

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
January 8, 2008

Present

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

Excused:

Gerald Wynne, Jr.
Eric Krszjzaniek
Sandy Benz Medin

Also Present: Ray Przybelski, Director; Dawn Grasamkee, Recording Secretary; Jim Riggerbach, Child Protection and Shared Services Coordinator; Susan Dolski, Special Needs Supervisor; Lisa Kujawa, Service Coordinator; and Tricia Krayecki, Service 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 December 11, 2007

Ms. Dodge stated a correction to the minutes should include the Community Development Block Grant appointments resolution by the County Board allowed the Board chair or their designee to sit on the Committee. A motion was made by Mr. O'Brien and seconded by Mr. Bishop to approve the minutes. Motion carried.

B. Correspondence

Mr. Przybelski informed the Board that JR Wynne has tendered his resignation on the Board. By statutes, the County Executive will need to appoint someone to fill the vacancy. In addition, the CCS Committee vacancy will also need to be filled. This will be postponed until after the election. Mr. Przybelski will draft a thank you letter to JR for his service.

C. Director's Report

Mr. Przybelski informed the Board on the change in the position refills to be handled by the County Executive.

Mr. Przybelski stated on Thursday he observed the Truancy Court held in Marathon County. Portage County currently issues \$50 fines for truancy. Marathon County has specifics they look at such as AODA or mental health issues. A meeting will be held to discuss what Portage County needs to do to address the rising truancy issue.

Mr. Przybelski reported WHCSA is hold their meeting on the first Thursday of the month at 9:30 a.m. at the Holiday Inn. This meeting is free of charge and open to any Board member. The spring conference is scheduled for May 3-5 in Wausau.

D. Reports from Board Appointed Committees/Activities

Mr. Bishop reported on the Hunger and Poverty Prevention Partnership meeting held January 2. Karl Pnazek gave a presentation on poverty strategies. The Mobile Pantry is looking for volunteers to help with packaging and delivering. The Community Needs Assessment results were distributed.

Ms. Dodge reported the December permanency plan reviews consisted of three children. One was a 17 year old female who is currently on the run. Mr. Przybelski stated she has been found and is currently in secure detention. Another was a male who was working too many hours and as a result his grades have been dropping. He is anticipated to be in care until May. The last review was on a 6 year old male with behavioral issues. His aunt is interested in guardianship and this is being pursued currently.

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 \$276,480.30 for the regular accounts and \$85,298.61 for the high cost accounts. They include voucher number 20070855 for \$1,465.16, voucher number 20070871 for \$144,599.09, voucher number

20070876 for \$45,345.04, voucher number 20070881 for \$925, voucher number 20070888 for \$1,983.05, voucher number 20080003 for \$8,100.51, voucher number 20080004 for \$964.16, and voucher number 20080011 for \$100,739.81. Pre-authorizations totaled \$442.81. Substitute care payments totaled \$57,214.28 for adults. Purchases totaled \$3,044.96. Portage House vouchers include voucher number 20070874 for \$190.57. A motion was made by Mr. Bishop and seconded by Mr. Clark to approve the vouchers. Motion carried.

III. PROGRAM ISSUES

A. Discussion/Information on Autism

Ms. Dolski distributed updated information on autism. Currently there is no standard treatment for autism. There atypical characteristics to autism. A child may fixate on lining up blocks rather than playing with them, spinning an object continuously rather than playing with it to cite a few examples. Another problem for children with autism is the ability to tune out background noise. Most with autism are not able to do this and as a result may become over or under active. Research is currently looking at the link between heredity, genetics, and medical problems for autism. Since 1990 autism has been able to be more easily diagnosed. Previously people were diagnosed with mental retardation rather than autism. Diagnostic tools have been developed that allow for better recognition of autism. It is felt with more intensive services early in a child's life, children can be taught how to deal more effectively with the disorder. Once a child is diagnosed, services are put in place. There are intensive therapy services available but currently there is a waiting list for these services. A plan is developed with the service coordinator. Once a child has received the intensive services, post-intensive services are then arranged. An educational plan is developed for the school. The plan is developed through collaboration with the school, service coordinator, teacher, and family. Parents have organized their own support groups, including email and Internet chatting. Ms. Kujawa stated once a family has a child determined to be autistic, they are linked with another individual who has been through the same programs. Referrals are received from pediatricians as well as others. Testing and observation is done to determine to what level a child is autistic. Services are then put in place to assist the family.

B. Discussion/Information: Out-of-Home Care Report

Mr. Riggerbach stated there were three new placements since November. One child was placed in foster care when the mother was arrested. One was placed in treatment foster care due to sexual abuse issues in the extended family. This child was then transferred to residential placement. One child was ordered to be placed in Lincoln Hills. Three children were returned home to their mother. One child aged out of Lincoln Hills. Currently there are 25 children in foster care, two in treatment foster care, three in group care, eight in residential placement, and seven in corrections. It is hoped two more will be removed by the end of the month. One is anticipated to be returned home and one will be moved from a higher cost placement to a Level 2 foster home.

IV. PERSONNEL ISSUES

A. Discussion/Action to Authorize Position Refills

There were no position refills. Mr. Przybelski stated position refills will now be handled by the County Executive. The Board will continue to be informed as movement of staff occurs but will no longer require action on refills. Mr. Przybelski informed the Board the 40 hour psychiatrist position will be advertised to be filled with 16 hours of psychiatrist time contracted and 30 hours of a psychiatric nurse prescriber.

V. NEXT MEETING

The next meeting is scheduled for January 22, 2008.

VI. ADJOURNMENT

The meeting adjourned at 6:05 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
January 22, 2008

Present

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

Excused:

Tony Patton
Sandy Benz Medin

Also Present: Ray Przybelski, Director; Dawn Grasamkee, Recording Secretary; Jim Riggerbach, Child Protection and Shared Services Coordinator; Dianne Koca, Office Manager; Lauri Rockman, Children and Family Services Coordinator; Faye Tetzloff, Health Officer; Jenni Jossie, Financial Manager; 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 January 8, 2008

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

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski stated the BadgerCare Plus program will be launched soon. It is estimated 2,200 families or about 4,000 individuals will be eligible in Portage County. This will have a great impact on our Department. Further information will be discussed at the February meeting.

Mr. Przybelski stated the intervention commitment for the Justice Center project will include juvenile corrections. This was not done during the first discussions. Space was allotted but programming was not included.

D. Reports from Board Appointed Committees/Activities

Ms. Dodge reported the January permanency plan reviews consisted of five children. One was of a 5 year old girl. One brother has been TPR'ed and a second sibling is in the TPR process. It is anticipated a TPR will be done with this child as well. Another was 14 year old girl who was molested by her father. The goal is for supervised visits to occur with the goal of reunification. The mother has AODA issues and is seeking help. Another case involves a child with physical aggression. The mother lobbied the judge to keep her son in a high cost placement and was successful. A 13 year old male with aggressive behavior was also reviewed. His father wants him returned home. Work continues on this case. A young boy who sexually assaulted his sibling was the final case. He is currently in a foster home.

Mr. Pazdernik reported on the Community Development Block Grant meeting. Three applicants were approved for loans. The applicants remained anonymous throughout the process.

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

There were no members of the public present.

II. FISCAL ISSUES

A. Discussion/Action to Approve Vouchers

The vouchers total \$161,215.87 for the regular accounts and \$125,965.28 for the high cost accounts. They include voucher number 20080027 for \$448.29, voucher number 20080035 for \$19,288.77, voucher number 20080036 for \$158,547.43, voucher number 20080041 for \$300, and voucher number 20080056 for \$450. Pre-authorizations totaled \$640.31. Substitute care payments totaled \$107,506.35 for children. Purchases totaled \$942.23. Portage House vouchers include voucher number

20080008 for \$729.81. Pre-authorizations totaled \$1,405.67. Ms. Jossie stated 2007 payments are included as well. 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 Resolution Authorizing Portage County to Enter into the Managed Pharmacy Benefit Services Agreement with Caremark LP

Mr. Przybelski stated the National Association of Counties Prescription Drug Discount Card Program will partner with Caremark to offer a discount card to everyone in the State. Everyone is eligible. The program allows for coverage of a prescription that is not covered under other insurance programs. If the resolution is approved, marketing materials will be made available throughout the County. Caremark will recruit the pharmacies. The program is currently in various counties in 47 states. There is no cost to the county. A motion was made by Mr. Clark and seconded by Mr. Pazdernik to approve the resolution. A roll call vote was taken with all present voting aye.

B. Discussion/Information on Fourth Quarter Statistical Report

Ms. Rockman stated substitute care placements have decreased. The Economic Support caseload numbers increased slightly. A large increase is anticipated once BadgerCare Plus is initiated. Detox stays have increased to almost double of 2006.

Ms. Tetzloff reported most of the statistics remain the same. WIC is anticipated to increase with BadgerCare Plus as well. Anyone eligible for BadgerCare Plus also becomes eligible for WIC. Mr. Clark questioned if HIV testing is voluntary. Ms. Tetzloff replied it is completely voluntary. The majority of individuals tested are from Portage House. In addition, STD's are increasing slightly as well.

Ms. Trzinski reported referrals to psychological services have increased due to now having a psychiatrist employed. Jail contacts have decreased slightly. Settlement agreements have increased and the reasons are being looked. Inpatient numbers have remained steady. Placements at Crossroads has increased. Mr. Clark questioned the placement of individuals at Gilman. Ms. Trzinski stated bed availability plays a role in

placing individuals there as well as they accept more challenging individuals.

Mr. Riggenbach reported intake contacts have increased. One child disposition worker has been transitioned to work with CCS services. This causes an increase in caseload to the remain child disposition workers. There were three new foster homes licensed. Three homes were closed. Currently 23 children are in foster home placement.

Ms. Jossie reported November billings were higher due to juvenile corrections costs billed out.

IV. PERSONNEL ISSUES

A. Discussion/Information on Authorize Position Refills

There were no position refills.

B. Discussion/Action to Increase Hours for Optical Imager from 39 to 40 Hours

Mr. Przybelski stated this position was created through combining three part-time positions. It totaled 39 hours. The position incumbents have been working 40 hours to keep the files up to date as well as other duties. The additional hour has been paid out and funded through various programs in the budget utilizing optical imaging. The request is to add this additional hour to the position to change it from 39 to 40 hours. There are sufficient funds to pay for the additional hour in the budget. A motion was made by Mr. Bishop and seconded by Mr. Krszjanek to approve the request. Motion carried.

V. NEXT MEETING

The next meeting is scheduled for February 12, 2008.

VI. ADJOURNMENT

The meeting adjourned at 5:45 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
February 12, 2008

Present

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

Excused:

Dale O'Brien

Also Present: Ray Przybelski, Director; Dawn Grasamkee, Recording Secretary; Jenni Jossie, Financial Manager; David Pagel, Economic Support Supervisor; Cheryl Kawlewski, Lead Economic Support Worker; Phil Idsvoog, County Board Chair, and Todd Neuenfeldt, Facilities Director.

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

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

A. Approval of Meeting Minutes of January 22, 2008

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

B. Correspondence

Mr. Przybelski received the State figures for 2008 for the W-2 Consortium. This figures show the consortium meet the required needs.

The 2008 Directory of Wisconsin County Human Services agencies is now available. Anyone wishing a copy can contact Mr. Przybelski.

Dr. Numsen questioned if there is an independent study on the welfare reform system being conducted. Mr. Przybelski stated he is unaware of any study.

C. Director's Report

Mr. Przybelski passed around a sheet for the Board to sign relaying their well wishes for Lauri Rockman's retirement.

Mr. Przybelski stated a reorganization of the Department may be done. Mr. Przybelski will present more details at the next meeting.

The Wisconsin County Human Services Association will be holding a conference in Wausau at the Plaza Hotel on May 7 through May 9. This is available for all County Board and Human Services Board members. The topic will be how to work with various departments and how to budget finances in these tight times.

Mr. Przybelski stated every four years the School Superintendent in the county seat is to review the truancy policies. This is due to be done but with the retirement of the superintendent it is unknown when it will be done. A work group consisting of representatives of the school district, parents, and home school parents need to be involved.

D. Reports from Board Appointed Committees/Activities

Mr. Bishop reported the Hunger and Poverty Prevention Project met at the United Way. They divided into three groups to discuss ways to alleviate hunger and poverty. Employment and training, housing, and food were the three topics discussed. It was also discussed that attracting industry to the area would help alleviate the lack of employment.

Ms. Benz reported on the Community Response Team. A collaborative effort is being developed regarding where to get information regarding accessibility of services.

Ms. Benz reported the Social Marketing team meet to discuss plans for 2008. The ice cream social will be done, participation in the Business Expo will be done, new messages will be created, and a fact presentation will be done as well.

Ms. Benz reported the AODA Executive Team met to discuss the budget and the annual report.

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

There were no members of the public present.

II. FISCAL ISSUES

A. Discussion/Action to Approve Vouchers

The vouchers total \$113,142.68 for the regular accounts and \$254,966.72 for the high cost accounts. They include voucher number 20080062 for \$558.06, voucher number 20080076 for \$26,760.37, voucher number 20080077 for \$167,957.80, and voucher number 20080089 for \$550. In addition, substitute care for adults totaled \$54,942.56 and substitute care for children totaled \$117,340.61. Purchases totaled \$541.63. Portage House vouchers include voucher number 20080075 for \$685.54 and voucher number 20080033 for \$10.57. 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 BadgerCare+ Initiative

Mr. Pagel distributed a copy of the comparison between BadgerCare and BadgerCare+. BadgerCare+ became functional on February 1, 2008. Residents will be able to access BadgerCare+ four ways. They can mail in an application, see a worker face-to-face to complete eligibility, complete an online application, or enroll via a kiosk located in the community. BadgerCare had a 200% Federal Poverty Level (FPL) eligibility limit. Any child above that had a deductible. BadgerCare+ opens coverage to any child above and beyond the eligibility limits for BadgerCare. It is anticipated in 2009 childless adults will become eligible, based on income guidelines. Premiums will be charged that can run from \$10 to \$90.74 per month. If someone does not pay the premium they will not be eligible for six months. An eligibility screen is completed that takes into account rent and other expenses but does not include child support. In 2007 the Economic Support workers processed 111 applications for assistance per month. With the start of BadgerCare+, there were 93 applications processed in one week. The workers have 30 days to process requests.

B. Discussion/Possible Action on Relocation of University Extension to Vacated Space at Ruth Gilfry Building

Mr. Neuenfeldt stated with the anticipated move of Community Care of Portage County it will leave vacant space at the Gilfry Building. The Finance Department will be more centralized at the annex. This means the UW Extension offices will need to be moved. There are currently about 20 employees in the UW Extension office. With about 65 people vacating the Gilfry Building it makes sense to move the UW Extension over to the Gilfry Building. Mr. Przybelski stated some of the programs offered at the UW Extension are a natural fit with some of the programs offered at the Gilfry Building – Healthy Beginnings being one of the programs that would fit in well with WIC. This will be discussed with Space and Properties.

IV. PERSONNEL ISSUES

A. Discussion/Action on New Position Requests

Mr. Przybelski stated two new FTE Economic Support staff are being requested due to the start of the Badger Care+ program. In addition, Badger Care+ will also have an impact on WIC since people eligible for Badger Care+ are also eligible for WIC. It is anticipated that a three-quarter FTE or full-time FTE for WIC may be requested in the future as well. The Badger Care+ program is an unfunded mandate from the State. Ms. Jossie stated funding is based on worker effect. An extensive amount of training is needed for Economic Support staff to complete their duties. A request is being made at this time for two new Economic Support worker positions to help with the anticipated increase in new cases coming into the program. Mr. Clark questioned how many staff are currently working in the section. Mr. Pagel reported there are currently 15 staff: one lead worker and nine Economic Support staff working with the general population and one lead worker and four elderly/blind/disabled staff working with this population group. The ideal caseload for staff is 325 cases per worker. They are currently handling 450 cases per worker but it does entail the need for overtime to complete the work. Mr. Patton questioned if additional staff are anticipated over time. Mr. Przybelski stated with the proposed change to Badger Care+ in 2009 to include single adults in Badger Care+, additional staff will most likely be needed to handle the increase at that time as well. At this point no further information is available on the 2009 proposed changes. Mr. Pazdernik questioned why the additional staff were not requested earlier. Mr. Przybelski stated the program was included in the Governor's budget but

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that budget was not passed until the end of October. Mr. Pagel stated, in addition, the information manual was not received by the Department until the end of January. A motion was made by Mr. Bishop and seconded by Mr. Krszjanek to approve the request. Motion carried with Mr. Patton voting nay.

B. Discussion/Information on Authorize Position Refills

There were no position refills.

V. NEXT MEETING

The next meeting is scheduled for February 26, 2008.

VI. ADJOURNMENT

The meeting adjourned at 6:15 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
February 26, 2008

Present

Jeanne Dodge
Tony Patton
Gene Numsen
Sandy Benz Medin
Jim Clark
Richard Bishop
Lonnie Krogwold
Perry Pazdernik

Excused:

Dale O'Brien

Absent:

Eric Krszjzaniek

Also Present: Ray Przybelski, Director; Dawn Grasamkee, Recording Secretary; Jenni Jossie, Financial Manager; David Pagel, Economic Support Supervisor; Cheryl Kawlewski, Lead Economic Support Worker; Suzanne Oehlke, WIC Director; Jim Riggerbach, Shared Services Coordinator; Faye Tetzloff, Health Officer; Pat Smith, Economic Support Worker; Jeni Isherwood, Economic Support Worker; Mandy Mayek, Economic Support Worker; and Cathy McCorkell, Economic Support Worker.

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

I. CALL TO ORDER

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

II. INFORMATIONAL PRESENTATION FOR ECONOMIC SUPPORT/BADGERCARE PLUS PROGRAM

Mr. Pagel introduced the Economic Support Workers present at the meeting. Mr. Pagel stated Cheryl Kawlewski will act as the worker and Mandy Mayek will act as the client for this presentation. All the information being given is true and from various cases. The presentation demonstrated what the worker must do to complete an application for services. The client had completed an online application but the information must still be verified.

III. GENERAL INFORMATION

A. Approval of Meeting Minutes of February 12, 2008

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

B. Correspondence

There was no correspondence.

C. Discussion/Action to Approve Vouchers

The vouchers total \$81, 233.67 for the regular accounts and \$32,752.85 for the high cost accounts. They include voucher number 20080106 for \$115, voucher number 20080113 for \$5,787.74, voucher number 20080114 for \$106,408.02, voucher number 20080122 for \$30, and pre-authorizations totaling \$1,645.76. Purchases totaled \$734.49. Portage House vouchers include voucher number 20080108 for \$209.04 and pre-authorization totaling \$917.42. Purchases totaled \$35.57. A motion was made by Mr. Krogwold and seconded by Mr. Bishop to approve the vouchers. Motion carried.

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

Ms. Benz reported Wally J's Place to Play served 82 children in February.

Ms. Benz reported the Community Planning Council reviewed the Life Report 2007. The Ocean Springs Committee has concluded its work. A little of \$300 was left in the account and has been turned over to Rev. Kurt Hoffman for distribution. In addition the Council will be discussing the feasibility of continuing. The Leadership Lunch series will continue with the focus on the Justice Center. The Community Circle Awards may be combined with the Volunteer Rocks awards.

Ms. Dodge stated she received information concerning the possible separation of Public Health from Health and Human Services. This will be discussed at a later meeting.

E. Discussion/Action on Health and Human Services Reorganization

Mr. Przybelski stated due to the retirement of Lauri Rockman it was decided to better function as a department, a reorganization could be done. The proposal is to streamline the department to four divisions. Chapter 48/938 programs would be moved under Jim Riggerbach and human services programs would be moved under Amy Trzinski. The Divisions of Public

Health and Administration/Business are not affected by this reorganization. Child Welfare, Youth and Family, and Workforce Development would be coordinated by Jim Riegenbach. Psychiatric Services, Adult Substance Abuse Services, Portage House, Community Support, and Special Needs Children would be coordinated by Amy Trzinski. In addition, a supervisor would need to be hired for the Community Support/CCS programs. Extra duties will be taken on by the coordinators. No reclassifications are being proposed at this time due to the wage study currently being done by the county. A motion was made by Mr. Clark and seconded by Mr. Bishop to approve the reorganization and additional supervisor as presented. Motion carried.

F. Discussion/Information on Position Refills

There were no position refills.

G. Discussion/Action on New Position Requests

Mr. Przybelski stated anyone who qualifies for BadgerCare Plus also qualifies for WIC services. As such, WIC is anticipating an increased caseload due to the onset of BadgerCare Plus. They are requesting a .80 FTE, or 32 hours per week, Nutrition Educator position to help handle this increased caseload. A motion was made by Mr. Clark and seconded by Mr. Bishop to approve the request for a .80 FTE (32 hours per week) position. Motion carried with Mr. Patton voting nay.

H. Director's Report

Mr. Przybelski stated with the anticipated move of CCPC out of the building, the UW-Extension came over to look at the available space. Mark Hilliker believed that vacated space would be adequate for their needs.

Mr. Przybelski stated he received a phone call from Dr. Jim Zach. Dr. Zach is the proposed candidate to replace JR Wynne on the Board.

IV. NEXT MEETING

The next meeting is scheduled for March 11.

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V. ADJOURNMENT

The meeting adjourned at 6:25 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
February 26, 2008

Present

Jeanne Dodge
Tony Patton
Gene Numsen
Sandy Benz Medin
Richard Bishop
Eric Krszjaniek
Lonnie Krogwold
Perry Pazdernik

Excused:

Jim Clark

Also Present: Ray Przybelski, Director; Dawn Grasamkee, Recording Secretary; Jenni Jossie, Financial Manager; Jim Riggerbach, Child Protection and Shared Services Coordinator; Amy Trzinski, Adult Services Coordinator; 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 February 26, 2008

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

B. Correspondence

Mr. Przybelski stated the Department of Corrections, Juvenile Corrections, has reimbursed the county for the number of days the county used in the sanctions program. Our figures stated we used 152 days but the State stated we used 229 days. This will be verified.

Mr. Idsvoog wrote to the Wisconsin Counties Association asking for clarification regarding the Health Officer issue. A meeting will be held tomorrow to discuss this issue. The answer he received from the Association stated the Health Officer reports to the County Executive in those counties that have an Executive. In addition, he questioned if the Health Department needs to be separate from Human Services. The Association stated the two departments can remain as a joint department and still be in compliance with the law.

C. Director's Report

Mr. Przybelski stated the two requested Economic Support positions passed our Board and then went to the joint Finance and Human Resources Board. At that point a 2-2 vote was voiced and the resolution failed. Clarification needs to be received from the Corporation Counsel where the resolution needs to be resurrected. Ms. Dodge directed Mr. Przybelski to write a letter to the Finance and Human Resources Board indicating the importance of these two positions and to reconsider the resolution.

Mr. Przybelski stated the building is currently at capacity for space. He was informed by Jim Canales of the need for six additional staff that will be hired by CCPC prior to the proposed departure from the building. As such, a conference room will be converted temporarily into office space to house these six additional staff. Mr. O'Brien questioned if the UW-Extension will be moving into the building once CCPC moves out. Ms. Dodge stated there is a space crunch. Mr. Przybelski stated Mark Hilliker toured the building and felt the space that would become available would be sufficient. Mr. Krogwold stated a meeting was held with the Fontis of Furniture and Appliance mart and a construction meeting will be held to see how the work will be done.

D. Reports from Board Approved Committees/Activities

Ms. Benz Medin attended the Business Expo on behalf of the AODA Coalition. A survey regarding the level of knowledge of AODA issues was given to people.

Ms. Benz Medin attended the AODA Social Marketing Committee meeting. They will once again do the ice cream social with youth soccer. StarWorks has developed a new brochure and has updated the website.

Ms. Benz Medin attended the AODA Executive Meeting. The annual report was reviewed. Town Hall meetings were also reviewed. A grant was received to hold the Town Hall meetings. The meetings hope to raise awareness of AODA issues in adolescents.

Ms. Dodge stated the Leadership Lunch series will focus on the Justice Center and is scheduled for June, September, and October.

Mr. Bishop attended the Hunger and Poverty Prevention Partnership meeting. The quarterly statistics were presented. There were only two

applications for the Cassidy Memorial Scholarship. Barb Grover reviewed the hunger summit. The next meeting dates are 5/7, 7/2, 9/3, and 11/5.

- 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 \$168,281.29 for the regular accounts and \$167,025.35 for the high cost accounts. They include voucher number 20080138 for \$51.08, voucher number 20080153 for \$522, voucher number 20080154 for \$44,648.65, voucher number 20080149 for \$142,124.64, and voucher number 20080167 for \$3,936. In addition, substitute care payments for adults totaled \$46,691.29 and for children totaled \$97,332.98. Purchases totaled \$3,722.10. Portage House vouchers include voucher number 20080137 for \$527.80. Mr. Krogwold questioned the COP risk reserve. Mr. Przybelski stated the State allows us to carry over a percentage of the base for exceptional requests. A motion was made by Ms. Benz Medin and seconded by Mr. Bishop to approve the vouchers. Motion carried.

III. PROGRAM ISSUES

A. Discussion/Update on Gateway Day Report Center

Mr. Koepfel distributed a handout of information on Gateway participants as well as statistical information for the first two years. This handout indicated the adolescents served so far this year. Almost all of the participants have AODA issues. Three of the nine served did get involved in additional criminal behavior. The Gateway Day Report Center was developed to help divert out-of-home placements and/or to help return adolescents to the community sooner. One child was returned to the community. Two were placed in out-of-home placements. Both were sexual offenders and posed a high risk of repeat offense. Mr. Patton questioned how staff is aware of the AODA issues. Mr. Koepfel stated in most cases the juvenile tells us themselves. A 130 questionnaire is answered by the juvenile and the

parents. In addition a formal AODA assessment is also completed. Urineanalysis testing is also done regularly on juveniles participating in the program. Mr. Pazdernik questioned who determines the length of time the juvenile must participate in the program. This is determined by the social worker.

B. Discussion/Information: Out-of-Home Placement Report

Mr. Riggerbach stated the report is for two months. Since the last report, five juveniles have been placed. Three entered foster homes, one entered treatment foster care, and one entered a relative placement. Two children were placed for one day and have now been returned to their mother. A seven week old was placed for one day and the placed with the grandmother. A 14 year old was emotionally abused by the mother and has stopped complying with rules. The treatment foster care male was placed due to sexually abusing his sister. He will most likely be placed in residential treatment. Two individuals were moved from residential placement to less restrictive placements. Both were at Northwest Passage. One was moved to a Level II foster home and the other to treatment foster care. In addition, five children were returned home. There are currently 22 children in foster care, 2 in treatment foster care, 2 in group care, 6 in residential care, and 6 in corrections.

IV. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

Mr. Przybelski stated an HSS1 Social Worker position has been requested to be refilled. The funding is there for this position refill.

B. Enter Into Closed Session Pursuant to 19.85(1)(c)(f) to Discuss Personnel Issues

A motion was made by Mr. Patton and seconded by Mr. Bishop to enter into closed session. A roll vote was taken with all voting aye.

C. Reconvene into Open Session for Purpose of Taking Action on Closed Sessions Items if Necessary

A motion was made by Mr. Patton and seconded by Mr. Krogwold to return to open session. Motion carried. No action was taken.

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V. NEXT MEETING

The next meeting is scheduled for March 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
March 25, 2008**

Present

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

Excused:

Gene Numsen

Also Present: Ray Przybelski, Director; Dawn Grasamkee, Recording Secretary; Jim Riggerbach, Child Protection and Shared Services Coordinator; 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 March 11, 2008

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

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski gave an update on the space issue. The blueprints were reviewed with Mark Hilliker and the staff was given a tour of the building. The floor plan and needs will be looked at further.

Mr. Przybelski stated the year-end financial report is being completed. It is anticipated the report will be given in May.

Mr. Przybelski stated the Economic Support positions were defeated at the Human Resources Committee. These positions will be forwarded, along with any other new positions, during the new position request procedures in July.

D. Reports from Board Approved Committees/Activities

Ms. Benz Medin reported Wally J's Place to Play served 103 children in January, 101 in February, and 100 to date in March.

Ms. Benz Medin reported the Dental Clinic has reduced its waiting list from 1,900 to 1,300. Children are no longer on the waiting list due to a grant which was received that allowed the Clinic to hire additional help.

Mr. Patton questioned if Wally J's Place to Play could be enlarged to serve more children. Mr. Przybelski stated the day care needs public access but this could be looked at.

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

There were no members of the public present.

II. FISCAL ISSUES

A. Discussion/Action to Approve Vouchers

The vouchers total \$80,702.22 for the regular accounts and \$1,774 for the high cost accounts. They include voucher number 20080183 for \$14,420.24, voucher number 20080184 for 67,443.06, and voucher number 20080189 for \$232.52. Pre-authorizations totaled \$380.40. Purchases totaled \$1,350.12. Portage House vouchers include voucher number 20080179 for \$605.04. A motion was made by Mr. Bishop and seconded by Mr. Krszjanek to approve the vouchers. Motion carried.

III. PROGRAM ISSUES

A. Discussion/Action: Update to MA Mileage Reimbursement Policy

Mr. Przybelski stated this policy is just a revision to the previous policy. There are hundreds of mileage reimbursements completed each month. The changes include the last bullet under MA expense reimbursement. This states that reimbursements are not made to people who do not have a valid driver's license. This was always part of the policy but has now been

included in writing rather than verbally informing clients. Under the procedures, the first item has been changed to the case workers since there is no longer staff to handle these duties. The second item has been simplified for clients so they need only call once rather than multiple times for same destination approval for one year. Item seven previously stated out-of-county but now states out-of-state per Medical Assistance guidelines. The driver is the person who is reimbursed these costs. A motion was made by Mr. Clark and seconded by Mr. Bishop to approve the revised policy. Motion carried.

B. Discussion/Update: Increase in Tobacco Grant Funds

Ms. Tetzloff distributed a Tobacco Program update. There was approximately \$500,000 in additional tobacco funding that will be distributed to Tobacco Coalitions in Wisconsin. Portage County will receive \$6,000 in additional funding. The use of the Quit Line has increased dramatically. With the changes for BadgerCare Plus, Medicaid, and SeniorCare, supplies to quit smoking are now available for two weeks. Mr. Patton questioned what the funds will be used for. Ms. Tetzloff stated the State directs Coalitions on how to use the funds and what programs need to be done.

IV. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

Mr. Przybelski stated a Community Support Program/Comprehensive Community Services supervisor is being requested to replace the vacancy left by Ms. Rockman's retirement. About 60% of the cost of this position will be county funds and 40% state funds. This position will be a lower cost position. A motion was made by Mr. Bishop and seconded by Mr. Patton to approve the request. Motion carried.

V. NEXT MEETING

The next meeting is scheduled for April 8.

VI. ADJOURNMENT

The meeting adjourned at 5:30 p.m.

Submitted by:

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
April 15, 2008

Present

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

Excused:

Also Present: Ray Przybelski, Director; Dawn Grasamkee, Recording Secretary; and Amy Trzinski, Community Programs Coordinator.

The meeting was brought to order by Ms. Dodge at 4:15 p.m.

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

A. Approval of Meeting Minutes of March 25, 2008

Mr. O'Brien stated he was present at the meeting. The minutes will be changed to reflect his attendance. A motion was made by Mr. Bishop and seconded by Mr. Patton to approve the minutes as corrected. Motion carried.

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski stated Crossroads group home will be closing their homes. On 2/15 a letter was received regarding the closure. The State met and directed Crossroads that a relocation plan needed to be approved prior to closure. In mid March the State accepted the closure. By law the facility needs to stay open 90 days or until the facility was empty. This means Crossroads will remain in service til mid June unless all residents are

gone. Currently, Portage County has relocated all the residents except for one. It is anticipated this resident will be placed in mid May.

Portage County then received a rate increase effective the original date of the notice of closure which was February 15 of the total cost of the program per day. A 2008 contract was sent to Crossroads but it was never returned. The rate set in that contract was \$90 per day which was the original figure they had stated when the contracts were being developed. After meeting with Corporation Counsel, the Department was directed to continue paying the \$90 per day.

Ms. Benz Medin questioned if the Department has documented the dates the contract was originally set and if any follow-up was done. Mr. Przybelski stated this was all documented.

Ms. Trzinski stated the optimal plan would be to remove the resident as quickly as possible but unfortunately the new placement will not be ready until May 15. It is hoped that an interim placement will be available by the end of this week.

D. Reports from Board Approved Committees/Activities

Ms. Benz Medin attended the AODA Resource Development meeting. Josh McClure will be working with the organization.

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 \$553,320.67 for the regular accounts and \$215,039.26 for the high cost accounts. They include voucher number 20080209 for \$30,775.19, 20080210 for \$171,692.15, 20080215 for \$3,315, 20080225 for \$750, 20080230 for \$1,050, 20080245 for \$15,840.57, 20080248 for \$397,690.13, and 20080258 for \$150. Substitute care costs of \$46,272.59

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for adults and \$101,004.30 for children are also included. Purchases totaled \$2,742.50. Portage House vouchers include voucher number 20080205 for \$483.65. Pre-authorizations totaled \$917.50. Mr. Clark questioned if the \$64,887.63 for mental health services, found on voucher 20080210 page 3, was for one individual. Mr. Przybelski stated it is not. A motion was made by Mr. Bishop and seconded by Mr. Krszjaniek to approve the vouchers. Motion carried.

III. PROGRAM ISSUES

A. Update on 2008 Purchase of Service Contracts

Mr. Przybelski stated all the contracts are out and are being returned.

IV. NEXT MEETING

The next meeting was scheduled for April 22. Due to the County Board meeting to approve Committee selections, this date will be changed to April 29.

V. ADJOURNMENT

The meeting adjourned at 4:30 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
April 29, 2008

Present

Jeanne Dodge
Gene Numsen
Jim Clark
Tony Patton
Sandy Benz Medin
Richard Bishop
Dale Radtke
Lonnie Krogwold
Perry Pazdernik
Brian Kurzynski

Excused:

Also Present: Ray Przybelski, Director; Dawn Grasamkee, Recording Secretary; Amy Trzinski, Community Programs Coordinator; Jennifer Jossie, Business Manager; Dianne Koca, Office Manager; Jim Riggerbach, Children and Family Services Coordinator; and Erica Wojcik, Assistant Business Manager.

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

I. **BOARD ORGANIZATION**

A. Introduction of Board Members and Staff

Mr. Przybelski introduced the staff present at the meeting. The Board members introduced themselves.

B. Election of Chairperson

Mr. Patton asked for a brief explanation of what the duties of the Chairperson are. Mr. Przybelski stated the Chairperson meets with the director to set the agenda. Ms. Dodge stated furthermore the Chairperson can also be present at meetings with the County Executive, Finance, and other Committees to support the position the Board takes.

Mr. Przybelski called three times for nominations for Chairperson. Mr. Krogwold nominated Ms. Dodge with a second by Dr. Numsen. There were no other nominations. Mr. Clark moved to cast a unanimous ballot for Ms. Dodge as the Chairperson with a second by Mr. Bishop. Motion carried.

C. Election of Vice-Chairperson

Ms. Dodge called three times for nominations for Vice-Chairperson. Mr. Bishop nominated Mr. Patton for Vice-Chairperson. There were no other nominations. A unanimous ballot was cast for Mr. Patton to be Vice-Chairperson.

D. Discussion/Action to Set Meeting Times and Dates

Ms. Dodge stated traditionally the Board has met on the second and fourth Tuesdays of the month at 5:00 p.m. Mr. Krogwold questioned if two meetings a month were necessary. Ms. Dodge stated for the next few months it may be necessary due to issues the Board should address. Mr. Bishop moved to leave the meeting schedule as the second and fourth Tuesdays of the month at 5:00 p.m. but to cancel a meeting if it is not needed. All were in favor.

II. MINUTES, GENERAL REPORTS, AND COMMENTS

A. Approval of Meeting Minutes of April 15, 2008

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

B. Correspondence

There was no correspondence.

Mr. Clark suggested moving agenda item III-A to the end of the agenda or to postpone the discussion until the next meeting. Ms. Dodge stated this agenda item will be moved to the end with a determination of postponement to be looked at depending on how much time is available.

C. Director's Report

Mr. Przybelski distributed updated copies of the summaries of the High Cost and Regular Account report.

Mr. Przybelski distributed copies of the Glossary of Terms, Acronyms, and Abbreviations.

Mr. Przybelski reminded the Board the Cultural Festival is to be held this weekend at SPASH.

Mr. Przybelski stated if any Board members are interested in attending the WCHSA conference to be held in Wausau from May 7 through May 9, 2008, to let him know as soon as possible.

Ms. Dodge stated the Board should begin to think about the budget and the future of programs and services. A chart indicating mandated and unmandated programs along with the level of funding, whether it be tax levy or funded, be available to the Board. Mr. Radtke suggested information such as for whom it is mandated, i.e., is the State responsible if the County does not do it, also be included.

D. Reports from Board Approved Committees/Activities

Mr. Clark attended the Community Planning Council meeting. The emphasis will be on the Justice Center. A luncheon is planned for June 4 or 5 with a presentation by Bill Meyers on the Justice Coalition. Ms. Benz Medin suggested to open this up to the public either by advertising in the journal or by word-of-mouth..

Ms. Dodge attended the Permanency Planning meeting on April 15. Five children were reviewed. One youth will be turning 18 and it is hoped he will stay in placement for one more year so that he will graduate. A two year old child is hoped to be reunited with his mother shortly. Three siblings are in placement together. The mother has voluntarily terminated her parental rights. The father is resisting termination of parental rights. So far no relative placements have been found who are appropriate for these children to be placed with. There is one last relative placement being reviewed. If the placement is appropriate, a slow transition will occur for placing these children. It is hoped the father will agree to terminate his parental rights.

Ms. Dodge stated on March 12 she met with Mr. Przybelski, the County Executive, Corporation Counsel, and Faye Tetzloff to review the County Executive supervising the Health Officer position. Mr. Radtke commented by statute the Health Officer reports to the County Executive. Ms. Dodge stated that is correct but the question raised is whether or not the two departments need to be split. A letter was drafted by Corporation Counsel and is awaiting clarification. Mr. Radtke requested copies of this letter be available to the Board members. Ms. Dodge stated the letter will be available.

Ms. Dodge met with Mr. Przybelski, the County Executive, UW Extension, and Don Glodowski to review the move of the UW Extension offices to the Gilfry Building. Tentatively it is planned for the UW Extension to occupy office space on the upper level.

- 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 on Year-End Financial Report

Ms. Jossie distributed copies of the High Cost and Regular account summary sheets. The High Cost accounts are reflecting a \$610,000 deficit. The Regular accounts projected at \$139,000 deficit but came in with a \$104,000 deficit. High Cost accounts are unstable accounts. The Regular accounts are more stable accounts. Mr. Bishop suggested postponing this report until the next meeting.

- B. Discussion/Action on BCA/Tax Levy and Youth Aids Budget Recovery for 2008

Ms. Jossie stated this report goes in tandem with the Financial Report. This report will also be postponed until the next meeting.

- C. Discussion/Action on Manufactured Home Community Change of Ownership Licensing Fee

Mr. Przybelski stated a change of owner of a Manufactured Home Community was realized recently. Previously, the DHFS required the new owner be charged \$139 to \$550 for a new license, depending on the size of the community. The Department of Commerce now handles these licenses and charges \$30 for transfer of the current license. It is being requested that the Department adopt this \$30 transfer of license fee immediately. A motion was made by Mr. Patton and seconded by Ms. Benz Medin to approve the \$30 change of operator fee effective immediately. Motion carried.

D. Discussion/Action of Physically Separated Food Holding, Serving, and Preparation Area Restaurant Fee

Mr. Przybelski stated the DHFS has a fee for restaurants that have physically separate food handling, serving, and preparation areas. The State fee is \$80. There are currently three or four facilities in the area that would be affected by this fee. The fee would not take effect until July 1. Mr. Radtke believed there would be others also affected by this fee and requested more details on who would be affected. Mr. Krogwold moved to approve the new fee with a second by Mr. Bishop. Motion carried with Mr. Radtke voting nay. Mr. Przybelski stated Ms. Tetzloff will provide a list of all those facilities that will be affected by this new fee.

E. Discussion/Action to Approve Vouchers

The vouchers total \$201,279.48 for the regular accounts and \$72,825.84 for the high cost accounts. They include voucher number 20080275 for \$32,024.50, voucher number 20080276 for \$241,230.11, and pre-authorizations for \$94.74 and \$755.97. Purchases totaled \$1,636.27. Portage House vouchers include voucher number 20080244 for \$1,101.49. Mr. Przybelski stated juvenile corrections is down slightly and adult placements are about the same. A motion was made by Mr. Bishop and seconded by Mr. Clark to approve the vouchers. Motion carried.

IV. PROGRAM ISSUES

A. Discussion/Action on Policy for Respite Care Services for Children's Developmental and Physically Disability Section

Mr. Przybelski stated approval would formalize the policy the Department has been following. Mr. Clark questioned how someone becomes a respite provider. Mr. Riegenbach stated a respite provider is essentially a foster care license. Pre-service training is required along with an application and extensive background checks. If approved, the match for a respite placement is made. Both foster parents and natural parents are eligible for respite care services. Mr. Riegenbach stated respite care is not mandated but it is paid for with funds from Medical Assistance and other revenue sources. The policy clarifies the amount of respite care families are eligible for. Dr. Numsen questioned if there is respite care for adults as well. Mr. Przybelski stated that is handled through Community Care of Portage

County (CCPC). A motion was made by Mr. Clark and seconded by Mr. Bishop to approve the policy. Motion carried.

B. Discussion/Action to Authorize Committee Appointments for 2008-2009 Board Term

Mr. Bishop requested he be removed from the Hunger Prevention Partnership as he does not have the time to devote to the organization.

Ms. Dodge stated each committee will be gone through one at a time.

Ms. Dodge requested to remain on the Permanency Planning committee.

Ms. Benz Medin and Mr. Clark volunteered to remain on the Community Planning Council.

Mr. Patton volunteered for the Central Wisconsin Legislative Consortium.

Mr. Radtke volunteered for the Comprehensive Community Services (CCS)/Community Options Program (COP) committee.

Mr. Patton volunteered for both the Healthy People Portage County Steering Committee and the Tobacco Free Coalition of Portage County Steering Committee.

Dr. Numsen elected to be on the Family Support committee.

Mr. Patton volunteered to replace Mr. Bishop on the Hunger Prevention Partnership.

Ms. Benz Medin will remain on the Portage County Coalition for Alcohol and Drug Abuse Prevention.

Ms. Dodge questioned if any Department funds go towards the Hunger Prevention Partnership or the AODA Coalition. Mr. Przybelski stated there are funds involved from the Department on the AODA Coalition. Ms. Dodge suggested that per diem be paid for attendance on the AODA Coalition meeting. A motion was made by Mr. Bishop and seconded by Mr. Patton that per diem be paid for the AODA Coalition attendance. Motion carried.

C. Presentation from Crossroads Mental Health Services

Mr. Przybelski stated Mr. Malone had requested to address the Board on the closure of Crossroads. Mr. Przybelski stated a notice was sent from Crossroads regarding their closure and requesting a change in the daily rate from \$90 to \$950 per day. The last client at Crossroads has been moved as of April 18. After meeting with Corporation Counsel, the Department was instructed to pay \$90 per day as was the rate originally budgeted.

V. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

Mr. Przybelski stated there were no refills at this time. The vacant Community Support Program case manager position will be filled by a worker from CCPC. The CCS/CSP Supervision position applications have come in and interviews will be scheduled. Mr. Przybelski clarified that this item is on the agenda strictly for informational purposes. All position refills are approved or denied by the County Executive.

VI. NEXT MEETING

The next meeting is scheduled for May 13.

VII. ADJOURNMENT

The meeting adjourned at 6:17 p.m. on a motion from Mr. Bishop and second by Mr. Radtke.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
May 13, 2008

Present

Jeanne Dodge
Gene Numsen
Tony Patton
Sandy Benz Medin
Richard Bishop
Doug Radtke
Lonnie Krogwold
Perry Pazdernik
Brian Kurzynski

Excused:

Jim Clark

Also Present: Ray Przybelski, Director; Dawn Grasamkee, Recording Secretary; Amy Trzinski, Community Programs Coordinator; Jennifer Jossie, Business Manager; Jim Riggerbach, Children and Family Services Coordinator; Faye Tetzloff; Health Officer; 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 April 29, 2008

Ms. Dodge stated page 4, first paragraph, the name should be Don Jankowski rather than Don Glodowski. A motion was made by Ms. Benz Medin and seconded by Mr. Bishop to approve the minutes with the correction. Motion carried.

B. Correspondence

Mr. Przybelski distributed copies of the letter from the Corporation Counsel regarding the split of the Health Department from Health and Human Services. No answer has been received as of yet.

Mr. Przybelski stated a letter was received from the Governor's Office indicating that May is Foster Care Month. As such, blue ribbons were distributed to the Board recognizing foster care month.

C. Director's Report

Mr. Przybelski attended the WHCSA conference last week. A presentation on roles and responsibilities of human and social services Boards was done. This will be shared at a later meeting with the Board.

D. Reports from Board Approved Committees/Activities

Ms. Benz Medin attended the Community Response Team meeting. Josh McClure gave a brief overview of services. An informational brochure and website will be developed.

Ms. Benz Medin stated the AODA Coalition will be holding its full meeting on May 22 at the library. A presentation on prescription drug abuse will be given.

Ms. Benz Medin stated a town hall meeting is scheduled for May 20 at the Country Club regarding AODA issues.

Ms. Benz Medin reported Wally J's Place to Play served 53 children to date in May.

Mr. Patton stated he met with Faye Tetzloff regarding an overview of Healthy People Portage County and the Tobacco Free Coalition.

Mr. Radtke stated the CCS/COP meeting is scheduled for next Tuesday at 10:00 a.m.

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 on Year-End Financial Report

Ms. Jossie reviewed the high cost accounts. The SMI Residential Services account was over budget due to extended placements and a shortfall of

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revenues. The Inpatient/Chemical Dependency account was also over budget. Even with a policy change, there was no effect on the use of these services. Some of the individuals served were repeat offenders. The Inpatient/Mental Health account was below budget. This was due to additional payments received for placements in 2006. In addition, some individuals were diverted to CBRFs or Adult Family Homes rather than inpatient stays. Children's Substitute Care was well over budget. There were additional out-of-home placements made that were not anticipated. In addition, there is no control where a child will be placed when ordered by the Court. The General Assistance account was under budget primarily due to a large recoupment payment for a previous year. Overall, the High Cost accounts were \$610,393 over budget. There was \$250,000 applied from the contingency fund in 2007. This leaves a deficit of \$360,393.

Mr. Przybelski stated the High Cost accounts reflect uncontrollable costs. There are steps being put in place for 2008 to try to combat the deficit. Ms. Dodge commented the staff evaluates all the placements and tries to place children in lower cost placements whenever possible. Mr. Krogwold questioned the shortfall in revenues in the SMI Residential Services account. Ms. Jossie stated there were anticipated crisis intervention funds that were not realized as well as a delay in CCS start-up.

Ms. Jossie reviewed the Regular accounts. All divisions except for Children and Family Services were favorable. The shortfall in Children and Family Services were due to Youth Aids funding. There is a funding contract with the State for Youth Aids funds totaling \$582,000. The State pays their costs first and the remain funds are available to the county. There was a large number of placements in Lincoln Hills in 2007 and as such the State reimbursed themselves first from these funds which left very little for the county. If there were not these many placements, the regular accounts would have balanced. Ms. Dodge questioned if there are programs to prevent recidivism. Mr. Radtke questioned if Youth Aids is a contract with the State. Ms. Jossie stated the contract is for the funding only. The services are mandated to be provided and these funds pay for these services. Overall there was a \$104,000 deficit in the regular funds. A motion was made by Mr. Bishop and seconded by Mr. Kurzynski to approve the financial report. Motion carried.

B. Discussion/Action on BCA/Tax Levy and Youth Aids Budget Recovery for 2008

Ms. Jossie stated she recommends transferring Youth Aids funds from the regular accounts to the high costs accounts due to the unpredictable nature of these funds. The offsetting transfer would be tax levy from the high cost accounts. There will be no change to overall budget amount for the regular and high costs accounts. Ms. Jossie does not recommend using BCA funds for the offset. Due to spitting DHFS into two separate departments, DCF and DHS, there is a requirement in 2009 to spend 30% of the BCA funds on DCF programs and the other 70% on DHS services. There is not a significant amount of BCS funding currently in the high cost accounts and with this new requirement for 2009, the Department will lose additional flexibility in budgeting these funds. Ms. Jossie felt that it would be easier to handle the Youth Aids funds in a high cost account due to the fluctuating placements. A motion was made by Mr. Krogwold and seconded by Mr. Pazdernik to approve the request. Motion carried.

C. Discussion/Action to Approve Vouchers

The vouchers total \$73,325.22 for the regular accounts and \$188,621.43 for the high cost accounts. They include voucher number 20080293 for \$3,017.72, voucher number 20080304 for \$21,957.10, and voucher number 20080306 for \$96,042.88. Substitute care payments for adults totaled \$39,405.04 and for children totaled \$101,523.91. Purchases totaled \$582.17. Portage House vouchers include voucher number 20080302 for \$1,001.81. Mr. Radtke questioned what portion of the 2008 budget is utilized by these vouchers. Mr. Przybelski stated a first quarter financial report for 2008 will be presented at a future meeting. A motion was made by Ms. Benz Medin and seconded by Mr. Bishop to approve the vouchers. Motion carried.

III. PROGRAM ISSUES

A. Discussion/Action on First Quarter Program Statistics

Mr. Riggerbach reviewed the Children and Family Services Division statistics. Mr. Riggerbach stated there are 9.5 staff in the Youth and Family Services Section, 8.5 staff in Child Protective Services, and 19 staff in Economic Support. There were three termination of parental rights done in the first quarter. The increase in caseload for the Economic Support

program continues to grow due to BadgerCare Plus. It is averaging to about 377 cases per work currently. Volunteer transportation services are also offered through this Division.

Ms. Trzinski reviewed the Community Program Division. Programs in this Division are primarily Chapter 51 services. The requests for psychological services have increased due to the addition of a psychiatrist. There is currently a temporary waiting list for Community Support Program services. Adult Protective Services referrals have increased. The increase in referrals in this area is good because it means people are more aware of elder abuse issues and are reporting it. Emergency Detentions have increased although the majority of these were dismissed. The first 72 hours of an emergency detention are the agency's responsibility. After that, a hearing must be held to see if probable cause is found. Of those cases where probable cause is found, a six month commitment or a 90 day settlement agreement is entered into. It is anticipated the high cost CBRF facilities may be affected due to the closing of Crossroads. There are other individuals/facilities to be looked at to take the place of Crossroads.

Ms. Tetzloff reviewed the Health Division statistics. There is a state law changing regarding immunizations that is anticipated to become effective in the fall which would require boosters. The rural schools are being completed now to get a "jump" on the requirement. The communicable disease reports are those that are required by law to be reported to the health department. WIC participants continue to grow due to BadgerCare Plus. If someone is eligible for BadgerCare Plus they are also eligible for WIC services. The Farmers Market Nutrition Program is just starting up and figures should be available soon. The Wisconsin Well Women Program is for women 35-60 years of age that provides screenings for cancer. The Environmental Health section provides inspections and licensing for establishments. This is mandated by the State and a contract is held with the county to provide these services. Water inspections are done through a Department of Natural Resources contract.

B. Discussion/Action on No Show/Late Cancellation Policy

Ms. Trzinski stated the no show/late cancellation policy is being amended to help reduce the amount of no shows/late cancellations. This will engage the client more in their therapy. If a client no shows or has a late cancellation three consecutive times, they will be put on a three month hold for services. If the client feels there were extenuating circumstances, they must call the

Coordinator of Community Programs to discuss any compromise. This policy only applies to the clinicians not the psychiatrists. Mr. Krogwold questioned if this would apply to those court ordered for services. Ms. Trzinski stated it would and also allows for consequences for their actions. A motion was made by Mr. Pazdernik and seconded by Mr. Bishop to approve the policy. Motion carried.

C. Discussion on Level of Funding/Mandated Program Templates

Mr. Przybelski questioned if the Board would like any other information on the template. Mr. Radtke requested the information be identified as to whether it is mandated by the State or the county to complete. If it is mandated by the State, then whether the county has a contract to complete the program or not. Mr. Pazdernik requested for those programs with multiple funding sources to indicate the percentage used for each funding source. Ms. Jossie stated those programs with BCA/Tax Levy indicated, there is no differentiation done between these two funding sources.

IV. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

There were no position refills.

VI. NEXT MEETING

The next meeting is scheduled for May 27.

VII. ADJOURNMENT

The meeting adjourned at 6:40 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
June 10, 2008

Present

Jeanne Dodge
Jim Clark
Tony Patton
Sandy Benz Medin
Richard Bishop
Doug Radtke
Lonnie Krogwold
Brian Kurzynski
Ron Check

Excused:

Gene Numsen
Perry Pazdernik

Also Present: Ray Przybelski, Director; Dawn Grasamkee, Recording Secretary; Jim Riggerbach, Children and Family Services Coordinator; Faye Tetzloff, Health Officer; and Jim Canales, CCPC Director.

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

I. MINUTES, GENERAL REPORTS, AND COMMENTS

A. Approval of Meeting Minutes of May 13, 2008

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

B. Correspondence

Mr. Przybelski read a thank you letter from an individual who came in requesting services. The services needed immediate attention since the granddaughter was scheduled for surgery the following day and approval needed to be expedited immediately for the surgery to take place. Mr. Przybelski stated this is an example of the types of emergencies that come up and praised the staff for their handling of this situation from the time the client was greeted in the reception area to the workers they saw to expedite the manner.

C. Director's Report

Mr. Przybelski stated the prescription drug discount card program will become effective July 1. Locations for enrollment will be at the library branches, County Clerk's office, Department on Aging, and this Department. Every pharmacy in our area will accept this discount card.

Mr. Przybelski stated during the May meeting of the County Board, the Public Transit Committee was created. Jim Riggerbach was appointed to this Committee to represent Health and Human Services.

D. Reports from Board Approved Committees/Activities

Ms. Benz Medin attended the AODA Coalition meeting. The majority of the meeting was a presentation on prescription drug abuse. Presentors included Scott Rifleman and representatives from the Portage County Sheriff's Department and Stevens Point Police Department. In addition the Coalition reviewed the annual report and team reports.

Ms. Benz Medin attended the AODA Social Marketing committee meeting. This meeting was held in conjunction with the Environmental Policies Committee. Team strategies were discussed regarding drug abuse. The ice cream social will be held on July 10. In addition a clean sweep campaign will go through to help residents to dispose of out dated or unneeded medications.

Ms. Benz Medin reported 107 children were served in Wally J's Place to Play for the month of May.

Mr. Radtke attended the Comprehensive Community Services (CCS) meeting on May 20. They will meet every third Tuesday of every other month. The policies and procedures were reviewed.

Mr. Clark attended two CAP Services meeting regarding housing. The financial parameters CAP works under were reviewed.

Ms. Dodge attended the permanency planning review hearings. Four children were reviewed.

- 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 on First Quarter Budget Status Report

Mr. Przybelski reviewed the report. The Inpatient/Mental Health account is projecting a deficit. This is due primarily to more placements than anticipated. Children's Substitute Care is also projecting a deficit. The \$175,000 fund transfer approved at the last meeting has been done. Residential placements is the main culprit for this deficit. Alternative resources are being examined. The General Assistance program was eliminated but his account still has Housing Network funded through the account. In addition, recoupments are still being received for General Assistance funds. Also, funeral expenses are needed to be covered for indigent people. This responsibility falls under to this agency statutorily. Overall a deficit of \$295,049 is anticipated in the high cost accounts after the first quarter.

The regular accounts were then reviewed. The Administration/Business Services accounts are expecting a deficit due to the loss of leasing funds from CCPC as they will be leaving the building soon. Adult Services is projecting a small deficit due to less case management revenues in the Community Support Program. This is due to the program being down two staff members currently. Children and Family Services is anticipated to have a \$144,367 deficit. The \$175,000 transfer is primarily responsible for this deficit. Overall a deficit of \$43,728 is anticipated in the regular accounts. A motion was made by Mr. Bishop and seconded by Ms. Benz Medin to approve the financial report. Motion carried.

- B. Discussion/Action to Approve Vouchers

The vouchers total \$231,134.94 for the regular accounts and \$198,013.10 for the high cost accounts. They include voucher number 20080332 for \$45,769.54, voucher number 20080341 for \$112,728.34, voucher number 20080356 for \$630, voucher number 20080371 for \$3,631.85, voucher

number 20080373 for \$114,085.19, and voucher number 20080377 for \$57.07. Pre-authorizations total \$1,248.15. Substitute care payments for adults totaled \$41,081.27 and for children totaled \$109,916.63. Purchases totaled \$1,470.84. Portage House vouchers include voucher number 20080363 for \$707.02 and voucher number 20080336 for \$432.12. Pre-authorizations total \$3,020.95. A motion was made by Mr. Bishop and seconded by Mr. Kurzynski to approve the vouchers. Motion carried.

C. Discussion/Action on Healthy Smiles Program Grant Acceptance from Fund One People First Endowment

Mr. Przybelski stated any grants that are received are required to have approval from the governing board committee. This is a \$1,000 grant to fund the Healthy Smiles program. Healthy Smiles is a dental sealant program. A motion was made by Mr. Bishop and seconded by Mr. Patton to approve acceptance of the grant. Motion carried.

III. PROGRAM ISSUES

A. Discussion/Information: Out-of-Home Care Report

Mr. Riggensch reported nine children were placed since March. Five were placed in foster care, one in Level II foster care, one in treatment foster care, and two in residential care. Mr. Riggensch reviewed the cases that were placed. In addition, two children were moved in their placements. One youth moved from residential care to a Level II foster home. This placement is working out thus far. Another youth was moved from treatment foster care to residential care due to his violent behavior. Three other children were returned home or closed out of foster care. One youth in treatment foster care has turned 18 and was closed out. The other two children will have termination of parental rights done. In addition, there was a set of three siblings who had a termination of parental rights completed and will be adopted by their aunt.

Mr. Riggensch stated when a child is placed in out-of-home care, a review is completed immediately and presented before the judge. After six months of placement, a review is completed and presented to the permanency review panel. After one year, the review is completed and presented to the judge. The goal of the State is to only have a child in out-of-home placement up to 15 months. A termination of parental rights (TPR) can then be pursued if placement lasts 15 months out of 22 months. Mr. Radtke questioned if any

follow-up is done when a child ages out of foster placement. Mr. Riggerbach stated the independent living skills program is offered but if the youth decides not to take advantage of the services they can't be forced.

Mr. Riggerbach informed the Board that one of our foster families, Carl and Carol Novack, were honored by the State for their foster care services. Five families were selected throughout the entire State for recognition.

B. Discussion/Information: Follow-Up on HHS Board to Increase Environmental Health Fees from 4/29/08 Meeting

Mr. Radtke questioned if the \$30 fee for a change of ownership of mobile home park is new. Ms. Tetzloff stated it is. Mobile home parks were transferred from the Department of Health and Family Services to the Department of Commerce. As such, the Department of Commerce has instituted this fee for change of ownership. This fee needed to be added to our fee schedule prior to the department being able to charge this fee. This fee took effect immediately after Board approval. It is more cost effectively for the new owner to pay the \$30 change of ownership fee rather than needing to pay a full license fee. These types of change occur very rarely since our mobile home parks remain with one owner for long periods of time.

Mr. Radtke questioned how many restaurants will be affected by the second kitchen fee. Ms. Tetzloff reported this fee was discovered when adding information in to the new computer program for electronic fee charging. This is a fee the State charges. As such, to stay consistent with the State, this fee needed to be added. The establishments affected are Bernard's, Rudy's Red Eye Grill, Ramada Inn, Debot Center, University Center, Sport Plate, @1800, St. Michael's, Golden Sands Speedway, and the Stevens Point Country Club. The additional fee will be added at the time of relicensing.

IV. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

Mr. Przybelski stated an Environmental Health sanitarian has taken a position in Marathon County. As such this position needs to be refilled.

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VI. NEXT MEETING

The next meeting is scheduled for June 24.

VII. ADJOURNMENT

Mr. Canales informed the Board that Community Care of Portage County (CCPC) is anticipated to be vacating the Gilfry Building on July 17. As of July 21, they will be occupying their new location at the old Furniture and Appliance Mart building. As of June 30, CCPC will no longer be in existence. On July 1, they will become Community Care of Central Wisconsin (CCCW).

The meeting adjourned at 6:05 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
June 24, 2008

Present

Jeanne Dodge
Gene Numsen
Perry Pazdernik
Tony Patton
Sandy Benz Medin
Richard Bishop
Doug Radtke
Lonnie Krogwold
Brian Kurzynski

Excused:

Jim Clark
Ron Check

Also Present: Ray Przybelski, Director; Dawn Grasamkee, Recording Secretary; Dianne Koca, Office Manager; Faye Tetzloff; Health Officer; Jenni Jossie, Business Manager; David Pagel, Workforce Development Supervisor; and Gene Kucharski, Fraud Investigator.

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 10, 2008

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

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski informed the Board he met with the Facilities Director and UW Extension. It is anticipated the UW Extension will be moved to the Gilfry building at the end of September or mid October of this year.

Mr. Przybelski stated the \$175,000 that was budgeted as usable dollars from Youth Aids should be realized. If trends continue it is anticipated more savings could be realized.

Mr. Przybelski stated the residential budget is not looking good. It is anticipated a shift foster home may be created. This type of home would cost as much as a residential placement home but the agency would be able to recoup about 60% of the costs through waivers. The home would be staffed 24-7 but only the owner is licensed. By having one of these homes in the area, it would keep kids in the community rather than sending them to various homes throughout the State. The home is generally a 1-2 bed home.

D. Reports from Board Approved Committees/Activities

Ms. Benz Medin and Mr. Bishop attended the final meeting of Community Care of Portage County. She was very impressed with the statistics and growth of the program.

Ms. Benz Medin reported 142 children to date were served in Wally J's Place to Play during June.

Ms. Dodge attended the permanency planning review hearings. One child was reviewed. This child is adapting well to her placement.

Dr. Numsen attended the Family Support Program Advisory Committee. The budget is about \$57,400 yearly. Only \$52,000 is received from the State. There is very little turnover on individuals receiving this assistance. Currently 40 children are on the waiting list for funding. The waiting list policy was developed.

Mr. Pazdernik attended the CAP Services CDBG meeting. Eight homes were approved for rehabilitation. Most of the funds have already been expended for this year.

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. PROGRAM ISSUES

A. Discussion/Update: Fraud Recovery Program

Mr. Kucharski informed the Board he is responsible to follow-up and investigate any suspected or potential fraud. In 2007, about \$100,000 in claims was recovered. Mr. Kucharski's position bridges the gap between law enforcement and the public assistance workers. If an individual is found to have committed fraud they can be disqualified from public assistance for 12 months for the first violation, two years for the second violation, and forever if a third violation occurs. In addition, the Fraud Investigator is authorized to issue citations. The District Attorney prefers to avoid criminal prosecution if at all possible. The Front End Verification portion of the job entails following up with individuals applying for public assistance who the worker suspects did not truthfully answer all the questions on the application. In most instances, the individual misunderstood the question or didn't realize they needed to include that information and the matter is resolved. Mr. Pagel commented that only a very small percentage of individuals are involved in fraud. Mr. Patton questioned if the investigator is required to report other things such as suspected abuse or neglect. Mr. Kucharski stated he is considered a mandated reporter and is required to report any situations he believes may be abuse or neglect for investigation.

III. FISCAL ISSUES

A. Discussion/Action: 2008 Budget and Funding Overview

Mr. Przybelski stated the documents distributed are "works in progress." The funding descriptions identify where fund come from and how they are used, i.e., which division the funds are used in, whether the funds are flexible, etc. The other document breaks down the funding, expenses, and revenues by division. In addition any other funding sources such as grants and fees are also indicated. Whether a program/services is mandated for the county to do, mandated by state statutes, or is an optional program is also indicated. The expenses and revenues listed are from the budget book. In addition, the percent of revenue realized from grants, fees, and tax levy or Basic Community Aids is also indicated. Ms. Jossie indicated Basic Community Aids includes state grants. These funds are given to the Department and need to be used for 51.41 or social service programs. They cannot be used for health or W2 programs. The State does not indicate how much each specific program is to receive from these funds. It is up to the Department to

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split the funds out as it is needed.

Mr. Patton questioned if grants are received if administrative funding is also included in the grant. Ms. Jossie stated administrative costs are included in the grant request for all grants submitted. There is a 10-15% cap on administrative funding for grants. All grants are brought to the Board for approval prior to submission and for approval to accept the grant.

Mr. Przybelski stated regular accounts and high cost accounts are split in the budget. All high cost accounts are mandated services counties must provide.

Mr. Patton would like a listing of all services that are non-agency services that we provide funding for such as Right From the Start.

Ms. Jossie stated administration includes Mr. Przybelski's position. Administrative Support Services includes the front desk staff, receptionists, optical imagers, word processors, office supplies, as well as equipment such as photocopiers, mail processing machinery, computers, etc. The Community Planning Council is a small budget that contains the Community Circle award fees.

Mr. Radtke questioned who oversees the charge back. Ms. Jossie stated Maximus Inc handles the charge back. Charge backs are based on charges from two years prior. Information Technology is based on the price of the equipment.

Mr. Przybelski stated the other divisions will be reviewed in subsequent meetings. Each meeting will review a different division. Budget books from 2007 will be helpful as this review is being completed. Board members should bring them to future meetings along with these two documents. If needed, additional 2007 budget books will be available. A motion was made by Mr. Patton and seconded by Mr. Bishop to approve the report on the Administration/Business Division as presented. Motion carried.

B. Discussion/Action to Approve Vouchers

The vouchers total \$141,256.92 for the regular accounts and \$329.04 for the high cost accounts. They include voucher number 20080401 for \$38,374.37, voucher number 20080404 for \$4,074.16, and voucher number 20080407 for \$98,098.23. Pre-authorizations total \$1,039.20. Purchases totaled

\$989.15. Portage House vouchers include pre-authorizations totalling \$1,395.90. A motion was made by Mr. Patton and seconded by Mr. Bishop to approve the vouchers. Motion carried.

IV. PERSONNEL ISSUES

A. Discussion/Action: 2009 New Position Requests

Ms. Tetzloff stated the first position is a Public Health Educator for the Tobacco Program. The state is making additional demands on the local programs through the contract objectives. This position would be a half-time position and is fully funded through the Public Health Preparedness grant. A motion was made by Mr. Bishop and seconded by Ms. Benz Medin to approve the request. Motion carried.

Ms. Tetzloff stated the next position is a 10 hour position to work with the Wisewoman grant. The position is fully funded by the grant. A motion was made by Mr. Pazdernik and seconded by Mr. Patton to approve the request. Motion carried.

Ms. Tetzloff stated five additional hours are needed on the Wisconsin Well Women Program. These hours would be fully funded by the grant. A motion was made by Ms. Benz Medin and seconded by Mr. Patton to approve the request. Motion carried.

Ms. Tetzloff informed the Board with the increase in families applying for WIC benefits, four additional hours are needed for the WIC Spanish Speaking Clerk. These hours would allow the WIC Clerk to complete assessments including height, weight, iron tests, screenings, and entering data into the system which would free the educators up to work with clients. The funds provided by the State for WIC will cover these additional hours. A motion was made by Mr. Bishop and seconded by Mr. Pazdernik to approve the request. Motion carried.

Ms. Tetzloff stated the WIC Nutrition Educator position being requested is a 24 hour per week position. This will allow time to work with the increase in clients due to BadgerCare Plus. This position would be paid for through WIC funding as well as some tax levy. A motion was made by Mr. Bishop and seconded by Mr. Krogwold to approve the request. Motion carried with Mr. Radtke abstaining.

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Mr. Przybelski stated the Economic Support Worker position is a full time position. The position would only be filled if caseloads increase to over 450 cases per worker. Currently caseloads are averaging 416 per worker. Looking at the data accrued from the implementation of BadgerCare Plus and anticipating the Governor making BadgerCare Plus available to childless adults in 2009 is the impetus for this request. The position would be funded by the Federal County Addendum and tax levy. If the caseloads do not increase to over 450 cases per worker, the position would not be filled. A motion was made by Ms. Benz Medin and seconded by Mr. Bishop to approve the request. Motion carried.

Mr. Przybelski stated the last position request is for a HSS2 Social Worker in Child Protective Services. It was originally thought that one of the original three dispositional workers could do both Comprehensive Community Services (CCS) and dispositional work. Due to limitations imposed by the CCS program, it is not possible for this worker to do both duties. In addition, the two existing dispositional workers have a caseload averaging 28 cases per worker. The average is 10 to 15 cases in most counties due to the intense level of services needed. It is anticipated that this position could be funded with CCS funds. A motion was made by Ms. Dodge and seconded by Ms. Benz Medin to approve the request. Motion carried.

A. Discussion/Information on Position Refills

There were no position refills.

V. NEXT MEETING

The next meeting is scheduled for July 8.

VI. ADJOURNMENT

The meeting adjourned at 6:45 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
July 8, 2008

Present

Jeanne Dodge
Jim Clark
Ron Check
Perry Pazdernik
Tony Patton
Sandy Benz Medin
Richard Bishop
Doug Radtke
Lonnie Krogwold
Brian Kurzynski

Excused:

Gene Numsen

Also Present: Ray Przybelski, Director; Dawn Grasamkee, Recording Secretary; Jenni Jossie, Business Manager; and Amy Trzinski, Community Programs 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 June 24, 2008

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

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski reported a grievance regarding denial of child care certification has been received. The hearing is scheduled for July 16. Ms. Dodge stated she has asked Mr. Clark and Mr. Krogwold to sit on the hearing panel due to their previous experience in appeal hearings.

Mr. Przybelski stated the County Board will vote next week on freezing volunteer transportation mileage reimbursement at 50.5¢ per mile. The IRS rate will increase to 58.5¢ per mile. The department currently spends \$175,000 in transportation reimbursement. Mr. Radtke questioned whether this would cause a loss of goodwill with the volunteers. Mr. Przybelski stated

it is possible the County Board and non-represented employees will also have a freeze at the same amount.

D. Reports from Board Approved Committees/Activities

Ms. Benz Medin attended the AODA Social Marketing Committee meeting. The new postcard for the upcoming campaign was approved. The postcard will include a free day pass for the YMCA. The ice cream social is scheduled for July 10 at the soccer field from 5:00 until 9:00 p.m. Mr. Clark stated the youth area football program approached the Coalition to request brochures to be given to parents regarding responsible drinking habits. This will be distributed to all third through sixth grader players.

Ms. Benz Medin reported 172 children were served in June and 27 to date in July at Wally J's Place to Play.

Mr. Clark informed the Board of the new mural on the east wall of the post office called Wally's Wall. This is in honor of Wally Jakusz, a former County Board Supervisor and Board member who has passed away.

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. PROGRAM ISSUES

A. Discussion/Action: Grant Application to the Office of Justice Assistance

Mr. Przybelski stated a grant of up to \$100,000 is available to adopt a truancy court. The Department is seeking permission to write for this grant. If received, a truancy court would be adopted which would be modeled after Marathon County's truancy court. The grant is a calendar year grant and requires a 10% match. Mr. Przybelski stated the Department is working on two proposals for a truancy court. One would be with grant funding and the other without funding. The court would be run by the court system and the schools. Mr. Przybelski stated when a juvenile is given a citation by the school they are required to make a court appearance along with their parents. The Assistant Principal from the school is also present. The judge

will look at the circumstances and any other issues. If AODA issues are suspected, the juvenile must go immediately for a screen and the results are reported immediately to the judge. The judge will then set conditions for the juvenile to follow. They are required to report back to the court after a certain time to report on their progress. The judges have already set aside 11:00 a.m. every Thursday for truancy court. The main costs involved are for the AODA assessment completion as well as a truancy report center. The Boys and Girls Club will be looked at to provide the truancy report center. It is hoped the space owned by the Noel Group next to the Post Office could be utilized as the truancy report center. A motion was made by Mr. Clark and seconded by Mr. Bishop to approve the grant application request. Motion carried.

B. Discussion/Update: Out-of-Home Care Report

Mr. Przybelski reported two children were placed since the last report. One was placed in residential care and the other in treatment foster care. Three children were moved. One was returned home and two siblings were moved from foster care to treatment foster care. There are currently seven pending foster homes and it is hoped these siblings could be moved back to foster care if the homes complete the certification. Six children were removed from foster care. Two returned home, one aged out, and three siblings had their parental rights terminated. Currently there are 25 children in foster care, five in treatment foster care, one in group care, 11 in residential care, five in corrections, and 11 are placed with relatives.

III. FISCAL ISSUES

A. Discussion/Action to Approve Vouchers

The vouchers total \$115,438.18 for the regular accounts and \$51,223.27 for the high cost accounts. They include voucher number 20080424 for \$19,262, voucher number 20080427 for \$385, voucher number 20080435 for \$14,421.98, voucher number 20080437 for \$14.95, voucher number 20080443 for \$82,539.25, and voucher number 20080456 for \$400. Adult substitute care totaled \$49,638.27. Purchases totaled \$3,982.42. Portage House vouchers include voucher number 20080399 for \$34.04. A motion was made by Mr. Clark and seconded by Mr. Bishop to approve the vouchers. Motion carried.

B. Discussion/Action: 2008 Budget and Funding Overview for Adult Services/Community Programs Division

Ms. Trzinski distributed a handout delineating each program and the governing statutes. The Crisis Intervention program is mandated at the county level. Services include a 24 hour crisis line, daily crisis appointment slots on every Mental Health Clinician's schedule, payment and court processing of emergency detentions, payment of voluntary inpatient stays for residents without an ability to pay, and a crisis home. The crisis home is not mandated. The reason for a crisis home is to defer costs to inpatient stays. A crisis home costs \$175 a night whereas an inpatient stay is \$615 a night. In addition, reimbursement from Medical Assistance for some of the costs in a crisis home are also allowed.

Jail Support Services is a non-mandated program. It is possible per Chapter 41.45(4)(c) that this could be a mandated program. The AODA services offered by this program are mandated. The other services offered are not. Only 7% of this program, or \$5,430, is paid by tax levy. The remaining funds come from grants and revenues. With the additional services offered it helps to reduce recidivism. The majority of individuals in the jail do have AODA issues.

Adult Protective Services is mandated. Elder abuse grant dollars are received to help provide services. Services include guardianship assessments, elder abuse investigations, protective placement recommendations, court work involved in the proceedings for these services, facilitating the Elder/Adults-At-Risk I-team, and recruiting and retaining volunteer guardians. There is currently a contract with CAP Services to provide the I-team services. This work will now be coming back in-house. The I-team meeting is required in order to receive grant dollars.

SMI Case Management Services was reviewed next. This is commonly referred to as the Community Support Program (CSP). Mr. Krogwold questioned if individuals are eligible for CCCW. Ms. Trzinski stated due to their only diagnosis being mental illness they are not eligible. If funds are available the county needs to provide this service. If the county does not provide the services, the individuals receiving this service would have escalating behaviors which in turn would require high cost placements. Mr. Patton questioned if statistics from the surrounding counties are available for comparison. Ms. Trzinski stated the surrounding counties are certified CSP programs. As such they only have about 15 people on their caseload. Our

employees currently have 30-40 people on their caseload. If the county were to certify the program, it would require more employees so that all those currently being served would continue to be served. In addition, the pay rate would need to be increased as well.

SMI Contracted Services is a non-mandated program. These are services supported by the CSP. Most of the services are funded through the Community Options Program (COP) grant dollars, client cost share, and donations. These services help to maintain individuals in the least restrictive environment possible.

Psychological Services was reviewed next. Ms. Trzinski stated these services are mandated at the county level. Currently about 33% of our clients are no fee clients. In addition, other agencies have indicated they cannot take on the fiscal liability for these clients. Even though with Medical Assistance reimbursement are not taken on due to the low rate reimbursement making them too low to meet operating costs. In addition, most of these clients also have serious mental health issues.

Mr. Clark suggested this discussion be continued at the next meeting due to time constraints. It was agreed the discussion would continue at the next meeting.

IV. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

There were no position refills.

V. NEXT MEETING

The next meeting is scheduled for July 22.

VI. ADJOURNMENT

The meeting adjourned at 6:50 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
July 22, 2008

Present

Jeanne Dodge
Gene Numsen
Jim Clark
Ron Check
Perry Pazdernik
Tony Patton
Sandy Benz Medin
Richard Bishop
Doug Radtke
Brian Kurzynski

Excused:

Lonnie Krogwold

Also Present: Dawn Grasamkee, Recording Secretary; Jenni Jossie, Business Manager; and Amy Trzinski, Community Programs 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 8, 2008

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

B. Reports from Board Approved Committees/Activities

Ms. Benz Medin attended the AODA Social Marketing Committee and Environmental Action Committee meeting. A follow-up on the Clean Sweep program was discussed. This Clean Sweep will include disposal of medication drugs. It is scheduled for September 16. All medications to be disposed must be in their original drug containers. Mr. Clark commented the increase in pharm parties (pill parties) will be looked at as well.

Ms. Benz Medin reported 109 children were served to date in July at Wally J's Place to Play.

Mr. Patton attended the tobacco meeting. The State is changing the funding from cessation programs. Referendums and legislation will be looked at. A questionnaire is being developed that will be sent to elected officials.

Mr. Clark attended the ribbon ceremony for CAP Services. An 18 unit low income housing project was completed in Iola. Nine units have been filled already.

Mr. Radtke attended the CCS meeting. Updates were given. Brian Falck, the new CSP supervisor, was introduced. CCS is almost back to full staff.

Ms. Dodge attended the July permanency planning meeting. Two children were reviewed. One child is a 13 year old who was TPR'd in 2000. He is currently in eight different medications for reactive attachment disorder, ADHD, and Tourette's syndrome. He is being reviewed for autism as well. He is currently too big to handle at the foster home. He will be placed in Tomorrow's Children in order to stabilize him. The foster home is very supportive of his needs. The other child reviewed has emotional and behavioral issues. He has committed sexual assault on a sibling. He is being placed in Homme Home but is not progressing as expected.

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

There were no members of the public present.

II. FISCAL ISSUES

A. Discussion/Action to Approve Vouchers

The vouchers total \$214,128.57 for the regular accounts and \$172,223.62 for the high cost accounts. They include voucher number 20080473 for \$48,431.20 and voucher number 20080484 for \$217,008.93. Children's substitute care totaled \$120,912.06. Purchases totaled \$4,493.97. Portage House had no vouchers. Mr. Patton questioned the large amount of purchases. Ms. Jossie stated injectable medications were ordered. Mr. Check questioned if the toothbrushes ordered were nine in total. Ms. Jossie clarified the amount is nine cases. A motion was made by Mr. Bishop and seconded by Mr. Patton to approve the vouchers. Motion carried.

B. Discussion/Action: 2008 Budget and Funding Overview for Adult Services/Community Programs Division Continuation

Ms. Trzinski clarified the Chapter 34 rule for crisis intervention. It is not mandated by statute but in order to maintain the crisis certification currently held, these services must be provided. In addition, services that are currently being contracted for can be changed if a less costly provider is found. Mr. Radtke stated none of the programs are mandated by the State but the county has decided to provide the services with grants from the State. Ms. Trzinski stated in essence we are providing the outreach for the State. Mr. Patton questioned if a grant is received for a program do we have to provide the program and how much tax levy is included in the program. Ms. Jossie clarified we must provide the program if we receive the grant. As far as tax levy, this varies from grant to grant. Ms. Jossie also stated many grants are specific whereas other grants can be used in various programs.

Ms. Trzinski reviewed the Home and Financial Services program. This is a program that we do more services than are mandated. Daily living skills are provided, supervised visitation and parent training, and home services. This is a primarily preventative program designed to help keep individuals in their home. Supervised visitation is not required but it is provided to help with prevention and to keep other costs down by preventing a situation from occurring.

The Children Come First program is a grant funded program. It is not mandated. The program services severe emotionally disturbed children. The program is designed to maintain children in their homes or in the least restrictive placement. There is no county tax levy used to sustain this program. If funding is not available for this program, the program would cease. Ms. Jossie commented this grant has less flexible clauses. If the grant is written with a service included, that service must be provided.

Children with Disabilities is mandated at the county level. This program provides case management and service coordination, support services, and other specialized funding programs. The program is largely funded with grants and fees. About 12% of the program is tax levy. Chapter 51.42 indicates the county must provide services to these people. Ms. Dodge questioned if there are waiting lists for any of the funding programs. There are waiting lists for Family Support Program funds and Children Come First funding.

Waiver slots are available for services. There are currently about 60 children on waivers and 40-50 children served through Birth to 3. In addition, there are State intensive autism slots available. There is currently a waiting list for these slots. The State has developed the screening tool used to determine whether or not a child is eligible for services. If they are functionally impacted they are generally eligible for services. Ms. Jossie stated the waivers are long-term in nature. Once an individual is eligible for a waiver, they are generally always eligible. Mr. Check questioned if these individuals have insurance to cover their costs. Ms. Trzinski stated in most cases they qualify for Medical Assistance which pays for the services. Once a child reaches the age of 18, they are then eligible for Community Care of Central Wisconsin services and are transitioned into that program.

Chemical Dependency falls under HFS 57.05. Almost all the services offered are contracted services. There is a children's AODA therapist in our clinic. A lot of prevention is done through this program. These services are provided in order to prevent high cost services in the future.

The Intoxicated Driver Assessment program is a mandated program at the county level. There is one OWI assessor that completes the assessments. The high cost of the assessment is intended to be a deterrent from repeat offenses. The fee is similar to that in other counties.

Discussion occurred on what programs could be eliminated if needed. Comments were also made on why individuals move into Wisconsin for services. In addition, due to the services provided, why people move into Portage County. Mr. Patton questioned if there is duplication of services in the community regarding these programs. Ms. Trzinski stated the only program that is duplicated in the community is the Mental Health Clinic. Ms. Trzinski further commented that these individuals being served by our Clinic have a hard time getting services in the private sector due to the private sector not having a sliding fee scale nor the inclination to complete the paperwork needed to recoup Medical Assistance funding to pay for the services. In addition, if some services are removed, they could cause a domino effect on other services and could possibly increase high cost accounts due to individuals becoming unstable and needing more high cost intervention.

A request was made that when the next program is reviewed, that supporting documentation be included in the packet to allow Board members to review the information prior to the meeting.

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III. NEXT MEETING

The next meeting is scheduled for August 12.

IV. ADJOURNMENT

The meeting adjourned at 6:40 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
August 12, 2008

Present

Jeanne Dodge
Gene Numsen
Jim Clark
Ron Check
Perry Pazdernik
Tony Patton
Sandy Benz Medin
Richard Bishop
Doug Radtke

Excused:

Lonnie Krogwold
Brian Kurzynski

Also Present: Dawn Grasamkee, Recording Secretary; Becky Dougherty, Public Health Supervisor; Faye Tetzloff, Health Officer; Suzanne Oehlke, WIC Director; Dianne Koca, Officer Manager; Tina Peters, Right From the Start; Sarah Halstead, Right From the Start; Pat Rychter, UW-Extension; Audrey Thurn, Right From the Start; Amy Bakken, St. Michael's Hospital; Jan Piltz, UW-Extension Healthy Beginnings; Terri Timmers, Northern Regional Office; and Scott Steuck, Portage County Gazette.

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 22, 2008

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

B. Correspondence

Mr. Przybelski had no correspondence.

Mr. Radtke distributed a copy of an article from the LaCrosse Tribune from July 21. The article reports on food service inspections in LaCrosse. This will be discussed at a future meeting.

C. Director's Report

Mr. Przybelski thanked the Board members for taking time to attend the PACT informational meeting yesterday.

Mr. Przybelski distributed the 2007 annual report. The report is similar to last year and includes program outcomes and measurements.

Mr. Przybelski distributed the second quarter statistical report.

Both of these reports will be discussed at a future meeting.

D. Reports from Board Approved Committees/Activities

Mr. Clark attended the CAP meeting. It was reported investments are not making as much as they should be. Banks will be reviewed to invest this money. The pick-up stations will be closing. Overall the program has been doing very well. In January Karl Pnazek will be leaving his position. Mary Patoka will be taking over.

Mr. Patton reported Healthy People Portage County will be on the August 26 agenda.

Ms. Benz Medin attended the AODA ice cream social. Over 300 ice creams were given to the children. All the children needed to be accompanied by their parents to receive their ice cream. Only two adults did not want the annual report. Overall there was positive reactions to the information provided.

Ms. Benz Medin attended the AODA Social Marketing and Environmental Team meeting. Discussion was held with Melessa Johnson from Solid Waste regarding the clean sweep. The AODA Coalition will be active in the group to hopefully get a few more clean sweep events held as well as events held in the rural areas. Pharmaceutical collection was discussed.

Mr. Bishop stated he attended the PACT meeting. The meeting was very informational.

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. PROGRAM ISSUES

A. Discussion/Update: Right From the Start Coalition

Ms. Peters stated the Coalition is a community collaboration to eliminate duplication of services. There are 19 organizations represented in the Coalition. A powerpoint presentation was given.

Ms. Bakken stated the welcome baby program is available for first time parents and others with more stressors. Families are referred to other programs if needed. About 77% of those qualifying for the program are given a home visit.

Ms. Piltz stated Healthy Beginnings is a home visit program for first time families. The family is followed for five years. 70.8% of the families in the program stay with the program for a year. This program is available to those families with identified stressors.

Ms. Halstead stated the Family Resource Centers are available to everyone in the community and are located throughout Portage County.

Mr. Clark questioned how much funding is provided by the County. Ms. Peters stated \$144,000 is funded by the County. The United Way allocation process is used to determine where the funds should go. St. Michael's funding is determined through the supervision at St. Michael's. The Coalition determines what programs to offer and how cost effective they are.

B. Discussion/Action: Grant Application to Blue Cross/Blue Shield

Mr. Przybelski stated approval from the Board is needed to apply for grants. Ms. Tetzloff stated this is a three year grant of \$150,000 per year. Action plans are developed through the process. Mr. Radtke questioned how much county funds are needed. Ms. Tetzloff stated there is no match. If an employee is needed, a limited term employee is usually hired for these short term grants. The County is writing the grant. There must be an academic partner in this grant which will be the University. Mr. Radtke questioned how much administrative funding is included in the grant. Ms. Tetzloff stated 10% administrative funds is anticipated. A motion was made by Mr. Clark and seconded by Mr. Bishop to approve the application. Motion carried.

C. Discussion/Action: Resolution for Interdepartmental Transfer from Regular to High Cost Accounts

Mr. Przybelski stated due to a policy change this request must be presented to the County Board as a resolution. The resolution is to transfer Youth Aids to the High Cost accounts as discussed at a previous meeting. A motion was made by Ms. Benz Medin and seconded by Mr. Bishop to approve the resolution. Motion carried.

D. Discussion/Action: Beach Testing

Mr. Przybelski stated beach testing is not being done this summer. Ms. Tetzloff beach testing was discontinued because we know that scientific research does not support monitoring of beaches. We know that bacteria counts increase after one-half inch of rain in areas with run-off. Currently tests take from 24-48 hours for e coli to develop. What was originally in the water generally has moved on or dissipated prior to receiving the results. In addition, beaches have never been closed longer than 24 hours. Ms. Dodge commented this sounds like a policy change and the Board should have been informed prior to the media. Ms. Tetzloff stated a press release was not done. A phone call was received by the Stevens Point Journal questioning if beach testing was done. Ms. Tetzloff stated Wood and Marathon Counties are also working with Portage County to develop the best course of action. Signs will be posted at beaches educating the public on the best way to stay safe – wash hands after in the water, don't drink the water, and that bacteria counts are higher after it rains. Mr. Radtke stated the stakeholders involved (Parks Department and the City) needed to be informed of this decision.

III. FISCAL ISSUES

A. Discussion/Action to Approve Vouchers

The vouchers total \$53,273.87 for the regular accounts and \$244,403.75 for the high cost accounts. They include voucher number 20080506 for \$44,899.94, voucher number 20080507 for \$2.21, and voucher number 20080500 for \$13,763.57. Adult substitute care totaled \$50,839.70 and children's substitute care totaled \$132,948.70. Pre-authorizations totaled \$1,949.63. Purchases totaled \$4,902.12. Portage House includes voucher number 20080474 for \$746.14.

Mr. Radtke stated approval of the vouchers is the County Executive's responsibility. In addition, the vouchers have been paid already. Ms. Dodge stated the Board is responsible for checks and balances. A motion was made by Mr. Bishop and seconded by Ms. Benz Medin to approve the vouchers. Motion carried with Mr. Radtke abstaining.

B. Discussion/Action to Establish a Fee for Walk-For-Hope

Mr. Przybelski stated the Healthy People Portage County suicide prevention team grant is dwindling. The Walk-For-Hope raises awareness of suicide prevention. The fee of \$5 a person or \$10 per family with a \$150 corporate sponsorship is being proposed to help offset resource costs. A motion was made by Mr. Clark and seconded by Mr. Check to approve the fee. Motion carried.

C. Discussion/Action: 2008 Budget and Funding Overview for Health Division

Ms. Tetzloff introduced the Health Division staff. There are 12 essential services that are provided by Level 1 health departments. Per statute, all counties must have at least a Level 1 health department. In order to be a Level 2 or 3 department there are additional criteria that must be met. We are a Level 3 health department.

Mr. Radtke questioned with the combination of the Health and Human Services Board if the Board structure is in compliance with State Statutes. Ms. Tetzloff stated State Statutes state the Board must be 7-9 members and the current Board is 11 members. In addition both a doctor and nurse must be on the Board. Currently only a doctor serves on the Board. Ms. Timmers clarified the Board is in compliance with the Statutes for a human services board. With a combination of departments it means one or the other statute must be followed. There is no legal requirements to be one or the other but it is best to try to get a close to compliance as possible by having a nurse on the Board.

Ms. Tetzloff went through the essential services of Public Health. Ms. Tetzloff stated communicable diseases must be reported to the Health Department. Labs will generate an electronic report with this information. These numbers appear on the quarterly report. Some diseases are seasonal. It is also the responsibility of the Health Department to educate the public on diseases. This is done through quarterly reports and

awareness campaigns.

Health Departments are also required to do a community assessment, identify priorities, and make a plan to address these issues. Policymakers and the general public are also involved in addressing health issues. This is done through the community assessment tool. Support plans are developed that focus on prevention.

The Health Department is also responsible to ensure required immunizations are available to the public. Immunizations are available at a reasonable cost. In addition dental health, TB testing, and screenings are done by public health. Dr. Numsen questioned if there is a high risk factor of TB in Portage County. Ms. Tetzloff stated people are tested with a skin test and have been positive but only one person has been diagnosed with respiratory TB via additional testing in the last 10 years.

Ms. Tetzloff stated for a Health Department to be a Level 3 it must be an agent of the State to provide restaurant, lodging, campgrounds, tattoo, and hotel/motel inspections. In addition, we are also agents for the Department of Natural Resources and DTCAP. Mr. Check questioned how often restaurants are inspected. Ms. Tetzloff stated once a year. If violations are found a follow-up is conducted until the violations are cleared. In addition, the inspectors come in unannounced. Mr. Radtke questioned whether or not Portage County should publish their restaurant inspection results. Mr. Patton stated this was discussed at length previously and it was decided not to publish the results because the general public would not understand the results and the State is constantly changing their grading system. If someone is interested in knowing how a restaurant faired, they can call the Department since this is an open record.

Ms. Tetzloff clarified that the Level 3 Health Department operated by Portage County incorporates the mandated services as well as non-mandated services.

The following non-mandated programs were reviewed:

Public Health Preparedness/Bioterrorism program. Funds for this program were developed after 9-11. Funds come from the State and no county tax levy is involved. The State holds the Department accountable for the outcomes it must meet.

Transient Non-Community Water Testing is done through a contract with the Department of Natural Resources. These are pass through funds that are collected.

The Tobacco-Free Portage County Coalition is program that is funded by the State. All program costs are covered by state funding.

Prenatal Care Coordination/Maternal Child Health provides case management to high risk pregnant women. This is part of the Right From the Start Coalition as well. Medical Assistance funding is recouped on those eligible for this funding. There is county tax levy in this program.

Childhood Lead Poisoning Prevention Program falls under 4151 Reporting requirements which covers communicable disease. Lead screenings are provided in the WIC Department. Prevention is done with homes older than the 1950's.

The Fluoride Supplement Program has tax levy support. The program provides water testing and fluoride supplements.

Communicable Disease Assessment includes exams to day care providers and other agencies/services that require these exams. There is a charge for each exam.

The HIV/AIDS Testing and Partner Referral has tax levy as well as funding from the State. If a communicable disease is found, then future involvement is mandated for the Health Department to complete.

School Health is mainly covered through funds from the school and tax levy. The Department of Public Instruction requires health services be available in schools. Most of the schools contract with the Health Department to provide these services.

Mr. Radtke moved that discussion of the Health Department continue at the next meeting. Mr. Patton seconded the motion. Motion carried.

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August 12, 2008
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IV. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

There were no position refills.

V. NEXT MEETING

The next meeting is scheduled for August 12.

VI. ADJOURNMENT

The meeting adjourned at 7:10 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
August 26, 2008

Present

Jeanne Dodge
Lonnie Krogwold
Brian Kurzynski
Jim Clark
Ron Check
Perry Pazdernik
Tony Patton
Sandy Benz Medin
Richard Bishop
Doug Radtke

Excused:

Gene Numsen

Also Present: Dawn Grasamkee, Recording Secretary; Becky Dougherty, Public Health Supervisor; Faye Tetzloff, Health Officer; Dianne Koca, Officer Manager; Jim Riggerbach, Children and Family Services Coordinator; Jerry Koeppel, Youth and Family Services Supervisor; Amy Trzinski, Community Programs Coordinator; Teresa Kovach, Child Protective Services Worker; Danita Docka, Child Protective Services Worker; and Tara Stormoen, Portage County Finance/Grants.

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 12, 2008

A motion was made by Ms. Benz Medin and seconded by Mr. Check to approve the minutes. Mr. Radtke requested a change on page 5, item III-C, first paragraph. The last sentence should be amended to state: "We are a Level 3 health department **by the County's choice.**" Amendment seconded by Ms. Benz Medin. Motion carried with the amendment.

B. Correspondence

Mr. Przybelski reported the State has sent the 2009 figures for the human services and social services components of the budget. Most funds will remain flat or they were reduced. No figures have been received for the health components yet.

C. Director's Report

Mr. Przybelski reported the 2009 budget is being developed within the proposed guidelines. It has been a difficult process without having easy access to the business manager.

Mr. Przybelski stated a pandemic exercise was held months ago. The finalized results will be available shortly and will be shared with the Board.

Mr. Radtke questioned the Board's role during the budget process. Mr. Przybelski stated the budget is presented to the County Executive and the acting Finance Directors on September 9 or 10. The budget will then be reviewed with the Board at its last meeting in September. The Board members can then make recommendations to the County Executive. Mr. Krogwold clarified the Finance Committee reviews the proposed budget presented by the County Executive. Any changes can then be proposed prior to November 4. Mr. Przybelski stated two scenarios may be presented – one being within the proposed guidelines issued by the Finance Department and the other with programs remaining intact even though it may be over budget.

D. Reports from Board Approved Committees/Activities

Ms. Benz Medin stated 138 children have been served to date in Wally J's Place to Play. There were 157 children served in July and 172 in June.

Mr. Clark stated he along with Mr. Patton and Ms. Dodge participated in an administrative hearing regarding a child care provider. The issue was settled and the appeal was withdrawn.

Ms. Dodge attended two days of permanency plan reviews. A three year old was reviewed who is placed with the grandparents. There are AODA issues that are being worked on. A 17 year old girl will be aging out of foster care. She was placed due to anger management issues. A 15 year old male who had issues with his mother's significant other. This person is no longer in the home and the goal is to send the child home on extended visits with his mother. A 14 year old male has been placed in 17 different placements. He is currently in treatment foster care. A three year old is placed under guardianship. No termination of parental rights will be sought since the child is well cared for. An eight month old is under a Chapter 54 guardianship.

The grandparents are looking at adopting the child. A sibling set is also placed due to the mother's mental health issues.

- 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. PROGRAM ISSUES

A. Discussion/Action: Second Quarter Program Statistics

Mr. Riggerbach reviewed the Children and Family Services Division. Referrals are up for Youth and Family and Child Protective Services. There are two child protective services worker averaging 27 cases. There are currently 48 children in substitute care. One foster home was added this quarter. There are 31 potential foster homes that will attend a pre-service training in September. Fraud recoupments totaled \$46,565. The county will receive about \$7,000 from these recoupments.

Ms. Trzinski reviewed the Division of Community Programs. Psychological service referrals increased by almost 100 cases. The jail contacts and AODA assessment data was unable to be collected due to the computer being down. Emergency detentions have returned to normal. The inpatient high cost account is looking good currently. Crossroads is now closed. Elmwood Estates is a new CBRF and has been working out wonderfully. The CCS relationships have been focused on this quarter.

Ms. Tetzloff reported immunizations have increased due to the new school law. The school population must now be 98% compliant with immunizations. In addition, chicken pox cases are now required to be reported to the health department. There were 32 case of chlamydia reported. This figure was inadvertently not included in the statistics. There were two lead cases. In one case the lead source was determined. In the other case no lead source has been found. Mr. Radtke questioned if blastomycosis has been found in the river with the lowering of the water. Ms. Tetzloff reported there were some cases but the location along the river is unknown. Ms. Tetzloff clarified the article which appeared in the Portage County Gazette. While it is true that follow-up inspections are down, that is because the restaurant owners

have been listening and fixing any problem issues so a follow-up visit has not been needed. In addition, the State has changed its focus to be communicable disease issues. The State is also standardizing what violations and/or issue would constitute the need for a follow-up visit. Mr. Check questioned why we don't list restaurant violations in the paper. Mr. Patton stated this was discussed at a Food Advisory Committee and was decided not to publish inspection results since the scoring process would be confusing for the public to understand. Mr. Radtke suggested that if a restaurant continues to have more than 10 violations that the results be published. Ms. Tetzloff stated if a restaurant needs to be closed, then the public is informed. A motion was made by Mr. Kurzynski and seconded by Ms. Benz Medin to approve the statistical report. Motion carried.

III. FISCAL ISSUES

A. Discussion/Action to Approve Vouchers

The vouchers total \$75,808.91 for the regular accounts and \$1,835 for the high cost accounts. They include voucher number 20080515 for \$16, voucher number 20080538 for \$42,497.10, and voucher number 20080541 for \$32,957.91. Substitute care payrolls were not included in these vouchers. Pre-authorizations totaled \$2,172.90. Purchases totaled \$951.31. Portage House includes voucher number 200800498 for \$1,017.02 and pre-authorizations totaled \$2,804. A motion was made by Ms. Benz Medin and seconded by Mr. Patton to approve the vouchers. Motion carried with Mr. Radtke abstaining.

B. Discussion: 2008 Budget and Funding Overview for Health Division

Ms. Tetzloff clarified that the Health Division must deal with human health hazards, communicable disease, immunizations, and community assessments. All other programs are not required. The remaining non-mandated programs were reviewed.

School Health program. In many cases the school health program is the only access for students for health care. A contract is entered into with the school for the services. The contract covers 75-80% of the cost of the service. The remaining funds come from tax levy. Mr. Radtke questioned those individuals paying school taxes but not receiving benefit of the program due to their child attending school in a different county. Ms. Dodge stated this is a funding issue and as such only the programs are being

reviewed. No decisions are being made on what programs will be maintained, changed, or discontinued. These types of concerns should be brought forth during the budget process.

Flu and Pneumonia Clinics. This service is no longer provided due to the community saturated with clinics provided by other businesses. The Department does make sure the high risk population is served.

Healthy Smiles is the school-based dental sealant program. This provides sealants and fluoride varnish in the school setting. This program is completely funded by private funds and grants. No tax levy is involved in this program.

The WIC program is mandated that someone in the county must provide. It is funded with federal dollars along with IV-E funds and some tax levy. Mr. Radtke questioned if anyone else has applied to do the WIC program. Ms. Tetzloff clarified the Health Department has the right of first refusal.

The Well Women's program is a state program and funds are provided for by a grant.

C. Discussion: 2008 Budget and Funding Overview for Children and Families Division

Mr. Riegenbach stated the Child Protective Services program consists of three workers. In addition, a contract with the Family Crisis Center provides 24 hour support. All cases are reviewed and a determination is made whether to open the case for investigation or not. This program is mandated by Chapter 46. Mr. Riegenbach handed out a chart that compared the number of workers and caseload sizes among the surrounding counties. Portage County has the largest ongoing caseload size per worker of the surrounding counties. In addition the out-of-home care numbers are also high. Mr. Przybelski stated that Marathon County also has a higher level foster care home. We currently have regular foster homes and Level 2 foster homes. We do not have the third higher level foster home which could be used in lieu of residential placements.

The Child Welfare program handles those families in which abuse or neglect has occurred. There are two social workers dealing with these cases. According to statutes, the county has more discretion regarding services. There are Community Aids, tax levy, and IV-E funds that pay for this

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program. The level of the caseloads is determined by the number of referrals received.

The POCAN program has one half-time worker. This program is paid for by a grant. There are no tax levy funds in this program. This program works to provide services to targeted families to prevent child abuse and neglect from occurring.

Mr. Radtke moved that discussion of the Children and Family Services Division continue at the next meeting. Mr. Check seconded the motion. Motion carried.

IV. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

There were no position refills.

V. NEXT MEETING

The next meeting is scheduled for September 9.

VI. ADJOURNMENT

The meeting adjourned at 6:40 p.m.

Submitted by:

Dawn Grasamke
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
September 9, 2008

Present

Jeanne Dodge
Gene Numsen
Lonnie Krogwold
Jim Clark
Ron Check
Perry Pazdernik
Tony Patton
Sandy Benz Medin
Richard Bishop
Doug Radtke

Excused:

Brian Kurzynski

Also Present: Dawn Grasamkee, Recording Secretary; Ray Przybelski, Director; Dianne Koca, Officer Manager; Jim Riggerbach, Children and Family Services Coordinator; Jerry Koeppel, Youth and Family Services Supervisor; Amy Trzinski, Community Programs Coordinator; David Pagel, Workforce Development Supervisor; Patrick Cork, Northern Region Area Administrator.

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 26, 2008

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

B. Correspondence

Mr. Przybelski reported a response was heard from the Attorney General regarding Statute 251 which indicates the Health Department should be a stand alone department in counties with a County Executive. The Attorney General states it does not need to be a stand alone Department.

Mr. Radtke distributed a letter that was mailed to new County Board members from Mike Carder regarding the Health Department.

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September 9, 2008
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C. Director's Report

Mr. Przybelski distributed articles related to Suicide Prevention Awareness Week. This information was also sent to the County Executive and County Board Chair.

D. Reports from Board Approved Committees/Activities

Mr. Clark attended the regional CAP Services meeting. Discussion occurred regarding the handling of finances.

Ms. Dodge attended the Leadership Lunch series. The Mayor presented his views regarding the justice center. In October, Mark Maslowski will be discussing his views on this project.

Ms. Benz Medin attend the AODA Community Response Team. A 211 booklet is being developed that will encompass a variety of information regarding AODA.

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 \$146,987.14 for the regular accounts and \$173,318.28 for the high cost accounts. They include voucher number 20080568 for \$35,195.18, voucher number 20080569 for \$111,444.96, and voucher number 20080588 for \$815. Substitute care payroll for adults totaled \$47,190.69 and for children payroll totaled \$125,659.59. Purchases totaled \$645.83. Portage House includes voucher number 20080567 for \$334.25 and voucher number 20080570 for \$192.23. A motion was made by Mr. Patton and seconded by Ms. Benz Medin to approve the vouchers. Motion carried with Mr. Radtke abstaining.

III. PROGRAM ISSUES

A. Discussion: 2008 Budget and Funding Overview for Children and Family Division

Mr. Riegenbach continued the review of programs in this Division. The Foster Care Coordination program handles recruitment and training of foster care providers. It also licenses and monitors the foster homes, matches children for placement, and provides Independent Living Skills training for teens in out-of-home placement who will age out of care.

The Support Services program is required in order to make needed services available. It also provides after hours contact for mental health and child abuse reports. In addition, interpreter services are required to be available per the Civil Rights Action. Volunteer travel services are also required to be provided for clients without the ability to access services without transportation.

Children Services handle the termination of parental rights (TPR). This is done through a private attorney. There were about 5-8 terminations done previously due to the backlog in having an attorney to do this. Once the backlog is completed it is anticipated about one termination of parental rights will be done per year. Guardianships are obtained on children removed from a home and cannot be returned and there are no relatives available. In addition, respite child care is also provided for usually high needs children. This allows the parent a break during the day which could prevent the child from being removed from the home. Respite foster care services are also available to give foster parents a break either on a weekend or overnight. Kinship is a State program handled by the county. This is for relative placement of children. Relatives are eligible for a payment for children they are not financially responsible for. Some are court ordered. Of those that are not court ordered, the relatives can come in and apply for kinship funding. Prevention/Intervention funds help to provide families with basic needs or items that will prevent removal of a child from the home. Lastly, foster care travel is included in this program. This provides reimbursement to foster parents for providing transportation for a foster child that is out of the ordinary or not covered by the foster care rate. Funding for all these services are provided by the State through IV-E funds for TPR and kinship care. Guardianships, child care, prevention/intervention, and travel are provided by county funds.

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Juvenile court services require the completion of court reports for delinquent juveniles and juveniles in need of protection and services. In addition, only the social worker can make decisions on placing a juvenile in custody on a hold. As such the social workers take turns providing on call services after hours and weekends. They also determine if a juvenile should be removed or placed in care for the safety and welfare of the community and the juvenile. In addition, courtesy supervision for other counties is also done upon request.

Gateway is the after school monitoring of juveniles to help prevent out-of-home placement. This service is not mandated but helps the juvenile to comply with their court orders. The program runs from after school until 8:00 p.m. On average there are 6-7 youth involved in the program. About 20 youth have been served since the program started. The program is fairly new and data will be collected in order to complete an evaluation.

The PACT program is an information gathering system. Currently 35 assessments have been completed. The program helps to determine the level of services and risk of re-offending once the assessment is completed. This is also a fairly new program and will be evaluated.

The Intensive Supervision/Intensive In-Home program is a contracted service. Youth are monitored to be certain they are doing what they have been court ordered to complete and to assist the juvenile with any issues they may have. In addition, electronic ankle bracelet monitoring is handled through this contract. These services are not mandated but do assist the family and youth with the court ordered services.

Substitute Care is a mandated program. This program handles the placement of juveniles in out-of-home placements and corrections. In addition, the permanency planning reviews are done through this program.

Custody Studies are assessments and court reports which are court ordered to be completed.

Wisconsin Works or W-2 is the work oriented program contracted to completed by the State. Currently there is a three county consortium of Portage, Adams, and Wood (PAW) that work on W-2 programming. Although the county is not required to provide these services, the right of first selection exists. Funding comes from the State to complete the duties involved in this program.

Economic Support is a required function that provides food stamps, child care, and medical assistance to eligible families.

The Fraud Program investigates cases to verify if fraud has been committed. The State is currently looking at making changes in this program.

B. Discussion/Information: Presentation from Patrick Cork, Northern Region Area Administrator

Mr. Cork stated the State funding for health and human services programs is flawed. It is projected there will be an zero increase in funding for programs. The Statutes listed on page 7 indicate what is required to be performed. Mr. Clark questioned to what degree is the county required to carry out mandated services. Mr. Cork stated this can vary by program. Mr. Clark clarified that the county needs to provide services to its residents such as public safety and health to name a few but is not required to provide libraries and parks. Mr. Radtke questioned if the funding is at the absolute minimum the county receives. Mr. Cork stated funding depends on the population and amount of services provided. It varies from county to county. Mr. Radtke questioned how many mandated programs are done by the State if the counties don't do them. Mr. Cork replied the State has tried to do some programs. An example is the Senior Care program. The Family Care program is also trying to be replicated for other services. Mr. Patton voiced concerns regarding mandating services to be provided without the funding to provide the services. Regionalization is being supported by the State. The federal review of child welfare services found all the States to be lacking in this area. A directive from the federal government was to improve services nationwide without additional funding being available from the federal government in order to complete this process. Mr. Check commented if the State mandates counties to do a program, then adequate funding should accompany the mandate.

C. Presentation/Review: 2007 Annual Report

Due to time constraints, this item has been postponed until a future meeting.

IV. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

There were no position refills.

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V. NEXT MEETING

The next meeting is scheduled for September 23 or 30. The next meeting will be a review of the budget. If the budget is ready, the next meeting will be September 23. If not, the meeting will be delayed a week until September 30 so that the Board members have a chance to hear the budget presentation prior to being presented to the County Board.

VI. ADJOURNMENT

The meeting adjourned at 6:38 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
September 30, 2008

Present

Jeanne Dodge
Gene Numsen
Lonnie Krogwold
Ron Check
Perry Pazdernik
Sandy Benz Medin
Richard Bishop
Doug Radtke

Excused:

Brian Kurzynski
Jim Clark
Tony Patton

Also Present: Dawn Grasamkee, Recording Secretary; Ray Przybelski, Director; Jim Riggerbach, Children and Family Services Coordinator; Amy Trzinski, Community Programs Coordinator; Faye Tetzloff, Health Officer; and Mike McKenna, Corporation Counsel.

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 9, 2008

Ms. Dodge requested the minutes reflect that the letter distributed by Mr. Radtke was a letter received from Mr. Carder addressed to Mr. Radtke. Mr. Radtke then distributed the letter to Board members.

Mr. Radtke stated under Item I-D, Mr. Clark, Ms. Benz Medin, and Mr. Radtke all attended the Leadership Lunch series as well as Ms. Dodge.

Mr. Radtke stated under Item III-B the minutes be changed to reflect that Mr. Radtke questioned if the funding received from the State is sufficient to handle the minimum mandates from the State. A motion was made by Ms. Benz Medin and seconded by Mr. Bishop to approve the minutes as amended. Motion carried.

B. Correspondence

Mr. Przybelski received the proposed rate increases from the State for Mendota and Winnebago. Rates at Mendota are increasing 9.5%. Winnebago rates are increasing 11%.

Mr. Przybelski reminded Board members of the next Leadership Lunch series scheduled for October 1 at 11:45 a.m. in the Pineries Room at the library.

Mr. Radtke questioned if the rates for CCS have been set yet by the State. Mr. Przybelski stated no information has been received as of yet.

C. Director's Report

Mr. Przybelski informed the Board of the need for a committee to hear an appeal on a substantiated physical abuse case. Mr. Radtke, Mr. Krogwold, and Ms. Dodge all volunteered to hear this appeal.

Mr. Przybelski stated the Department received the \$76,000 truancy grant for 2009. This will fund the truancy court as well as assist in AODA counseling. The abatement portion of this grant will be done through the Boys and Girls Club. It is anticipated truancy court will begin on October 21. All three judges will serve on the truancy court rotating monthly. Truancy court will be held on Tuesdays at 11:00 a.m.

Mr. Przybelski will bring a mock-up of the new building sign that will indicate what UW-Extension as well as the programs offered by PCHHS to the next meeting. Lighting the sign may be an issue since the electricity was removed when the parking lot was redone a few years ago.

D. Reports from Board Approved Committees/Activities

Mr. Radtke attended the CCS meeting. An implementation update was provided. Currently there are 15 children and 8-10 adults in the program. The rates have not yet been set by the State for 2009.

Ms. Benz Medin attended the AODA Coalition meeting. The meeting was held at Iverson Park. A panel discussed drunk driving in Portage County. Action team reports and community updates were also provided.

Ms. Dodge attended the Permanency Planning Reviews for September. There were three children reviewed. A four year old girl is placed with her grandparents due to her father having a stroke and her mother having AODA issues. A six month baby has been placed in care due to her mother being in jail and anticipated to remain there for three years. A 17 year old male will be aging out of care. He was placed due to sexual offense. Adult services

will be provided to him. In addition, he will need to be on the sexual offender registry as well.

Ms. Dodge informed the Board that the State is looking at not renewing the contract with Portage House unless better programming is available. Space and Properties is currently looking at purchasing the Taylor Building. This building could be used for programming and residency to extend services to the Portage House residents.

- 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. PROGRAM ISSUES

- A. Discussion/Action on Assignment of Health and Human Services Board Member to CAP Liaison Board

Mr. Przybelski stated this is just a housekeeping issue. Ms. Dodge appointed Mr. Clark to this Board but a formal approval is needed from the Board as well. A motion was made by Mr. Krogwold and seconded by Mr. Bishop to approve Mr. Clark as the designee to this Board. Motion carried.

- B. Discussion/Action on Resolution to Designate Portage County Corporation Counsel as Health and Human Services Legal Representative for Termination of Parental Rights Cases

Mr. Przybelski stated a conversation was held with Corporation Counsel regarding providing these services. About \$44,000 was spent in 2007 for this activity and it is anticipated only \$20,000 will be spent in 2008. Having local representation for these services will help reduce the amount needed for this activity as a significant amount of money spent was in travel. Ms. Dodge questioned whether Corporation Counsel would have the time to provide this service. Mr. McKenna stated it will be an additional burden but feels it can be done. The majority of the cases are straight forward. Ms. Dodge informed the Board that Mr. Patton wanted to know if the services are charged back. Mr. Przybelski stated the IV-E legal services are charged back. Mr. Radtke felt the resolution was unnecessary and inappropriate as it

is a budgetary decision for 2009. Mr. McKenna stated it is a policy change and by definition a resolution has to be done. Mr. Radtke felt it was a policy change associated with the budget. Mr. Krogwold stated if the resolution struck the mention of the \$20,000 savings it would therefore be a policy change. Mr. McKenna stated the \$20,000 mentioned is a fiscal note not a budgetary note. A motion was made to approve the resolution by Mr. Check and seconded by Mr. Bishop. All were in favor with Mr. Radtke voting nay.

C. Discussion/Action: Interpretation Policy

Mr. Przybelski stated the policy is just a clarification of what we are required to do to provide interpretation services and how they work. Mr. Bishop moved to approve the policy with a second by Mr. Check. Motion carried.

D. Discussion on 2007 Annual Report

Mr. Przybelski stated the Annual Report covers the majority of the programs. Outcomes of programs are set and results are tracked. Ms. Dodge questioned how much of a deficit is anticipated for 2009 compared to 2007. Mr. Przybelski stated about \$400,000 in the regular accounts for 2009 compared to 2008. Mr. Bishop questioned if we know 2008 compared to 2007 in general. Mr. Przybelski stated data is still being gathered so he cannot answer that at this time. Ms. Trzinski commented with the loss of the psychiatrist this had a huge impact on the budget. Ms. Tetzloff stated the health department has their funding based on a logic model. Some objectives need to be softened in order to be met and funding continued.

III. FISCAL ISSUES

A. Discussion/Action to Approve Vouchers

The vouchers total \$293,957.59 for the regular accounts and \$64,012.99 for the high cost accounts. They include voucher number 20080635 for \$85,973.06, voucher number 20080602 for \$119,195.27, voucher number 20080610 for \$39,186.01, 20080614 for \$218.95, and voucher number 20080636 for \$111,942.35. In addition, pre-authorizations totaled \$1,454.94. Purchases totaled \$2,596.53. Portage House includes voucher number 20080605 for \$384.42 and pre-authorizations for \$1,680.12. A motion was made by Mr. Bishop and seconded by Mr. Krogwold to approve the vouchers. Motion carried with Mr. Radtke abstaining.

IV. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

There were no position refills.

V. NEXT MEETING

The next meeting is scheduled for October 14.

VI. ADJOURNMENT

The meeting adjourned at 5:50 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
October 14, 2008

Present

Jeanne Dodge
Brian Kurzynski
Jim Clark
Lonnie Krogwold
Tony Patton
Ron Check
Perry Pazdernik
Sandy Benz Medin
Richard Bishop
Doug Radtke

Excused:

Gene Numsen

Also Present: Dawn Grasamkee, Recording Secretary; Ray Przybelski, Director; Jim Rigenbach, Children and Family Services Coordinator; Amy Trzinski, Community Programs Coordinator; Faye Tetzloff, Health Officer; Jenni Jossie, Business Manager; Dianne Koca, Office Manager; Susan Dolski, Children with Special Needs Supervisor; Jerry Koepfel, Youth and Family Services Supervisor; David Pagel, Workforce Development Supervisor; Becky Dougherty, Community Health Supervisor; Brian Falck, Community Support Program Supervisor; Suzanne Oehlke, WIC Director; Erica Wojcik, Assistant Business Manager; and Sue Chapman, Achievement Center.

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 30, 2008

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

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski stated his report reflects on the budget and will hold off until then to give his comments.

D. Reports from Board Approved Committees/Activities

Ms. Dodge attended the Leadership Lunch series along with Mr. Radtke and Mr. Bishop. Mark Maslowski presented his views on the Justice Center at this meeting.

Ms. Benz Medin attended the AODA Executive meeting. There was no quorum present. The group discussed the direction of the Coalition and received action team updates.

Mr. Clark attended the CAP meeting. A project will be started in Plover. Mr. Bishop passed around information regarding the \$10 million project that is being proposed. The plan proposes employing about 40 people in a food processing plant with future expansion anticipated. Mr. Clark stated that CAP starts the project and then others will pick it up.

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. Presentation/Discussion on 2009 Health and Human Services Budget

Mr. Przybelski stated this was a difficult process for staff. The process was hindered by the Business Manager no longer in the building and having to do double duty as the co-County Financial Manager. Mr. Przybelski thanked the staff for their hard work. Cuts had to be made. In the past staff were able to absorb the work. It is believed staff will not be able to absorb duties in the future due to their heavy work loads. The positions cut include a support person in the Business/Administration Division, a contracted employee in Children and Family Services, as well as two supportive employees in the Business/Administration Division. Staff and clients will be affected by these eliminations. The support position was responsible for assisting in the reception area, doing patient assistance, and optical imaging. This may mean having to go back to paper files for some areas of the building and not adding in new areas to the imaging system. The contracted employee's duties will be absorbed by the part-time intake position. This

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means that intake will only have one employee handling all the intake contacts. In addition, with the supportive employees positions eliminated, staff will have to take up their duties as well.

Ms. Jossie reviewed the budget starting with the supplementary schedules. Program revenues and user fees show a gain in revenues. Community Aids had a slight increase. The contingency funds applied in 2009 are for the high cost accounts only. Overall the department came in with a 5% increase to the county tax levy. Salary was figured at a 3% increase and health insurance was figured at a 4% increase. PEHP is a new line. This is just for recording purposes. Purchased services have an overall increase. This includes subcontracts and the Information Technology allocation. Operating costs are down due to injectable medications being removed. Fixed charges primarily stayed the same. Overall, the budget has a 3.8% increase. Mr. Krogwold questioned how far over budget the high cost account is for 2008. Ms. Jossie stated currently about \$300,000. Corrections costs have been down. The high cost accounts are generally cyclical. If there is no deficit, then the account is rebuilt and savings are put into a reserve account. Mr. Radtke questioned why the figures are different in the County budget book compared to the Department's budget. Ms. Jossie stated the format is different. In addition, the County budget book splits regular accounts and high cost accounts. By adding the two, the figures will be the same as stated in the Department's budget book.

The budget recap sheet shows a 0.9% increase in Administration/Business services. This is due to the staff reduction and loss of revenues. When Family Care left this caused an impact on the revenues gained with the rent received. Public Health shows a 3.3% increase. General program funds are down and user fees are up as are agent licensing services and school health contracts. The increase in salary is the most expensive item in this Division. The Division of Community Programs is projected at a 12% increase. A decrease in revenues is anticipated. Program funds have increased and user fees, case management, psychological services revenues, and injectable medications are all down. The increase in expenses is due to salaries. Contracts also realized an increase. Children and Family Services Division has a 7.2% increase overall. Revenues have been decreased by 5.1%. This is due to a \$175,000 transfer of funds made earlier in 2008. Expenses are up 0.2%. Salaries overall are up 1.6% due to the reorganization of the Department. The CCS funds are anticipated since the rate has not yet been set by the State. It is anticipated the rate will be set by October 31.

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The High Cost accounts were reviewed. Residential Care is showing a bit of a decrease. Inpatient had an increase in revenues and expenses due to historical information. Substitute Care has been reviewed and all cases were reviewed. General Assistance has no programming any more. Only the Housing Assistance program shows up in this budget.

The fee schedule shows the projected fees for 2009. The Walk for Hope fee approved by the Board early this year was inadvertently left off the schedule. The fee will be what the Board approved.

Mr. Krogwold questioned why \$3,000 was needed in 2008 if the program is a funded program. Ms. Jossie stated this was due to a decrease in the children and family incentive program. Ms. Oehlke stated they are directed by the State to present a flat budget. The figures are generally not available until March. Ms. Tetzloff stated in addition the supervisor's salary is included in this budget as well rather than as a separate budget like many of the supervisor budgets are.

Mr. Krogwold questioned the 8,870% increase in revenues for the Children with Disabilities budget. Ms. Jossie stated this is due to the CIP 1A and CIP 1B programs phased out in 2009. Counties receive only CLTS slots now. There was no decrease of services, just a shift in funding. Mr. Check questioned the decrease in Birth to Three services and whether a shortfall will be realized. The contract with the State was reduced in 2009. Mr. Patton questioned the difference between Birth to Three and Right From the Start. Ms. Dolski stated Birth to Three is for children with development or physical disabilities. Children need to qualify for services using a State evaluation. A contract is in place with the Achievement Center to provide services. In addition, Birth to Three services are mandated services. Right From the Start is a non-county program that is not mandated. These services include a home visitor program, the Family Resource Centers, and first time parent contacts.

Ms. Dodge questioned if waiting lists will be needed. Ms. Tetzloff stated PNCC has a waiting list already. Ms. Trzinski stated the Family Support Program has a waiting list as well. Mr. Koepfel stated the last waiting list is for Family Training. This program helps to keep children out of substitute care.

B. Discussion/Action to Approve Vouchers

The vouchers total \$74,633.89 for the regular accounts and \$257,969.47 for the high cost accounts. They include voucher number 20080658 for \$33,976.21, voucher number 20080668 for \$53,113.42, and voucher number 20080673 for \$400. Adult substitute care totaled \$50,233.24 and children's substitute care totaled \$120,246.60. Purchases totaled \$443.35. Portage House includes voucher number 20080634 for \$614.06 and voucher number 20080667 for \$233.50. Mr. Przybelski stated if the Board would like more detail on the vouchers that can be made available. The detail is always present at the meeting for anyone wishing to view it. A motion was made by Mr. Clark and seconded by Mr. Bishop to approve the vouchers. Motion carried with Mr. Radtke abstaining.

III. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

There were no position refills.

IV. NEXT MEETING

The next meeting is scheduled for October 28.

V. ADJOURNMENT

The meeting adjourned at 6:15 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
October 28, 2008

Present

Jeanne Dodge
Gene Numsen
Brian Kurzynski
Jim Clark
Lonnie Krogwold
Tony Patton
Perry Pazdernik
Sandy Benz Medin
Richard Bishop
Doug Radtke

Excused:

Ron Check

Also Present: Dawn Grasamkee, Recording Secretary; Ray Przybelski, Director; Jim Riggerbach, Children and Family Services Coordinator; Amy Trzinski, Community Programs Coordinator; Dianne Koca, Office Manager; and two UWSP students observing the meeting.

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 14, 2008

A motion was made by Mr. Patton and seconded by Mr. Bishop to approve the minutes. Mr. Radtke requested clarification regarding whether Birth to Three Services being mandated. This is mandated and the funding received is not a grant. Motion carried.

B. Correspondence

Mr. Przybelski distributed corrected copies of the Portage House and High Cost budgets. The previously year's budgets were inadvertently put into the budget books.

Mr. Przybelski informed the Board that the corrections amount was received by the State. The funding will remain as budgeted.

C. Director's Report

Mr. Przybelski reported lights have been ordered to provide more lighting outside the entrance door. Concerns about how dark it is were expressed by Board members.

Mr. Przybelski distributed copies of the proposed new sign for the building. The second sign is the one that will be recommended to the Common Council for approval.

Mr. Radtke shared an article from Oshkosh NW in Winnebago County that has added eight positions to help reduce out-of-home care costs. Mr. Przybelski spoke with Bill Topple, Director at Winnebago HHS. Their costs for out-of-home care is about \$10.4 million. Portage County plans to look at a mobile crisis team. If a grant is received funding could be shifted to allow HHS to provide this service. In addition, a Level 3 home is being proposed to help address residential care placements. It is hoped that a Level 3 home could be a more cost-effective placement for residential placements. Every child in out-of-home care is reviewed for placement. We had 47 children in placement last quarter whereas Winnebago County had 300 children in placement. Mr. Krogwold questioned if Lakeside in LaCrosse is utilized versus Winnebago or Mendota. Mr. Przybelski stated this facility is utilized as is Clearview in Dodge County. These are more tailored for developmentally disabled adults. These individuals are generally served through Family Care and these facilities are utilized.

D. Reports from Board Approved Committees/Activities

Mr. Clark attended the CAP Services meeting. This committee will serve in the financial overview for the next two years. A lot of the meeting is held in closed session. The regional meeting is scheduled for tomorrow in Waupaca.

Ms. Benz Medin attended the Policy and Environmental Change and Marketing meetings of the AODA Coalition. A four times a year pharmaceutical "take back" in the rural areas is being devised. The DNR is taking a closer look at the affect of medications in the water system when medications are flushed. It is hoped to establish routine drop-off sites for outdated or discontinued medications rather than flushing them away.

Ms. Benz Medin stated 118 children have been served in October thus far in Wally J's Place to Play.

Ms. Dodge met with Kathy King and Dave Medin regarding the Taylor building. Space and Properties will allow the county to take out an option on this building.

Ms. Dodge attended two days of permanency plan reviews. Ten children were reviewed. One child will be adopted and one child returned home. A 16 year old male with sexual behaviors who is also unmanageable is anticipated to be transitioned to adult care services once he is old enough. Another 16 year old male will be returned to his mother once she is clean. In addition there are mental health issues that need to be dealt with. A 14 year old girl will be put up for adoption. A 17 year old youth will be graduating in May. There are sexual offense issues involved. The youth will stay in placement until graduation. A 12 year old girl will be transitioned to foster care. There are mental health issues involved. A 16 year old male has been placed since 2003. There are AODA issues but the youth has been doing good in foster care and it is anticipated he will remain in placement through the school year.

Mr. Patton was unable to attend the Tobacco Coalition meeting. The issue of making taverns smoke-free was discussed.

- 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 \$171,957.64 for the regular accounts and \$12,443 for the high cost accounts. They include voucher number 20080645 for \$550, voucher number 20080675 for \$238.40, voucher number 20080693 for \$33,776.10, and voucher number 20080695 for \$146,510.73. Pre-authorizations totaled \$2,470.56. Purchases totaled \$7,042.30. No adult or children substitute care vouchers were reported. Portage House includes

voucher number 20080683 for \$331.15. Pre-authorizations totaled \$1,509.68. Mr. Przybelski reported detail has been included in the vouchers. Board members were also requested to destroy the report for confidentiality reasons since there are names included in the detail. Mr. Bishop questioned whether autism is being diagnosed more frequently and whether individuals would "grow out of it" like asthma. Dr. Numsen stated he knew of no studies that have been done to suggest that people may "grow out of it" as of yet. Ms. Trzinski stated diagnosis is being done earlier and intervention is started earlier. In most instances these intensive services are not covered by health insurances. The typical age for diagnosis is 2-3 years of age or so. A motion was made by Mr. Bishop and seconded by Ms. Benz Medin to approve the vouchers. Motion carried with Mr. Radtke abstaining.

III. PROGRAM ISSUES

A. 2008 Third Quarter Program Statistics

Mr. Riggerbach reported on the Children and Family Services Division. A decrease in referrals has been realized due to screening out Child Protective Services investigations. There are currently 47 children in substitute care. There are 11 in child caring institutions. It is hoped some will go home or to less expensive placements. Three new foster homes were licensed during the quarter. Emergency Services referrals have increased. It is believed this is due to the economy.

Ms. Trzinski reported on the Community Programs Division. Due to a computer program crashing, statistics for the jail and OWI assessments are unavailable. Emergency detentions have been down for two quarters in a row. Inpatient mental health placements are about normal. Due to no room at St. Michael's, some individuals needed to go to North Central Health Care Center. Community Based Care Facilities placements reflect the closure of Crossroads. Elmwood Estates/Brown's Assisted Living have been taking clients and are doing a wonderful job and working closely with the agency. The funding usage under Children with Special Needs Services reflects a change in the State funding. CIP 1A and CIP 1B funds have now been transferred to CLTS funding. Ms. Trzinski stated discussions have been occurring regarding implementing a Mobile Crisis service. The grant has not yet been received but planning has begun in anticipation of receiving this grant. The grant is around \$500,000 for five years for the region. Work is also being done to improve the direct service hours in the Mental Health Clinic. The clinic serves the population that most needs these services.

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Most are no fee or Medical Assistance clients. All the clinic staff have been given six month goals to reach. Mr. Radtke questioned the comment on the waiting list for Severe Emotional Disability Children. Ms. Trzinski stated this comment is an old comment and was inadvertently not deleted.

Mr. Przybelski reported the Health Division statistics are routine. Lyme's disease and Ehrlichiosis numbers were high which is typical for the third quarter. Both of these are tick born diseases. Additionally, the case of the elevated blood lead level in two children has been resolved. After numerous testing and investigation, it was discovered the source of the lead was outside in the soil where the children played.

Mr. Radtke requested the wait list be amended to include the Family Training Program. Mr. Przybelski stated there are currently eight families waiting. If a family needs immediate service, they are provided the service.

III. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

There were no position refills.

IV. NEXT MEETING

The next meeting is scheduled for November 11.

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 11, 2008

Present

Jeanne Dodge
Ron Check
Brian Kurzynski
Jim Clark
Lonnie Krogwold
Tony Patton
Perry Pazdernik
Sandy Benz Medin
Richard Bishop
Doug Radtke

Excused:

Gene Numsen

Also Present: Dawn Grasamkee, Recording Secretary; Ray Przybelski, Director; Jim Riggerbach, Children and Family Services Coordinator; Faye Tetzloff, Health Officer; and Greg Nyen, Stevens Point Area School District.

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 28, 2008

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

B. Correspondence

Mr. Przybelski had no correspondence.

Mr. Radtke questioned if the UWSP does its own food service inspection. Mr. Przybelski clarified the Environmental Health Section continues to inspect and license the facilities at UWSP since they do serve not only the students but the general public as well.

C. Director's Report

Mr. Przybelski reported the lighting outside will be working by next week. The new sign has been approved by the subcommittee. Per city ordinance, the light needs to be off by 10:00 p.m. The sign now needs to be approved by the Common Council.

Mr. Przybelski stated work continues on the lower level to build out the area to move the offices on the upper level to the lower level. This will open the entire space up for the UW-Extension to move into the building. The UW-Extension has also requested additional storage space. The Department will be moving back the files currently housed at the Health Care Center and this will open up the storage area for UW-Extension.

Mr. Przybelski asked Ms. Tetzloff to explain the situation that has been occurring in the Bancroft area in Pine Grove Villa. Ms. Tetzloff stated there are non-functioning septic tank issues that have developed. Planning and Zoning is handling this issue. Due to the waste that has leaked onto the ground, the Health Department is also involved. On October 24 orders were issued to the owner. As of yet, no action has been taken by the owner. As such, the septic tanks will be pumped since they are beginning to fail. The bill will be sent to the owner but the pumper will be guaranteed payment. Corporation Counsel is also looking at the possibility of closing down the trailer park. It is Planning and Zoning's decision to allow expansion or whatever else needs to be done.

D. Reports from Board Approved Committees/Activities

Ms. Benz Medin attended the AODA Executive Committee meeting. Team reports, the budget, recognition awards, Boys and Girls Club intern program, election of officers, and the pharmaceutical take back program were all discussed. In addition, funding from the United Way has been requested. A response is forthcoming.

Ms. Benz Medin and Mr. Clark attended the AODA Environmental Changes meeting. Nancy Eggleston spoke about the pharmaceutical take back program done in Wood County. Jeff Morris is anticipating a 24 hour drop off site at the Stevens Point Police Department. Four collections will be done in the rural area. Mr. Clark commented the 24/7 drop off site is working well in Wood County.

Mr. Clark attended the CAP Services meeting. The charge of the committee is the finances. The full regular meeting will be held in Waupaca.

- 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 \$61,487.88 for the regular accounts and \$209,093.91 for the high cost accounts. They include voucher number 20080701 for \$135, voucher number 20080720 for \$21,008.52, and voucher number 20080724 for \$83,886.88. Purchases totaled \$824.54. Adult substitute care vouchers totaled \$47,482.22 and children's substitute care totaled \$118,069.17. Portage House includes voucher number 20080712 for \$460.49 and voucher number 20080729 for \$234. Mr. Clark questioned if clients are placed in other counties if staff from those counties are asked to provide services. Mr. Przybelski stated if case management is needed short-term, our staff provides that service. In some cases we do request other counties to provide services. In turn, we are also requested by other counties to provide services to individuals placed in our county as well. Mr. Pazdernik questioned the purchase of injectable medication. Mr. Przybelski stated this is for anti-psychotic injections. In the future, we will purchase these from the pharmacy rather than in larger quantities since there is no real cost savings. A motion was made by Mr. Clark and seconded by Mr. Patton to approve the vouchers. Motion carried with Mr. Radtke abstaining.

III. PROGRAM ISSUES

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

Mr. Riggerbach stated the report is from July 1 through October 31. Five new children were placed, three were shifted in their placement, and six returned home or to relative placement.

The placements included a 3 year old girl who was placed due to the alcohol addiction of the parents. Another 3 year old girl was placed also due to substance abuse by the parent. A 15 year old girl was placed due to delinquency issues of truancy and aggression. Originally she was in secure detention but then placed in a Level II foster home. A 17 year old male was placed in treatment foster care due to violation of his delinquency order. The last placement was a 15 year old male who was placed in Lincoln Hills due to being the individual who supplied drugs that caused the death of an individual.

A 16 year old male was moved from treatment foster care to a Level II foster home. A 17 year old male was moved from Homme Home to Lincoln Hills due to sexually abusing his siblings. A 17 year old male was moved from Homme Home to treatment foster care. Placement is not going well. He will be turning 18 in February.

An 11 year old male was placed for adoption through Lutheran Social Services. His mother is a meth addict and had her parental rights terminated. The child is dealing with reactive attachment disorder. A 7 year old male was returned home after his mother neglected him. She was in prison and released. She has since complied with orders for his return. A 14 year old male with behavioral problems has returned home. A 15 year old female who was uncontrollable and had a parent with substance abuse problems was placed with the grandmother. A 17 year old male who suffered neglect at home was in a series of treatment foster homes and residential placements. He was moved back to a Level II foster home but the placement was deteriorating. He was allowed to return home. He will be turning 18 in the summer.

The placements at the end of October compared to June are as follows:

	October	June
Foster Care	20	25
Treatment Foster Care	5	5
Group Care	0	1
Residential	9	11
Corrections	5	5
Kinship	11	11
Voluntary Kinship Care	31	

In addition a young man will be placed shortly in residential care but two will be coming out of residential care. Mr. Riggerbach stated it is hoped the residential care placements will be offset by savings in corrections.

Mr. Check questioned if those providing kinship care get paid. Mr. Riggerbach stated there is no income eligibility limit. If the court orders the placement, they then get paid. A wait list can be created for voluntary kinship placements only. Kinship is a program with strict guidelines set by the State. Not all those in kinship care are being paid.

B. Discussion/Action on Establishing an Environmental Health Advisory Committee

Mr. Przybelski stated this committee would look at issues pertaining to Environmental Health. Mr. Patton questioned if per diem would be paid. Mr. Przybelski stated it would need to forward a request to make it a standing committee. In addition, only Board Supervisors would be paid per diem. Mr. Radtke voiced concerns regarding having several advisory committees already that have not been dissolved. Mr. Radtke requested details of who would be on the committee. Mr. Patton stated the request will be postponed until more detail can be provided as to who would be on the committee.

C. Discussion/Update on Portage County Truancy Court/Abatement Project

Mr. Nyen is the pupil services coordinator with the Stevens Point Area School District. A grant was received to provide truancy court. Truancy Court is held every Tuesday at 11:00 a.m. A four week rotation is taken by each judge. A remarkable turnaround has been seen already. Mr. Nyen stated if a child is not in school then they can become a community issue. The legal definition of truancy is missing part or all of one or more hours of school and no notification of the absence. Five or more occurrences in a semester is considered habitually truant. A chart was distributed showing the truancy comparisons in the first quarter of the 2007-2008 and 2008-2009 school year. Those numbers listed show the number of students who met the truancy definition. Overall 344 students were truant in the first quarter of the 2007-2008 school year while only 96 were truant in the first quarter of the 2008-2009 school year. In the past, truancy issues were not dealt with immediately. If they missed the first two weeks of school in September, they were not seen before the judge until April or May. Now if a child is truant they are seen before the judge on the following Tuesday. Mr. Radtke questioned if at age 16 a student can sign themselves out. Mr. Przybelski

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November 11, 2008
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stated the age is 18 in Wisconsin. Mr. Pazdernik questioned what type of directives the judge can order. Mr. Nyen stated the student's driver's license can be pulled, as well as their hunting and/or fishing license. In addition work permits can be removed and fines imposed. No contact orders can also be issued to those students involved with other students also being truant. Mr. Bishop questioned if the parents have any repercussions. Mr. Nyen stated especially in the grade school, the parents are brought before the judge as well. The grant funding will run out in 2009. Mr. Patton questioned if the program will be extended to private schools as well. Mr. Nyen stated typically if the parents are paying the school for their child to attend, they make sure the child is there but the program could be extended to include private schools.

IV. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

There were no position refills.

V. NEXT MEETING

The next meeting is scheduled for November 25.

VI. ADJOURNMENT

The meeting adjourned at 6:10 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
November 25, 2008**

Present

Jeanne Dodge
Gene Numsen
Ron Check
Brian Kurzynski
Tony Patton
Perry Pazdernik
Sandy Benz Medin
Richard Bishop
Doug Radtke

Excused:

Jim Clark
Lonnie Krogwold

Also Present: Dawn Grasamkee, Recording Secretary; Ray Przybelski, Director; Jim Riggerbach, 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 November 11, 2008

A motion was made by Ms. Benz Medin and seconded by Mr. Check to approve the minutes. Mr. Radtke requested an update on the mobile home park situation. Mr. Przybelski will address this in his Director's Report. Mr. Radtke questioned if there is any follow-up on youth placed in foster care who age out. Mr. Riggerbach stated we continue to follow the youth if they are in school. Independent living skills funds and Medical Assistance are available until age 21. In many cases the youth want nothing to do with the agency. In other cases they are eligible for services in the adult system. In other cases, once the youth turns 18 they return home to the same situation they were removed from. Motion carried.

B. Correspondence

Mr. Przybelski stated Sarah Halstead has resigned from the Permanency Plan Review Panel. Kurt Helminiak will be replacing Sarah on this panel.

C. Director's Report

Mr. Przybelski stated the Wisconsin Counties Health Rankings have been released. A link will be emailed to Board members so they can review this rather large document. Nitrates continue to be a long-standing problem. The report will be reviewed at the next meeting.

Mr. Przybelski stated a proposal has been made to implement TRIP (Tax Refund Intercept Program). This is just being studied currently. This would allow tax refunds to be intercepted for those accounts owing funds to the agency. Ms. Jossie stated there are criteria set by the State as to who is allowed to intercept and receive these funds first.

Mr. Przybelski stated the mobile home park operator has until December 1 to have the systems inspected. The suspected failing systems have been pumped and the owner is fiscally responsible. Our Department is involved due to the human health hazard of fecal waste being spewed on the ground.

D. Reports from Board Approved Committees/Activities

Ms. Benz Medin attended the Community Response Team meeting. The 211 book is currently awaiting print. Marathon County's book is being printed and then Portage County's book will be done. This will be distributed to all schools in 2009.

Ms. Benz Medin reported the AODA compliance checks have been completed. There was great participation in these checks.

Mr. Radtke attended the Comprehensive Community Services meeting. The program will be turned over to Brian Falck to continue implementation and monitoring. Participation by children is near capacity. It is hoped the State will have the rates available by December 2. Bills can be dated back to 2008.

Ms. Benz Medin reported Wally J's Place to Play served 155 children in August, 143 in September, 130 in October, and 95 to date in November.

Ms. Dodge attended the Permanency Plan Review Panel. One child was reviewed. This was a 15 year old male placed in Homme Home due to sexual offenses. His goal is to return home. He is currently at level 2 and needs to reach level 4 to return 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 \$195,758.17 for the regular accounts and \$7,712.65 for the high cost accounts. They include voucher number 20080703 for \$450, voucher number 20080740 for \$1,590, voucher number 20080754 for \$40,442.29, and voucher number 20080756 for \$159,827.16. No substitute care costs are in this voucher run. Pre-authorizations totaled \$1,161.37. Purchases totaled \$505. Pre-authorizations for Portage House totaled \$2,014.55. A motion was made by Ms. Benz Medin and seconded by Mr. Clark to approve the vouchers. Motion carried with Mr. Radtke abstaining.

- B. Discussion/Action: Resolution Authorizing 2009 Contracts Over \$100,000

Mr. Przybelski stated the resolution is needed to comply with the Purchasing Ordinance 3.7.12. A revised list of contracts was distributed. There are still four contracts missing from the list. Winnebago and Mendota do not need a contract. Mr. Patton questioned if these contracts can be exceeded. Mr. Przybelski stated hopefully they will not be. Ms. Jossie stated the contract figures are based on projected use. The figures in these contracts are also included in the budget. Mr. Radtke questioned how much is county tax levy and how much is paid with grants for each contract. Ms. Jossie stated most are combinations of a variety of sources. For example, the Boys and Girls Club for the Gateway program has \$113,000 in tax levy and the rest of the contract is paid for through grants. The majority of the contracts are for mandated services. Ms. Jossie stated if a contract needs to be amended they request will be taken to the full County Board for amendment. A motion was made by Mr. Pazdernik and seconded by Mr. Check to approve the resolution. Motion carried.

C. Discussion/Action on Contracts - \$25,000 to \$99,999

Mr. Przybelski stated per County policy only governing board approval is needed for contracts between \$25,000 and \$99,999. If a contract is anticipated to be exceeded, the contract change will be brought to the governing board for approval. The contracts are paid for through tax levy and grants. The contract for Investigative Concepts Unlimited which handles the fraud investigations could exceed its limits due to receiving more complaints of fraud that need investigating. Mr. Radtke questioned the difference between Birth to Three and Healthy Beginnings. The Achievement Center contracts to provide our Birth to Three services. These include delays in speech and language abilities. Healthy Beginnings works with families on parenting skills. Referrals to Healthy Beginnings can come from the hospital, prenatal care coordination services, or if a family is at risk of child abuse or neglect. Birth to Three referrals come primarily from physicians. Mr. Radtke questioned what the Milwaukee Center for Independence does. Mr. Przybelski stated this is primarily for supportive home care workers that are hired by the client. This company handles the payroll for these hired workers. If the County handled the payroll for these people, they could be considered a county employee.

III. PROGRAM ISSUES

A. Discussion/Action on Postponed Agenda Item - Creation of an Environmental Health Advisory Committee

Mr. Przybelski stated the priorities were redone in 2003 for 2005-2010. Some of the prior committees are no longer action teams. The Food Safety Advisory Committee has not met in a long time but has not yet been formally abolished. This committee would look at issues such as wood boilers and beach testing. It will be facilitated by Faye Tetzloff. The committee would meet as determined by the committee. Only County Board Supervisors would receive per diem. The charge of the committee is to look at issues and make recommendations back to the Health and Human Services Board and other committees. Mr. Radtke requested to be placed on this committee. A motion was made by Ms. Dodge and seconded by Ms. Benz Medin to approve the committee and the appointment of Mr. Radtke. Motion carried.

B. Discussion/Action on Kinship Policy

Mr. Riggerbach stated the policy presented is currently what is being practiced. If a kinship placement is court ordered, then the county must pay. A waiting list will be established. It is anticipated 33 cases of kinship per month can be paid for in 2009 without exceeding the allocation. In most cases a family will be removed from the program once the child ages out, leaves the home, etc. In addition clarification was made regarding if a parent moves into the kinship home where the child is placed. Most of the available slots will be used for court ordered kinship placement. Some slots will be left unfilled in case additional court ordered kinship is received through the year.

IV. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

There were no position refills.

V. NEXT MEETING

The next meeting is scheduled for December 9

Mr. Radtke stated he was unhappy with the budget process. Mr. Radtke would have liked to have had time for discussion and more input into the process. Mr. Przybelski stated the changes that happened this year with the loss of the county Finance Director and physical move of the Business Manager out of the building made for a difficult budget process. It is hoped that a second meeting will be held during the budget process next year.

VI. ADJOURNMENT

The meeting adjourned at 6:40 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
December 9, 2008

Present

Jeanne Dodge
Jim Clark
Lonnie Krogwold
Ron Check
Brian Kurzynski
Tony Patton
Perry Pazdernik
Sandy Benz Medin
Richard Bishop
Doug Radtke

Excused:

Gene Numsen

Also Present: Dawn Grasamkee, Recording Secretary; Ray Przybelski, Director; Jim Riggerbach, Children and Family Services Coordinator; 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 November 25, 2008

Mr. Kurzynski stated page 3, section II-A, the second to the motion for the vouchers should be Mr. Kurzynski rather than Mr. Clark. Mr. Radtke stated page 5 should reflect a discussion on the budget process should happen at a meeting in the near future. A motion was made by Mr. Patton and seconded by Mr. Bishop to approve the minutes with the corrections. Motion carried.

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski distributed a Christmas card for the Board to sign to be distributed to the staff. In addition, Linda Leindecker will be retiring at the end of the year. A sheet was distributed for the Board to offer their well wishes.

Mr. Przybelski stated construction has started upstairs for the UW-Extension offices. The lower level carpeting needs to be installed as soon as it arrives. Electricity to the building will be turned off beginning Friday late afternoon and is anticipated to be off through Saturday or even possibly Sunday.

Mr. Radtke questioned if an updated fiscal report for 2008 will be presented soon. Mr. Przybelski stated the first meeting in January will have the fiscal report. Thus far, high costs are over budget but are under the overage from last year. There is a small deficit in the regular accounts.

D. Reports from Board Approved Committees/Activities

Ms. Benz Medin reported the AODA Executive Committee meeting was cancelled. The full AODA Coalition will meet next Thursday. Discussion on the pharmacy take-back and drop off will be discussed. Compliance checks are improving.

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 \$46,428.35 for the regular accounts and \$179,251.72 for the high cost accounts. They include voucher number 20080770 for \$150.95, voucher number 20080786 for \$35,043.63, voucher number 20080787 for \$30,127.35, and voucher number 20080793 for \$450. Substitute care totaled \$45,620.55 for adults and \$114,287.59 for children. Purchases totaled \$261.38. Portage House vouchers include voucher number 20080784 for \$1,434.81. Mr. Clark questioned if respite care funds are enough to perform the services. Mr. Przybelski stated there is a contract with Community Industries to provide respite care as well as foster care respite. Mr. Bishop questioned the future of W2. Mr. Przybelski stated a consortium has been in place for Portage, Adams, and Wood Counties. State funding has been reduced. FSET has been changed to voluntary participation. This is the last of a four year contract. A motion was made by

Mr. Clark and seconded by Mr. Check to approve the vouchers. Motion carried with Mr. Radtke abstaining.

B. Discussion/Action to Approve Application for WI-PAN Grant

Mr. Przybelski stated the grant is \$15,000 and will focus on worksite wellness. There are no matching funds. The grant will begin with a survey. Mr. Radtke questioned why not all of Portage County is listed as partnering organizations. Ms. Tetzloff stated these are the active people on the Coalition. Mr. Patton questioned if a detailed budget is available. Ms. Tetzloff stated the funds will be used for postage, training, and meeting expenses. There will be six mailings to about 250 businesses. These are just pass through funds. A motion was made by Mr. Bishop and seconded by Mr. Radtke to approve the grant request. Motion carried.

III. PROGRAM ISSUES

A. Discussion/Action to Approve Foster Parent Fingerprint Criminal Background Check Policy

Mr. Przybelski stated federal and state legislation requires fingerprinting. The agency is currently following these directives, the policy just clarifies the practice in writing. Mr. Radtke questioned how the DOJ background check is completed. Mr. Riggerbach stated it is done by name and Social Security number. The fingerprinting is based on the Adam Walsh law and is only done by the foster parents. The cost is \$34.50. Adoption agency are included in the licensing. In most cases, people become the foster parents first and then adopt the child(ren). A motion was made by Mr. Krogwold and seconded by Mr. Bishop to approve the policy. Motion carried.

B. Discussion: 2008 State Health Rankings Document

Ms. Tetzloff distributed three handouts. The first looks at how services were ranked. The only services measured were those that were comparable throughout the state. Outcomes look at two criteria and determinants looked at four areas of criteria which can assist or hinder you. Portage County ranks 9th in Health Outcomes and 11th in Determinants. Radon risk is higher due to geographical location. Nitrates also continue to be problem due to the location of the county. Discussion occurred regarding how the rankings only look at specific areas that are the same or close to the same in order to compare them. Mr. Radtke questioned the amount of funds spent per

capita. Ms. Tetzloff stated Portage County spends the least funds. Portage County is also unique since how funds are spent is determined between all the agencies rather than having "turf wars" over areas. The data is also age adjusted to allow for the higher student population in some areas.

IV. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

There were no position refills.

B. Action to Enter into Closed Session Pursuant to Wisconsin Statutes 19.85(1)(c) to Discuss Personnel Issues

A motion was made by Mr. Clark and seconded by Mr. Patton to enter closed session. A roll call vote was taken with all stating aye.

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

A motion was made by Mr. Krogwold and seconded by Mr. Bishop to return to open session. Motion carried. No action taken.

V. NEXT MEETING

The next meeting is scheduled for January 13, 2009.

VI. ADJOURNMENT

The meeting adjourned at 6:20 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P