally residing with the grandmother who had a heart attack. They are being placed temporarily in foster care until the grandmother can recover and then will be returned to her care. In addition, one youth returned home from a high cost placement after a 30 day assessment was completed.

B. Discussion/Update: Results of Tobacco Coalition Survey

Ms. Bradley presented the Power Point display of the survey. Ms. Bradley stated 398 people completed the survey. The data was compared to the data collected in 2002. A new question for this year was to find out if people are aware of the connection between secondhand smoke and heart disease. Mr. Przybelski stated the two resolutions that were passed at the last Board meeting will be presented to the County Board next Tuesday.

IV. PERSONNEL ISSUES

A. Discussion/Action to Authorize Position Refills

Mr. Przybelski stated a receptionist position will need refilling due to the person taking a vacant position at Portage House. In addition, the 10 hour Wisconsin Well Women position needs to be refilled. This position is grant funded. A motion was made by Mr. Krogwold and seconded by Mr. O'Brien to refill the positions. Motion carried.

V. NEXT MEETING

The next meeting will be July 24, 2007.

VI. ADJOURNMENT

The meeting adjourned at 5:40 p.m.

Submitted by:

Dawn Grasamkee  
Recording Secretary

0599P

**MINUTES**  
**HEALTH AND HUMAN SERVICES BOARD MEETING**  
**July 24, 2007**

Present

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

Absent:

Gene Numsen  
Eric Krszjzaniek

Also Present: Ray Przybelski, Director; Dawn Grasamkee, Recording Secretary; Jim Riggerbach, Child Protection and Shared Services Division Coordinator; Faye Tetzloff, Health Officer; and Lauri Rockman, Children and Family Services Division 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 July 10, 2007

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

B. Correspondence

Mr. Przybelski stated on September 15 at 9:30 a.m. is the Walk for Hope three mile walk. This is being held in conjunction with Suicide Prevention Week. The starting point is St. Michael's Hospital.

Mr. Clark stated he had telephone correspondence regarding the smoking resolution. Mr. Clark stated Ms. Tetzloff's report to the County Board was impressive. Mr. Clark felt if the resolution was rewritten to not be as general or more simplified it would appeal to all the County Board members. Discussion occurred regarding rewriting the resolution to be clear as to where the funding should go and the reason to be to deter minors from purchasing tobacco products. .

C. Director's Report

Mr. Przybelski stated Pat Thornton from the Stevens Point Journal will be meeting with Mr. Riggerbach tomorrow to write an article regarding the foster care system.

Mr. Przybelski stated the 19<sup>th</sup> annual Kids Day at Camp will be held August 3 and 4. There are currently 45 overnight campers and 14 day campers. The camp will be held at Glacier Hollow this year.

D. Reports from Board Appointed Committees/Activities

Ms. Benz stated the Social Marketing Committee met and finalized the details for the Ice Cream Social at the soccer meet. The event went well. In addition PSA's were discussed to be played during the Packer games. Last year's PSA's won an award.

Ms. Benz stated the Communication Team is working on recruiting new members for the team. The annual event and awards were reviewed.

Ms. Benz distributed a copy of the AODA budget to Board members.

Ms. Benz stated no statistics were available for Wally J's Place to Play.

Ms. Dodge stated the Permanency Planning Reviews were completed on two children. One is a four year and a termination of parental rights will be pursued. The other child involves pursuing a guardianship with the child's aunt.

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

The vouchers total \$181,015.41 for the regular accounts and \$35,250.46 for the high cost accounts. They include voucher number 20070492 for \$3,464.60, voucher number 20070502 for \$176,748.17, and voucher number 20070504 for \$35,683.62. Pre-authorizations in the amount of \$427.15 as well as a credit of \$57.67 are also included. Purchases totaled \$1,000.69. Portage House vouchers include voucher number 20070501 for \$158.56. No substitute care costs are in this voucher run. Mr. Bishop questioned how many children and families are served with the \$66,805.76 in the Children and Family Services Division. Mr. Przybelski will find out and report this at a later date. A motion was made by Mr. Bishop and seconded by Ms. Benz to approve the vouchers. Motion carried.

### B. Discussion/Action to Approve Juvenile Justice Redesign Request

Mr. Przybelski stated out-of-home placements are a problem. The development of a day report center, named the Gateway Center, would hopefully alleviate some of these placements. The target is begin this program before the beginning of the school year. With the reduction in services over the years, the judges have had few choices but to order out-of-home placement. The Gateway Center would provide a choice. This has been proven in other counties by a reduction in out-of-home placements. The cost is \$54,000 for the remainder of 2007. Currently one child in out-of-home residential care costs about \$8,000 a month. The center would be available for youth ages 12-17 with one program for those 12-14 and another for 15-17 year olds. The Department continues to look for grants and other ways to offset the cost. It is anticipated the center would serve about 15 children. Suggestions by the Board were to delineate the cost savings of having this program compared to out-of-home placement costs.

Mr. Przybelski stated the second request is for \$24,000 for the assessment tool and subsequent training. The tool would show where gaps are in needs or services. It has been proven that over serving a youth can be just as detrimental as under serving. The tool would assist workers in providing the amount of services that a youth needs. A motion was made by Mr. Bishop and seconded by Mr. Pazdernik to approve the requests as presented. Motion carried. Mr. Wynne abstained from voting due to a conflict of interest.

III. PROGRAM ISSUES

A. Discussion/Action to Approve Resolution Designating an Administrator for Long-Term Support Community Options Program (COP) Funds

Mr. Przybelski stated the majority of the COP funds were transferred to Family Care. There are still some children and adults with mental health issues that are not covered by Family Care and are still covered by COP funds. The resolution is asking for this Board to be designated to administer the COP funding. A motion was made by Mr. Krogwold and seconded by Mr. O'Brien to approve the resolution. Motion carried.

B. Discussion/Possible Action on Second Quarter Program Statistics

Ms. Rockman presented the Children and Family Services statistics. The reduction in substitute care is due to the timing of the report. A large Medical Assistance fraud recoupment was realized this quarter. The Department is allowed to keep 15% of the \$92,697 recouped. There has only been one person inpatient this year for a total of 10 days

Ms. Tetzloff presented the Health statistics. The increase in Lyme's disease is typical for this time of year. The Wisconsin Well Woman Program is new and thus far two women have been diagnosed with cancer.

Mr. Przybelski presented the Adult Services statistics. The referrals for psychological services and community support have decreased slightly. Emergency detentions have increased dramatically. The no show rate continues to be below public averages.

Mr. Riggerbach stated there is nothing startling in the statistics for Child Protection and Shared Services statistics. The child abuse and neglect reports totaled 118. Of these 51 were investigated and the results of those investigations are not yet completed. Those that were not investigated were screened out at intake.

Mr. Przybelski stated the Accounts Receivables for the adjustments in June include a write off on collections. The cash received include two large General Assistance recoupments.

Mr. O'Brien questioned if the statistics are par for the course or if it is anticipated the Department will be over budget. Mr. Przybelski stated most likely the Department will be over budget. The regular accounts are doing well but the high cost children's portion is over budget due to out-of-home placements.

A discussion occurred regarding the upcoming budget process. Mr. Przybelski stated the budget will be presented to the Board at the October 9 meeting. Mr. Krogwold clarified the various committees will have until November to make changes and amendments. Mr. Przybelski stated the budget will be financially based.

C. Discussion/Possible Action on Annual Report

Mr. Przybelski stated the annual report was sent to all County Board Supervisors as well as the Board. Mr. Przybelski requested any input from the Board as to what more needs to be included in the report or what can be omitted. Goals were set for programs and the results of those goals were either met or exceeded. Any goals not met were also included in the report. This information was previously in the budget book but it was felt it belongs more to an annual report since the directive was to present a financially based budget. The demographic data can be included if the Board so requests it.

IV. PERSONNEL ISSUES

A. Discussion/Action to Authorize Position Refills

Mr. Przybelski stated the General Assistance worker position will be vacated due to the person taking a position at the ADRC. A social work position with the Children Come First program will also be vacated due to the person taking a position in Wisconsin Rapids. Both positions are funded positions. A motion was made by Mr. Krogwold and seconded by Mr. Wynne to approve refilling the positions. Motion carried.

V. NEXT MEETING

The next meeting will be August 14, 2007.

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VI. ADJOURNMENT

The meeting adjourned at 6:12 p.m.

Submitted by:

Dawn Grasamkee  
Recording Secretary

0599P

**MINUTES**  
**HEALTH AND HUMAN SERVICES BOARD MEETING**  
**August 14, 2007**

Present

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

Absent:

Also Present: Ray Przybelski, Director; Dawn Grasamkee, Recording Secretary; Jim Riggerbach, Child Protection and Shared Services Division Coordinator; Jennifer Jossie, Business Manager, Karl Pnazek, CAP Services; and Patty Dreier, Community Member.

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 24, 2007

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

B. Correspondence

Mr. Przybelski stated a meeting of the Wisconsin Crime Victim Needs Assessment to discuss unmet needs of crime victims will be held on September 6 from 1:00 to 4:30 p.m. at the Comfort Suites. This is a free seminar. Anyone wishing to attend should contact Ray to be registered.

C. Director's Report

Mr. Przybelski informed the Board a locum psychiatrist will be starting tomorrow in the Mental Health Clinic. Two interviews for the position were completed today..

Mr. Przybelski stated the Day Report Center request was approved by the Finance Committee and will be going to the County Board for approval next Tuesday. Mr. Krogwold stated Ray did a good job explaining the program. One Committee member was unsure and two were ready to deny the request prior to the meeting but then changed their minds.

Mr. Przybelski informed the Board of a residency issue that was decided between Portage and Juneau County. This issue was disputed back 2002. Now that the final decision was made it will cost \$70,000 for Portage County for an inpatient stay that occurred back in 2002.

Mr. Przybelski stated the staff continues to work on the budget.

D. Reports from Board Appointed Committees/Activities

Ms. Benz stated the AODA Executive Committee met on July 31. New members include the Mayor and Bob Tomlinson. Project approvals were discussed. Radio ads were discussed. StarWorks has volunteered to do some work for the Coalition as well. Also discussed was the possibility of the Coalition becoming a 501c3 entity. Gaps in services were reviewed and a new committee was formed to look more closely at this issue.

Ms. Benz stated 176 children were served in June, 150 in July, and 96 to date in August at Wally J's Place to Play.

Mr. Bishop stated he will be attending the Hunger and Poverty Prevention Partnership meeting tomorrow and will have a report at the next meeting.

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

Patty Dreier requested to speak on issue II.A.

II. FISCAL ISSUES

A. Discussion/Action to Approve Resolution Regarding Application Relating to Portage County's Participation in the Wisconsin Community Development Block Grant Housing Program for Small Cities

Mr. Pnazek stated this is a block grant that CAP Services wrote a letter of intent to apply for. The funding is for low to moderate incomes to provide loans at a loan interest or a 0% deferred loan. It is estimated about \$500,000 will be received if the requirements of the grant are met. Mr. Pnazek distributed copies indicating what the funds can and cannot be used for. Ms. Dreier stated she met with Mark Maslowski regarding this grant. CAP Services would be writing the grant but a requirement of sending approval for the grant needed to come through the county. It was felt Human Services was the best area for this to be sent through. In order to meet the deadlines for the grant, a resolution was developed that will allow the County Executive the authority to sign all the necessary documents on behalf of Portage County for this grant request only. Mr. Przybelski stated if the resolution goes forward it will be presented to the County Board next Tuesday and a public hearing will be held at the next Human Services Board meeting on August 28. Discussion occurred regarding who and what types of structures could be eligible for these funds. A motion was made by Mr. Krogwold and seconded by Mr. Wynne to approve the resolution and forward to the County Board. A roll call vote was taken with all voting aye.

B. Discussion/Action to Approve Vouchers

The vouchers total \$105,070.24 for the regular accounts and \$205,123.32 for the high cost accounts. They include voucher number 20070519 for \$1,405.75, voucher number 20070524 for \$1,412.94, voucher number 20070537 for \$31,796.49, and voucher number 20070541 for \$84,439.56. Substitute care for adults totaled \$62,431.61 and children totaled \$128,707.21. Purchases of \$2,178.80 are also included. Portage House vouchers include voucher number 20070527 for \$503.68 and pre-authorizations of \$1,173.29. A motion was made by Mr. Bishop and seconded by Mr. Krszjaniek to approve the vouchers. Motion carried.

### III. PROGRAM ISSUES

#### A. Discussion/Action on Final Report for STRAP Grant

Mr. Riggerbach stated the STRAP grant study was completed. The consultants looked at county demographics and trends, the current systems, and held listening sessions. The needs were evaluated and a feasibility ranking was assigned. One of the first steps will be to consolidate the ADRC and HHS volunteer transportation programs together. Currently the ADRC also has buses that are duplicating the service by Point Transit. The use of these buses will be expanded to the general population. Many people were surprised at the amount of transportation available but didn't know it even existed. A position will be created that will be available to all residents to inform them of the various modes and schedules of transportation. Mr. Riggerbach stated the full report is available for any one wishing to see it. A meeting will be held in Washington, DC, regarding transportation issues. Mr. Riggerbach will report back to the Board on this meeting.

#### B. Discussion: Out-of-Home Placement Report

Mr. Riggerbach stated five children were placed two weeks ago. One 16 year old was removed from residential placement will be going to corrections. A 13 year old was moved from group care to residential care. A 16 year old was returned home to the father and the two siblings reported on previously have now been returned to the grandmother who has been released from medical care. Overall there are 28 children in foster care, three in treatment foster care, four in group care, nine in residential care, and seven in corrections.

### IV. PERSONNEL ISSUES

#### A. Discussion/Action to Authorize Position Refills

There were no position refills.

#### B. Discussion/Possible Action on Limited Term Employee for Youth and Family Services Section

Mr. Przybelski stated due to a retirement and two maternity leaves a request is being made for an LTE to help with the case load. An internal candidate is available to take on these additional hours. A motion was made by Mr. Bishop and seconded by Ms. Benz to approve the request. Motion carried.

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V. NEXT MEETING

The next meeting will be August 28, 2007.

VI. ADJOURNMENT

The meeting adjourned at 6:15 p.m.

Submitted by:

Dawn Grasamkee  
Recording Secretary

0599P

**MINUTES**  
**HEALTH AND HUMAN SERVICES BOARD MEETING**  
**August 28, 2007**

Present

Jeanne Dodge  
Jim Clark  
Eric Krszjzaniek  
Sandy Benz  
Richard Bishop  
Lonnie Krogwold  
Tony Patton  
Perry Pazdernik

Absent:

Dale O'Brien  
Gerald Wynne, Jr.

Excused

Gene Numsen

Also Present: Ray Przybelski, Director; Dawn Grasamkee, Recording Secretary; Jennifer Jossie, Business Manager, Amy Trzinski, Adult Services Coordinator; Shirley Simonis, County Clerk; Heidi O'Brien, CAP Services; and Kris Olivia, CAP Services.

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 14, 2007

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

B. Correspondence

Mr. Przybelski received a copy of a letter sent to Mark Maslowski requesting the reinstatement of the Environmental Health Supervisor position. The letter is suggesting that the Department may be in violation of Chapter 254 of the Statutes. The information in the letter is incomplete. The fees charged in the licensing program are reasonable and accurate. Corporation Counsel is aware of this letter as well. A response to the letter is being formulated.

C. Director's Report

Mr. Przybelski stated the Juvenile Day Report Center will be starting when school starts. The County Board approved \$54,000 for this Center. There is a capacity for 15-20 juveniles and 10 have been identified so far. Mr. Krogwold asked if these were out-of-home placed juveniles and Mr. Przybelski stated three could potentially be placed out-of-home and two are individuals coming home from out-of-home placement. The juveniles are

court ordered to attend the Juvenile Day Report Center.

Mr. Przybelski stated staff continues to work on the budget.

D. Reports from Board Appointed Committees/Activities

Ms. Benz stated the AODA Social Marketing Committee met to approve the Packer game radio ads. The "Teach Your Children Well" ad continues to be worked on. An additional table will be utilized during the Harvest Fest. Project worksheets were reviewed. Discussion continues on whether to continue the FACT dinners.

Ms. Benz stated no statistics were available for Wally J's Place to Play.

Mr. Bishop attended the Hunger and Poverty Prevention Partnership meeting. The website will be developed at a cost of \$134 per year. The State Hunger Summit will be held on October 4 from 9:00 a.m. to 3:30 p.m. in Stevens Point. The guidelines for the Patrick Cassidy Memorial Scholarship were reviewed. The hunger indicators were distributed and reviewed.

Ms. Dodge attended two days of permanency panel reviews. One 17 year old juvenile may be sent to Lincoln Hills. Alternatives are being reviewed to see if this placement could be avoided since the juvenile will be turning 18 soon. Another juvenile will be placed at Northwest Passage for a 30 day assessment. The juvenile has been in eight different placements since 2005. A 13 year old has been placed in sustaining care with the foster parents since the parents' parental rights were terminated. There are two young children whose mother was just released from prison. The father continues to be in prison. A termination of parental rights was looked at but the mother refuses to terminate her rights and is trying to meet the court conditions to have her children returned. A 14 year old juvenile is doing well. A guardianship to the grandparents is being pursued. This will change the juvenile from a Chapter 48 to a Chapter 54. Another individual is placed with a paternal cousin under guardianship. The mother is motivated to have the child returned home. The final child reviewed this month will be up for adoption since both parents have terminated their parental rights.

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

Heidi O'Brien and Kris Olivia both indicated their intention to speak to Agenda item II.

II. PUBLIC HEARING FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT

Ms. O'Brien distributed a fact sheet on the Community Development Block Grant. Background on the project was given. Ms. Olivia stated the funds will be available on a first come, first serve basis. Funds for emergency purposes can affect the block grant funding as well. For example, in 2002 some of these funds were used for repairs after the flooding in 2001. The funds can be used to assist first time home buyers as well for down payments and closing costs. Mr. Patton questioned what the income limits are to be eligible. Ms. Olivia stated a maximum gross income of \$40,200 for two individuals or \$35,200 for a single individual. Most of the grant money will be used as a low interest loan which needs to be paid back. Once the loan is paid back, these funds will then be turned over to other individuals requesting the service. There are no exclusions to these funds. Anyone meeting the eligibility requirements can apply. There are currently three people on the waiting list for funds for home buyer assistance and rehabilitation. There are currently no known housing or community development needs. If a resident will be displaced due to lead hazards these funds can help relocate the family. The funds would be a grant rather than a loan. The funds are for Portage County residents. Anyone in the city requesting the funds will need to exhaust all of the city funds before these funds can be utilized. Ms. O'Brien stated any municipality can apply for these funds. There were no citizens present.

III. FISCAL ISSUES

A. Discussion/Action to Approve Vouchers

The vouchers total \$80,267.99 for the regular accounts and \$43,672.10 for the high cost accounts. They include voucher number 20070383 for \$17,429.13, voucher number 20070562 for \$1,357.21, voucher number 20070563 for \$17,947.89, and voucher number 20070567 for \$86,434.48. Pre-authorizations totaled \$771.38 and purchases totaled \$3,610.63. Portage House vouchers include voucher number 20070572 for \$307.12. There were no substitute care costs. Mr. Krogwold questioned where the \$86,434.48 is on the report. Ms. Jossie stated this is a combination of

regular and high cost vouchers. A motion was made by Mr. Bishop and seconded by Mr. Krszjanek to approve the vouchers. Motion carried.

#### IV. PROGRAM ISSUES

##### A. Discussion/Update: Emergency Detentions

Ms. Trzinski distributed the civil commitment process handout. Emergency detentions are part of the civil commitment process. For an individual to be committed they must meet all three prongs which include: mental illness, treatability, and dangerousness. There are five standards of dangerousness. They include attempts/threats to harm him or herself, attempts/threats to harm others, evidence of impaired judgement, inability to satisfy his/her basic needs, or incapacitated to make treatment decisions. Only one of these standards of dangerousness is needed to meet the dangerousness standard. Alcoholism is not included for an individual to be committed.

A civil commitment can be initiated three different ways. One is an emergency detention is where law enforcement detains a person who in their judgement should be detained. They are taken to the emergency room and evaluated further. An individual can be detained up to 72 hours, excluding weekends and holidays. Another is a three party petition can be sought. A judge hears the facts and will make a decision whether an individual should be detained for up to 72 hours or not. The third is a Treatment Director's Hold. This applies when an individual is already in a psychiatric hospital. If the director believes the patient if he/she believes the patient meets the standards of detention, they can issue a hold which may last only until the end of the next business day.

After a person is involuntarily detained the person may voluntarily agree to seek treatment and the detention may be dismissed based upon the recommendation of the treating psychiatrist/psychologist. Another is for a final hearing to be held within 72 hours of the time of detention. The judge will decide whether there is probable cause. If there is none found, the individual is free to go. If there is probable cause, the detention will continue and a final commitment hearing will be set within 14 days of the initial detention. Two doctors will evaluate the individual and submit their reports to the court. Another option is for a settlement agreement for up to 90 days to be signed. This will waive the time period for the probable cause or final commitment hearing. A treatment plan is included and is agreed to by the individual, the individual's attorney, Corporation Counsel, and the Court.

If a final commitment hearing is held several issues are determined. These include: does the person meet the standard for commitment, if not should the proceedings be dropped or converted to guardianship and protective placement, and if the person meets the standards what is the appropriate disposition. Possible outcomes of hearings include: dismissal of the proceedings, conversion to guardianship and protective placement, or commitment to the Department for up to six months.

Mr. Krogwold questioned if the Department gets involved regardless of income limits. Ms. Trzinski stated the Department will get involved irregardless if the individual can or cannot pay. Ms. Dodge questioned if alcohol is involved what can be different. Mr. Przybelski stated if an emergency detention is done and the mental health unit realizes that alcohol was the primary cause for the detention, the reason for the emergency detention is amended at the initial hearing. Ms. Dodge questioned where individuals should call if they are concerned about someone. Ms. Trzinski stated they should call the Department and a crisis interventionist can be sent out to talk with the individual.

V. PERSONNEL ISSUES

A. Discussion/Action to Authorize Position Refills

An Economic Support worker position needs to be refilled due to the position being vacated since the individual accepted an Elderly Economic Support position. A motion was made by Mr. Krogwold and seconded by Mr. Pazdernik to approve refill of this position. Motion carried.

VI. NEXT MEETING

The next meeting scheduled for September 11 has been canceled. Therefore, the next meeting will September 25.

VI. ADJOURNMENT

The meeting adjourned at 6:15 p.m.

Submitted by:

Dawn Grasamkee  
Recording Secretary

0599P

**MINUTES**  
**HEALTH AND HUMAN SERVICES BOARD MEETING**  
**September 25, 2007**

Present

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

Excused:

Jim Clark  
Gerald Wynne, Jr.  
Gene Numsen

Also Present: Ray Przybelski, Director; Dawn Grasamkee, Recording Secretary; Jennifer Jossie, Business Manager, Lauri Rockman, Children and Family Services Coordinator; Kevin Quevillon, Boys & Girls Club; Pat Rychter, UW Extension; Jan Piltz, Healthy Beginnings; Amy Bakken, St. Michael's Hospital - Right From the Start Coalition; Audrey Thrun, Family Resource Centers; Sarah Halstead, Family Connections; Meg Erler, Right From the Start Coalition.

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 28, 2007

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

B. Correspondence

Mr. Przybelski shared a thank you letter from a girl whom the Department helped out with school supplies through Project Fresh Start. In addition, another thank you letter was received from an individual also helped with school supplies through the Children Come First Program.

Mr. Przybelski informed the Board of Make a Difference Day to be held on October 28. This project is sponsored by the United Way and helps individuals with food drives, raking lawns, etc.

Ms. Dodge questioned if the letter from regarding the Environmental Health Supervisor position was responded to. Mr. Przybelski stated it was through Mark Maslowski. In addition, a letter was received from the Department of

Public Health stating the Department is in compliance.

C. Director's Report

Mr. Przybelski reported an expense will be added to the High Cost accounts. Despite efforts by staff and the Guardian ad Litem to move an individual to a less high cost placement, the parent was not in agreement. A court hearing was held and the judge has sided with the parent.

Mr. Przybelski stated the United Way has changed their structure to a community impact model. Listening sessions will be held October 9 through the 18. Board members are to contact Ray for specific times and locations.

Mr. Przybelski stated Helen Johnson, a long-time member of both the Advisory Committee and a Permanency Planning Panel member, has passed away. The Department will be sending condolences to the family.

D. Reports from Board Appointed Committees/Activities

Ms. Benz stated a new AODA Subcommittee has been formed - the Community Resource Action team. The team is working on a collaborative resource guide to be used in times of crisis to give support systems to individuals needing help during the early morning hours and on weekends when most organizations are closed.

Ms. Benz reported the AODA Social Marketing team is working on the project sheets and outcomes.

Ms. Benz stated Wally J's Place to Play served 150 children in July, 239 in August, and 131 to date in September.

Ms. Dodge reported there were two days of permanency plans reviewed. Two children were canceled due to their return home. Another child is currently placed at Tomorrow's Children and is anticipated to return home soon. Another child is currently placed with the grandfather. Guardianship is trying to be established with the grandfather. A young girl has severe personality disorders and it is anticipated a long-term foster care placement will be needed. Another child is in Northwest Passage undergoing a 30 day assessment and is currently doing well. The last child is from a chaotic home. The mother is getting the household in shape and it is anticipated he will be returned home.

- 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

The vouchers total \$299,476.15 for the regular accounts and \$197,968.70 for the high cost accounts. They include voucher number 20070587 for \$5,166.63, voucher number 20070589 for \$378.60, voucher number 20070602 for \$40,730.69, voucher number 20070605 for \$156,753.70, voucher number 20070612 for \$3,075.24, voucher number 20070625 for \$3,523.18, voucher number 20070631 for \$95,286.64, and voucher number 20070639 for \$18,081.88. Pre-authorizations totaled \$1,324.01 and purchases totaled \$1,324.01. In addition, substitute care costs of \$55,313.77 for adults and \$117,821.51 for children are also included. Portage House vouchers include voucher number 20070631 for \$469.53 and pre-authorizations totaled \$1,152.54. Ms. Jossie stated the CCPC Volunteer Transportation Receivable is not all CCPC and includes a \$3,000 credit for a contract overpayment. A motion was made by Mr. Bishop and seconded by Mr. Krszjaniek to approve the vouchers. Motion carried.

- B. Discussion/Action on Policy Change for Duplicating Records Fee

Mr. Przybelski stated the policy change is to bring the Department into compliance with the law. A motion was made by Mr. Bishop and seconded by Ms. Benz to approve the policy change. Motion carried.

## III. PROGRAM ISSUES

- A. Discussion/Update: Right From the Start Coalition

Ms. Erler stated the Coalition is a formation of agencies and programs in Portage County. Portage County provides direct financial support to three programs: Healthy Beginnings, Family Resource Centers, and the St. Michael's Hospital program. A chart was distributed showing the decrease in substantiated child maltreatment from 1995 to 2005.

Ms. Bakken stated the Home Visitor program was implemented to provide services to first time parents. There were 680 births and about 75% of them receive a home visit. If a family is deemed to have or need additional services, a referral is made directly to the appropriate program.

Ms. Piltz stated the Healthy Beginnings program provides home visits for first time families for the first five years. The visits can be one time per week or less often depending on the family. Statistics of families served by the Healthy Beginnings program shows out of 264 children served, one was placed in voluntary kinship care, two were court ordered in kinship care, five were in foster care, and two went from foster care to kinship care. These figures were over a 10 year time period. The statistics were provided by Mr. Riggerbach. A chart showing the comparison of area counties and their number of maltreatment substantiations per 1,000 child population was distributed. Ms. Erler stated Marathon County has very stable funding of over \$600,000 in county dollars to sustain their program.

Ms. Thurn stated various reports were included in the packet concerning the Family Resource Centers. There are currently four centers. They are located in Junction City, Almond/Bancroft, Amherst, and Stevens Point. There are increasing numbers in the play groups. Ms. Halstead commented there are not qualifications to be met in order to participate. The centers are open to everyone. The expanded facilities allow access to everyone in the county. A Review of Services booklet for the Family Resource Centers was distributed. Ms. Erler stated the Family Resource Center funding is not matched. The centers don't exist without county tax funds and United Way funding.

B. Discussion/Update: Gateway Day Report Center

Ms. Rockman distributed a copy of the indicators that will be tracked by the Gateway Center. There are currently five youth in the Center.

Mr. Quevillon distributed an updated copy of the manual as well as a brochure. Mr. Quevillon stated the best pieces of all the centers around the State were taken to form this center. A point incentive program will be utilized. Homework and education are a large part of the center as is AODA programming and community involvement. The center is open Monday thru Friday from 3:00 to 8:00 p.m. The youth are brought from the school to the center. The schedule is a regimented schedule the youth are to follow. The youth will attend the center the entire time from 3:00 to 8:00 p.m. A suggestion was made by the program director, JR Wynne, to measure the

youth's attitude at the start of the programming and then to measure it at the end of the day to see what triggered the change, if any.

C. Discussion/Update: Out-of-Home Placement Report

This report was tabled until the next meeting.

IV. PERSONNEL ISSUES

A. Discussion/Action to Authorize Position Refills

Mr. Przybelski stated a 20 hour public health nurse position will be vacated due to the person currently in the position moving out of the area. In addition, a social worker in the Child Protective Services area has resigned since she will be moving to Milwaukee. A motion was made by Mr. Bishop and seconded by Mr. Krszjaniek. Motion carried.

Mr. Patton questioned the new positions being requested in 2008. Mr. Przybelski stated those are CCPC positions and not HHS positions.

V. NEXT MEETING

The next meeting is scheduled for October 9. This meeting will include a review of the 2008 budget. Mr. Przybelski stated the budget books will be available at the County Clerk's Office on October 4 for the County Board Supervisors. The citizen members will have their books delivered to them.

Mr. O'Brien questioned if the funds for the Right From the Start Coalition were removed from the budget. Mr. Przybelski stated the funding for this program is now in the County Executive's budget. It was moved since the funding was just coming to HHS just as pass through funds.

VII. ADJOURNMENT

The meeting adjourned at 6:30 p.m.

Submitted by:

Dawn Grasamkee  
Recording Secretary

**MINUTES**  
**HEALTH AND HUMAN SERVICES BOARD MEETING**  
**October 9, 2007**

Present

Jeanne Dodge  
Jim Clark  
Dale O'Brien  
Gene Numsen  
Sandy Benz-Medin  
Richard Bishop  
Lonnie Krogwold  
Tony Patton  
Perry Pazdernik

Absent:

Eric Krszjzaniek

Excused:

Gerald Wynne, Jr.

Also Present: Ray Przybelski, Director; Dawn Grasamkee, Recording Secretary; Jennifer Jossie, Business Manager; Lauri Rockman, Children and Family Services Coordinator; Dianne Koca, Office Manager; Erica Wojcik, Assistant Business Manager; Faye Tetzloff, Health Officer; Jim Riggerbach, Child Protection and Shared Services Coordinator; and Amy Trzinski, Adult 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 September 25, 2007

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

B. Correspondence

Mr. Przybelski stated a Certificate of Recognition for our CST program was received from John Easterday of the Department of Family Services and the Division of Mental Health and Substance Abuse Services.

C. Director's Report

Mr. Przybelski reported the agency received their new conference room tables.

Mr. Przybelski stated the Wisconsin Counties Association will be holding public forums regarding the Wisconsin Way initiative. This initiative is a solution to keep public services without increasing taxes. The various forum

locations and dates are available on [www.wisconsinway.org](http://www.wisconsinway.org) website or you may see Ray for further information.

Mr. Przybelski reported the annual report was received from Southern Oaks. There are currently no Portage County residents placed there.

D. Reports from Board Appointed Committees/Activities

Mr. Bishop reported the Hunger Prevention Partnership met on October 3. The meeting has been changed to every two months rather than quarterly. The new website is up and running. The address is [www.hppp/pc.org](http://www.hppp/pc.org). Empty Bowls is scheduled for October 20 at SPASH. A workshop will be held at the library on November 6 based on the Ruby Payne information.

Ms. Benz-Medin reported the AODA Coalition met. Upcoming events were reviewed which include the holiday parade and Harvest Fest. The Packer ads have started. It was decided to add other venues for other sporting events as well.

Ms. Benz-Medin reported Wally J's Place to Play served 59 children to date in October and 133 in September.

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

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

The vouchers total \$154,021.16 for the regular accounts and \$172,638.07 for the high cost accounts. They include voucher number 20070659 for \$37,428.17, voucher number 20070663 for \$123,139.50, and voucher number 20070676 for \$237.94. Substitute care costs of \$57,469.68 for adults and \$108,383.94 for children are also included. Purchases totaled \$3,440.73. Portage House vouchers include voucher number 20070666 for

\$1,111.14 and pre-authorizations totaled \$1,373.41. A motion was made by Mr. Bishop and seconded by Mr. Patton to approve the vouchers. Motion carried.

B. Discussion on 2008 Health and Human Services Budget

Mr. Przybelski thanked the management staff for their hard work on the budget.

Ms. Jossie reviewed the supplemental pages. She reported overall a 3.1% decrease was made to the budget. The largest factor for the decrease was the shift of approximately \$223,000 from Right From the Start funds to a non-county agency budget. Therefore, the "true" decrease to the budget was approximately \$155,000. Program revenues and expenses were decreased primarily due to less funding for the CST grant and the W2 consortium. Youth Aids were decreased by \$54,000. Kinship Care was decreased by \$23,000. The Housing Program had multiple grants that were eliminated. Some of these were shifted to the non-county agency budget as well. The General Assistance Program was eliminated for 2008. WMCR funds were decreased by \$75,000 and will eventually be going away. User fees were decreased as well. These include \$22,000 in school health contracts due to elimination of time, \$15,000 due to no flu clinics, \$10,000 for home and financial manager services that were contracted to CCPC, \$17,000 due to Wood County no longer participating in the fraud program, and \$20,000 for crisis intervention. Community Aids stayed flat. The tax levy was increased by \$87,582. The general increase to salaries was 2.5%. Mr. Patton questioned if salaries and fringes are included in grant applications if staff need to be hired. Ms. Jossie stated all costs including salary, fringes, and overhead charges are included. Health insurance increased 11%. Overall, the increase is 2%. Three positions were eliminated. They include a mental health clinician, a part-time nurse practitioner, and a social work position.

The Budget Recap sheet breaks out the divisions. The Administration/Business Services Division reduction is primarily due to the shift of the Right From the Start funds. The increase in Public Health Services is due to an increase in staff costs. The reduction in Adult Services is due to staff reductions. There is a slight decrease in Child Protection and Shared Services but there was also a staff reduction. The Children and Family Services Division has a reduction in revenues from Youth Aids, W2, and Kinship funds. In addition, expenses were reduced by two contracted positions being eliminated.

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The High Cost Recap sheet reflects an increase in Residential Care due to CBRF placements. The reduction in Inpatient is due to a IMD contract that was eliminated. The Substitute Care budget has a slight increase to expenses due to placements. The General Assistance program has been eliminated in 2008.

Ms. Jossie reported the fee schedule shows actual costs. Fees were increased by 2%. The license fees for establishments has been separated to reflect the state surcharge and the county fee. The state will be increasing their surcharge in 2008 but the amount is not known at this time.

Salary and fringe data is also included in the budget. The remaining pages are the budget broken out by division and program.

Mr. Bishop questioned where the number of people we serve is located. Mr. Przybelski stated this is located in the annual report. Mr. Pazdernik questioned the difference between a case worker and a social worker. Mr. Przybelski stated a case worker is someone who is not licensed to be a social worker. Mr. O'Brien questioned how many employees work in Health and Human Services. Ms. Jossie stated there are 96.05 FTEs in Health and Human Services out of approximately 621 county employees.

Ms. Jossie stated the Portage House budget balances. There were no increases in state funds. Approximately \$8,000 will be put in the reserve in 2007 and it is anticipated \$9,200 will be used in 2008 from the reserve.

### III. PERSONNEL ISSUES

#### A. Discussion/Action to Authorize Position Refills

There were no position refills.

### IV. NEXT MEETING

The next meeting scheduled for October 23 has been canceled. Therefore the next meeting will be November 13.

### V. ADJOURNMENT

The meeting adjourned at 6:00 p.m.

Submitted by:

Dawn Grasamkee  
Recording Secretary

0599P

**MINUTES  
HEALTH AND HUMAN SERVICES BOARD MEETING  
October 16, 2007**

Present

Jeanne Dodge  
Jim Clark  
Eric Krszjzaniek  
Richard Bishop  
Lonnie Krogwold  
Tony Patton  
Perry Pazdernik

Absent:

Gene Numsen  
Dale O'Brien

Excused:

Sandra Benz Medin  
Gerald Wynne, Jr.

Also Present: Ray Przybelski, Director.

The meeting was brought to order by Ms. Dodge at 4:48 p.m.

I. PERSONNEL ISSUES

A. Discussion/Action to Authorize Position Refills

Moved by Mr. Krogwold and second by Mr. Krszjzaniek. Motion carried.

II. ADJOURNMENT

Motion to adjourn meeting by Mr. Bishop and seconded by Mr. Patton. Meeting adjourned at 4:50 p.m.

Submitted by:

Raymond F. Przybelski  
Director

0599P.SAV

**MINUTES**  
**HEALTH AND HUMAN SERVICES BOARD MEETING**  
**November 13, 2007**

Present

Jeanne Dodge  
Jim Clark  
Dale O'Brien  
Gene Numsen  
Sandy Benz-Medin  
Richard Bishop  
Lonnie Krogwold  
Perry Pazdernik

Excused:

Eric Krszjzaniek  
Tony Patton  
Gerald Wynne, Jr.

Also Present: Ray Przybelski, Director; Dawn Grasamkee, Recording Secretary; Jennifer Jossie, Business Manager; Lauri Rockman, Children and Family Services Coordinator; Faye Tetzloff, Health Officer; Jim Riggerbach, Child Protection and Shared Services Coordinator; and Amy Trzinski, Adult 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 9 and 16, 2007

A motion was made by Mr. Bishop and seconded by Ms. Medin to approve the minutes of October 9. Motion carried.

A motion was made by Mr. Pazdernik and seconded by Mr. O'Brien to approve the minutes of October 16. Motion carried.

B. Correspondence

Mr. Przybelski stated he received a letter from the State regarding IDP supplemental funds. Over \$2 million in requests were received for funds from a pot of about \$1 million. Portage County will receive \$23,311. The request was for \$66,000 and the anticipated amount that was budgeted was \$35,000.

C. Director's Report

Mr. Przybelski reported negotiations are continuing for a permanent psychiatrist. It is hoped the 40 hour position can be filled by a combination of a psychiatrist and a nurse practitioner. The Board will be apprised as the negotiations continue.

Mr. Przybelski stated the CCS initiative has started. Two current positions were shifted and will be filled by CCS positions to start on December 1.

Mr. Przybelski alerted the Board to an article that appeared in the Wausau paper regarding prescription assistance cards. The program would be available to any Portage County resident and is not based on income. The results are up to a 20% off on prescriptions not covered by insurance. It will take about 8-10 weeks to get the program up and running. There is no cost to the county or the individual for participating.

Mr. Przybelski reported Jennifer Jossie will be relocating to the Finance Department in the Annex. She will continue to be the Business Manager but will only be physically located in the Annex. The move is anticipated after the first of the year.

D. Reports from Board Appointed Committees/Activities

Ms. Medin stated she attended the Community Response Team meeting. Clarification of goals and the mission were discussed. In addition, the Plunge program put on in Wood County was discussed as a possibility to be presented in Portage County.

Ms. Medin stated the AODA Social Marketing team reviewed events and project sheets.

Ms. Medin reminded Board members of the Community Circle Awards event to be held tomorrow morning.

Ms. Medin reported Wally J's Place to Play served 148 children in October and 75 to date in November.

Mr. Clark stated the AODA Coalition is looking to expand the ads presented during the Packer games. It is hoped these ads will be broadcasted during local sporting events as well.

Ms. Dodge stated four children were reviewed in Permanency Planning. One is a young 3 year old child who is anticipated to be reunited with her parent in six months. A young girl is anticipated to be returning home shortly. A 17 year old male is currently in Winnebago for a med wash and then new medications will be started to help stabilize him. Another young man is currently in placement and doing 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

The vouchers total \$397,594.02 for the regular accounts and \$243,534.10 for the high cost accounts. They include voucher number 20070651 for \$4,959.24, voucher number 20070680 for \$2,413.90, voucher number 20070688 for \$1,397.93, voucher number 20070706 for \$155,283.15, voucher number 20070709 for \$7,493.77, voucher number 20070723 for \$5,486.08, voucher number 20070728 for \$138,908.13, voucher number 20070732 for \$36,572.52, voucher number 20070747 for \$1,200, voucher number 20070756 for \$1,926.49, voucher number 20070761 for \$30,326.24, voucher number 20070762 for \$101,601.43, and voucher number 20070763 for \$300. Substitute care costs of \$51,533.28 for adults and \$98,701.68 for children are also included. Pre-authorizations total \$3,033.28. Purchases totaled \$2,525.69. Portage House vouchers include voucher number 20070693 for \$331.37, voucher number 20070726 for \$1,622.13, and voucher number 20070759 for \$534.84. Purchases totaled \$43.58 and pre-authorizations total \$562.40. A motion was made by Ms. Medin and seconded by Mr. Bishop to approve the vouchers. Motion carried.

III. PERSONNEL ISSUES

A. Discussion/Action to Appoint Health & Human Services Board Member to Community Development Block Grant Housing Committee

Mr. Przybelski distributed a resolution for an appointment of a Board member to the Community Development Block Grant Housing Committee. CAP Services received the funding they reported on a few meetings ago. This committee would oversee the block grant funding. It is anticipated the Committee will meet once a month for about an hour. Mr. Clark nominated Perry Pazdernik and Mr. Bishop seconded the nomination. A voice vote was taken with all present voting aye. Motion carried. The resolution will be forwarded to the County Board for approval.

B. Discussion/Action: Third Quarter Program Statistics

Ms. Rockman stated the Children and Family Services statistics remain about the same. The fraud recoupment is primarily MA recoups. The agency keeps about 15% of funds recouped. Detox placements are about double what was projected. Empty Bowls made about \$23,000 in 2007 and about \$22,000 in grants have been issued. The largest class of Teen Leadership has begun. The Gateway Juvenile Reporting Center is currently serving nine teens. The first report has been received and more information will be sent shortly. Mr. Przybelski stated Lauri and Scott Rockman were the first recipients of the Pat Cassidy Award. Ms. Dodge commented regarding the veteran who received a substantial increase in his benefits and how it is sad he wasn't receiving this increase before.

Ms. Tetzloff reported nothing stands out in the third quarter for the Health statistics. Ms. Tetzloff stated an information sheet on MRSA (Methicillin Resistant Staphylococcus Aureus) was included in the packet. One case arose at the Portage County Jail during the third quarter.

Ms. Trzinski reported on the Adult Services statistics. Emergency detentions are down. Procedures were clarified with the emergency room at the hospital as well as law enforcement and it is believed this reduced the amount of detentions done. The reduction in clinic hours is primarily due to no psychiatrist for a part of the quarter. The high cost accounts are holding steady. CCS services have begun in the Community Support Program.

Mr. Riggerbach reported on the Child Protection and Shared Services statistics. Intake contacts were down. Children Come First cases will drop during the next quarter due to the elimination of one of the positions. There are three staff doing child welfare dispositional services. One of these positions will be converted to a CCS position. A new line indicating the number of pending foster homes has been added. A correction to the number of children in care and the number of placements terminated needs to be done. The statistics should be 38 and 12 respectively. The University is concerned about liability issues regarding student volunteers for respite child care services to foster and adoptive parents. Hopefully this will be resolved. A Drug Endangered Children Policy was developed and signed with protocols distributed to all department heads. Project Lifesaver is a program that assists families with autistic children as well as disabled youth and adults with Alzheimer's or other cognitive disabilities. This is an electronic monitoring system that would assist law enforcement if an individual should wander from their homes.

Ms. Jossie reported on the Business Service statistics. The accounts are about normal for this time of year. In addition, services are generally slower in the summer and no psychiatrist was available as well. Mr. Clark questioned what adjustments mean. Ms. Jossie stated the billed amount is our regular charge for a service. The adjustments are made for the ability to pay, Medicare charges, etc. The NPI (National Provider Certification) number has been added to HIPAA claims. This number is a unique national number for all providers.

C. Discussion/Action: Out-of-Home Placements

Mr. Riggerbach stated the last report was done in August. There have been seven new placements. Six went to county foster homes and one to a group home. Three of these placements were returned home quickly. Three placements were moved. One was to a less restrictive placement, one was a lateral move, and the other was to a more expensive placement. Overall nine children returned home. There are 27 children in foster care, two in treatment foster care, three in group care, seven in residential care, and six in corrections. Mr. Krogwold questioned if the Gateway program was not in place if the individuals there would be in foster care. Mr. Przybelski stated two were brought out of care early and attend the Gateway program. The other placements are there to prevent out-of-home placement.

Mr. Przybelski informed the Board that Mitch Fisher has agreed to participate as a panel member for the Permanency Planning meetings. Mr. Fisher is replacing Helen Johnson who passed away earlier this year.

IV. NEXT MEETING

The next meeting is scheduled for November 27.

V. ADJOURNMENT

The meeting adjourned at 6:00 p.m.

Submitted by:

Dawn Grasamkee  
Recording Secretary

0599P

**MINUTES**  
**HEALTH AND HUMAN SERVICES BOARD MEETING**  
**November 27, 2007**

Present

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

Excused:

Gerald Wynne, Jr.  
Gene Numsen

Also Present: Ray Przybelski, Director; Dawn Grasamkee, Recording Secretary; Amy Trzinski, Adult Services Coordinator, and Michelle Nelson, Ministry Behavioral Health.

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 13, 2007

Ms. Dodge requested clarification on page 2 regarding the Permanency Planning meeting to reflect these were October reviews. A motion was made by Mr. Patton and seconded by Mr. Bishop to approve the minutes. Motion carried with amendment.

B. Correspondence

Mr. Przybelski received notification from the State regarding the Youth Aids amount. The Department will receive a higher allocation but the rates for placement also increased. The allocation received was \$640,708 but the State will retain \$548,286.

C. Director's Report

Mr. Przybelski stated the Governor's budget included BadgerCare Plus. A grant will be written to help enroll people into the program. The Health Department will be writing the grant since human services departments cannot apply for the grant. The grant will ask for three kiosks to be placed in the community: one at Energy Services, one at St. Michael's, and one here.

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In 2008 only children will be eligible. In 2009, children and adults will be eligible. Those 300% below poverty level will be eligible.

Mr. Przybelski stated interviews were held to refill the receptionist position. It is anticipated the position will be filled in the next couple of weeks.

D. Reports from Board Appointed Committees/Activities

Ms. Medin and Mr. Clark attended the Community Planning Awards ceremony. 85 people attended.

Ms. Medin attended the Holiday Parade as part of the AODA Coalition. Informational handouts were distributed.

Ms. Medin will be attending the Community Response Team meeting tomorrow and the AODA Coalition meeting on Thursday.

Mr. Bishop will be attending the Hunger and Poverty Prevention Partnership meeting tomorrow.

Ms. Dodge stated two days were needed for the November Permanency Planning reviews. A 16 year old who is a habitual runaway has been doing well. She wants to get her driver's license but currently the State does not allow foster children to get their license at 16. A 13 year old girl with ADD was refusing her medication. She is now doing better. A 16 year old boy will be reunited with his family. The father has been lax in attending counseling but pressure is being put on him to attend. A 17 year old boy with sexual offender issues is in therapy and his grades are improving. A child, whose parents had their rights terminated in 1999, has been having behavioral problems regarding sexual offending. A great deal of work is being done with him at Tomorrow's Children. A male placed in Homme Home with behavioral issues is hoped to be returned in six months if he applies himself and works on his goals. A male at Northwest Passage is doing well. The goal is move him to a treatment foster home.

Mr. Patton questioned if we utilize the Challenge Program. Mr. Przybelski stated it has been used in the past. The program used depends on the child.

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

The vouchers total \$130,161.03 for the regular accounts and \$13,966.55 for the high cost accounts. They include voucher number 20070788 for \$6,211.55, voucher number 20070798 for \$38,023.32, and voucher number 20070801 for \$99,892.71. There are no substitute care payments. Purchases totaled \$4,436.17. Portage House vouchers include voucher number 20070792 for \$320.82. Purchases totaled \$43.58 and pre-authorizations total \$966.07. A motion was made by Mr. Bishop and seconded by Ms. Medin to approve the vouchers. Motion carried.

III. PROGRAM ISSUES

A. Discussion/Update on Garrett Lee Smith Suicide Prevention Grant

Ms. Trzinski stated the grant is a three year grant housed in the Health Department. The team is looking to expand their membership. A survey regarding suicide was conducted at SPASH. Ms. Nelson reported 2,000 students were surveyed. 18.5%, or 370 students, considered suicide. 13.4%, or 268 students, made a suicide plan. 11.6%, or 232 students, attempted suicide one or more times. Mr. Bishop questioned how many completed suicide. Ms. Nelson stated the coroner came in and reviewed. There were a lot of questionable deaths. The only known for sure deaths resulted in about 10 per year. The grant is used to educate and improve awareness regarding suicide. The grant is under the Healthy People Portage County umbrella. The amount is \$43,000. This funds a 10 hour position. Mr. Przybelski stated when the grant ends or if funds are exhausted, the position will be eliminated. Ms. Nelson stated private donations are raised through the Walk For Hope. Mr. Patton questioned what is considered risky behaviors. Smoking, sexual behavior, and risky driving can all be considered risky behaviors. Ms. Dodge asked if the students were questioned if they were happy in high school regarding fitting

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in or not. Ms. Nelson stated this was questioned as well. Most of the students reported feeling safe and cared for at school. Mr. Krogwold questioned if the outlying school districts will be surveyed as well. Ms. Nelson replied they are being surveyed currently as well as the Boys and Girls Club, YMCA, and other schools. The survey is conducted during school time at one time. The students are not given the survey to take home and return. Mr. Patton requested a copy of the survey. Ms. Trzinski stated the goals are amended as the grant moves forward.

**B. Discussion/Update on Comprehensive Community Services (CCS) Program**

Mr. Przybelski stated as of December 1 two staff will be shifted from the juvenile work to CCS. CCS is a Medicaid benefit and enrollment is voluntary. For those clients in CCS, 60% of their service costs can be recouped. Two meetings will be held for training on CCS. They are scheduled for 12/5 at 10:00 a.m. and 12/11 at 2:00 p.m. Both meetings will be held in Conference Rooms 103 and 104. CCS language will be added to the contracts for 2008. CCS will allow us to bill Medicaid for services we previously were unable to bill for. The goal is build the infrastructure for CCS. If additional staff are needed, they will be hopefully funded through the recouped CCS funds.

**IV. PERSONNEL ISSUES**

**A. Discussion/Action to Authorize Position Refills**

There were no position refills.

**V. NEXT MEETING**

The next meeting is scheduled for December 11.

**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 11, 2007**

Present

Jeanne Dodge  
Gene Numsen  
Jim Clark  
Tony Patton  
Dale O'Brien  
Sandy Benz-Medin  
Richard Bishop  
Lonnie Krogwold  
Perry Pazdernik

Excused:

Gerald Wynne, Jr.

Absent:

Eric Krszjzaniek

Also Present: Ray Przybelski, Director; Dawn Grasamkee, Recording Secretary; Suzanne Oehlke, WIC Director; and Lauri Rockman, Children and Family 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 27, 2007

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

B. Correspondence

Mr. Przybelski informed the Board that Lauri Rockman will be retiring effective February 28, 2008.

C. Director's Report

Mr. Przybelski stated at the next County Board meeting the resolution to accept the Community Development Block Grant was to be presented. This resolution was approved by this Board to approve Perry Pazdernik to serve on the committee. Originally one County Board Supervisor and four citizen members were to make up the committee. Now two County Board Supervisors and three citizen members will comprise this committee. One of the County Board Supervisors should be from the Finance Committee and the other from the Health and Human Services Board. The three citizen members should be a representative from the banking community, a

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representative from the real estate community, and one consumer of the funds.

Mr. Przybelski stated the WHCSA meets in Stevens Point. If any County Board Supervisor is interested in attending these meetings please let Mr. Przybelski know.

Mr. Przybelski passed around a Christmas card from the Board to sign which will be presented to all staff.

Mr. Bishop stated the Village of Plover received an apology letter from a juvenile offender regarding the damage done to a restroom.

D. Reports from Board Appointed Committees/Activities

Ms. Benz reported 39 children were served to date this month in Wally J's Place to Play.

Ms. Benz reported the AODA Social Marketing team met to complete the project sheets that track accountability.

Ms. Benz reported the Community Response Team met and discussed their internal network of the organization and inform individuals of their availability for assistance.

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

The vouchers total \$121,124.16 for the regular accounts and \$161,342.79 for the high cost accounts. They include voucher number 20070814 for \$3,004.05, voucher number 20070820 for \$1,367.77, voucher number 20070828 for \$15,076.31, and voucher number 20070832 for \$109,896.72. Substitute care payments totaled \$55,927.66 for adults and \$97,194.44 for

children. Purchases totaled \$510.25. Portage House vouchers include voucher number 20070823 for \$205.80. A motion was made by Mr. Bishop and seconded by Mr. O'Brien to approve the vouchers. Motion carried.

III. PROGRAM ISSUES

A. Discussion/Information on Women, Infants, Children (WIC) Programs

Ms. Oehlke stated WIC is a preventative health and nutrition program that serves low to moderate at-risk children, birth to five years of age, pregnant women, or women who have delivered recently. Portage County serves about 1,150 individuals and 120,000 are served statewide. Families see WIC staff every three months. An electronic data system was initiated in November 2005 which contains data on individuals statewide. With the reorganization of the Department of Health and Family Services it was initially decided that WIC would be aligned with welfare programs rather than health services. This has been changed since WIC comes with federal funding. The program will remain aligned with health services. The WIC budget is \$4.6 million for the State and Portage County receives about \$180,000 based on the number of individuals served along with various other factors. The WIC program can serve undocumented individuals as well. A discussion occurred regarding the various services provided by WIC and other programs similarly throughout the county. Ms. Oehlke stated WIC has been serving individuals in Portage County for about 30 years. Outcomes for the program are set and supported.

B. Discussion/Information on the Hunger and Poverty Prevention Partnership

Ms. Rockman stated the Partnership has been around since 2000 and currently has 45 members. The Empty Bowls fundraiser raised \$22,300 in 2007 serving about 1,069 individuals. The funds raised are then distributed throughout the community in the form of grants to help fund both prevention and supplemental food programs. The two organizations that did not receive funds this year were due to an application being incomplete or if the committee felt they had sufficient resources based on the information provided. The Cassidy Scholarship Fund was also established. This fund is available to high school seniors who will be the first in their family to attend college. The Partnership is also responsible for the eight gardens in the Community Gardens project. The Partnership also funds the Mobile Pantry project. Ms. Rockman informed the Board due to her upcoming retirement it

was felt the Partnership should be moved under the umbrella of the Portage County Health and Human Services Employees Foundation.

C. Discussion/Action on Alcohol and Drug Abuse Coalition

Ms. Rockman stated the Coalition comprises of 85 community members covering all areas from law enforcement, the medical community, schools, service organizations, the faith community, the Tavern League, as well as concerned citizens. There are six action teams and an Executive Committee. The Coalition has instituted a breathalyzer program that rotates among the local taverns so patrons can test their blood alcohol level and then decide whether or not to drive. In addition, a social host liability informational brochure was developed to inform adults who host parties where alcohol may be served what their responsibilities as the host are and what they could be held accountable for. A "Put the Fun First" campaign is in effect which targets adults to show responsible modeling behavior for children and teens. Ms. Rockman stated the Coalition is looking to become a 501c3 which will enable them to lobby. The United Way has offered the Coalition to join their 501c3. As such, the Coalition will be relocating their offices to the United Way as of January 1, 2008. The Coalition will remain separate from the United Way but will be housed in the same building and will be utilizing their 501c3 status.

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 8, 2008.

VI. ADJOURNMENT

The meeting adjourned at 6:00 p.m.

Submitted by:

Dawn Grasamkee  
Recording Secretary

0599P