

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
January 11, 2010**

Present

Jeanne Dodge
Jim Clark
Lonnie Krogwold
Tony Patton
Richard Bishop
Gene Numsen
Doug Radtke
Perry Pazdernik

Excused:

Ron Check
Sandy Benz Medin

Absent:

Brian Kurzynski

Also Present: Dawn Grasamkee, Recording Secretary; Ray Przybelski, Director; Bill Hanna, Business Manager; Jim Riggerbach, Children and Family Services Coordinator; and Erica Wojcik, Assistant Business Manager.

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

I. MINUTES, GENERAL REPORTS, AND COMMENTS

A. Approval of Meeting Minutes of December 8, 2009

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

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski thanked the Board for adjusting their schedules to meet this evening to discuss the contracts.

D. Reports from Board Approved Committees/Activities

Ms. Dodge attended permanency planning in December. One youth was reviewed. The youth is 16 years old and has been involved in many crime sprees. He is placed in foster care. Since placement he has been doing well and has been very helpful in the foster home. He has requested staying in placement for another six months to avoid falling back in with the peers he was with before that got him involved in various crimes.

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/Information on Out-of-Home Care Report

Mr. Riggerbach reported on placements from July to December 2009. There were 10 children placed, 11 children were moved within placement, and eight children were returned home or the cases were closed due to aging out. Mr. Riggerbach reviewed the 10 children who were placed.

Six were placed in foster homes. They included two children age 1 year who were living in filthy conditions. They were eventually placed with their grandfather. Another was a 9 year old whose parents were homeless or in jail. He was in placement for one month and returned back to the parents. He was placed in foster home again today. A 12 year old girl was removed due to being sexually abused by her mother's boyfriend. The offender is in jail. The mother is low functioning. A 4 year old was unattended by the stepfather. He has been returned to live with his mother. A 16 year old was emotionally abused by his parents and has been removed. Two teens were placed in Level 2 foster care. One was a 16 year old male who was adopted. He was sexually abused by his biological father and has now accused the adoptive father of sexually abusing his sister. A 17 year old female was removed due to uncontrollability and delinquency issues. She has been returned home. Two children were placed in residential placement. One was a 15 year old youth with delinquency problems. The other was a 5 year old female who has an alcoholic mother and has been displaying bizarre behaviors.

Those that were moved in care include one child moving from foster care to Level 2 placement due to uncontrollability and delinquency issues. Another was a 15 year old girl moved to group care due to serious mental illness and has since been moved to residential care. A 15 year old female suffered from attachment problems and was neglected and sexually abused. She has accused her adoptive parents of sexually abusing her. A 14 year old female with developmental disabilities and mental illness was in level 2 foster care and has been moved to residential care. A 15 year old male with AODA

and delinquency issues was moved as well. A 16 year old youth is currently placed at Rawhide. He has an abusive mother and delinquency issues. It is anticipated he may end up in corrections.

Four children were moved from foster care to relative placements. All were one year of age.

The statistics for December are: 25 children in foster care, one in treatment foster care, three in group care, 12 in residential placement, and three in corrections. There are 13 in court-ordered kinship placement and 23 in voluntary kinship placement. There are six on the kinship waiting list. Six months ago there were only seven in residential placement and one year ago there were nine in residential placement. Of the three corrections placements, we are paying for two of them.

Mr. Bishop asked what is the percentage of the population base compared with Wood and Marathon County for our placements. Mr. Riggensch stated we place fewer children in foster placement compared to our surrounding counties but does not have the percentage of the population base figures.

Dr. Numsen questioned the cost of foster placements. Mr. Riggensch stated we pay higher than the state rates. The cost for a child 0-7 years old is \$440 per month, 8 and older is \$770 per month for regular foster care or \$1,400 per month for a Level 2 placement, \$2,500 to \$3,000 per month for treatment foster home, \$5,000 to \$6,000 per month for group care, and \$8,000 to \$9,000 per month for residential care.

Mr. Riggensch informed the Board of a placement that will be made at a residential facility out of state. This involves a young lady who was in foster care and group care. She was abused by her father. Her mother has AODA issues and provided inadequate supervision. The child is resistive to treatment. She was a runaway for about 8-10 months. There have been threats made against her life. Her attorney has requested the placement out of state and the judge has ordered that placement.

Mr. Radtke questioned how emotional abuse is determined. Mr. Riggensch stated depression and/or anxiety or withdrawal to a severe degree with the parents taking no action can determine emotional abuse. In this case there was extreme discipline occurring in the home against the youth.

III. FISCAL ISSUES

A. Discussion/Action to Place Vouchers on File

The regular accounts total \$273,534.54 and the high cost accounts total \$150,591.61. They include voucher numbers 20090841 for \$66, voucher number 20090849 for \$2,707.59, voucher number 20090850 for \$35,486.92, voucher number 20090885 for \$26,695.35, voucher number 20090886 for \$43,789.09, voucher number 20090887 for \$61,242.83, voucher number 20090910 for \$4.20, voucher number 20090914 for \$24,939.08, voucher number 20090916 for \$31,231.97, and voucher number 20090917 for \$64,188.07. Substitute care for children totaled \$133,775.05. Portage House vouchers included voucher number 20090838 for \$416.59 and voucher number 20090883 for \$398. Mr. Krogwold questioned how the budget is looking for high cost accounts in 2009. Mr. Przybelski stated the shift in youth aids as well as a few credits from Winnebago are making the high cost look okay. A motion was made by Mr. Krogwold and seconded by Mr. Pazdernik to place the vouchers on file. Motion carried.

B. Discussion/Action on Application for Child Passenger Safety Care Seat Grant 2010

Mr. Przybelski stated this is a grant for \$4,000 to replace car seats and booster seats. The match is made in staff time. We would act as the fiscal agent. A motion was made by Mr. Bishop and seconded by Dr. Numsen to approve the grant application. Motion carried.

C. Discussion/Action on 2010 Contracts from \$25,000 to \$99,999.99

Mr. Przybelski distributed an updated contract listing. One contract was moved from the over \$100,000 contract list to this listing due to a reduction in the contract. Mr. Patton questioned the Healthy Beginnings contract on the list. Mr. Przybelski stated this is for the POCAN part of the contract. Healthy Beginnings or Right From the Start does not go through this Department. A motion was made by Mr. Bishop and seconded by Mr. Krogwold to approve the updated contract listing. Motion carried.

D. Discussion/Action on Resolution for Contracts Over \$100,000

Mr. Przybelski distributed an updated listing of these contracts. One contract was moved to the below \$100,000 listing and the Achievement Center contract was added. Mr. Krogwold questioned where the funding will be

found for the out of state contract. Mr. Przybelski stated there are many slots budgeted for residential care. The duration of all placements is unknown. It is anticipated the cost will reduce for this placement after four months. The first four months will cost \$15,000 per month. When the placement needs reduce, so will the cost per month. Dr. Numsen questioned where funds for autism services will come from. Mr. Przybelski stated the state froze residential placement rates but cost for other services such as autism have increased. A motion was made by Mr. Krogwold and seconded by Mr. Bishop to approve the amended contract listing and forward to the County Board. Motion carried.

E. Discussion/Action on Acceptance of Department of Health Services Grant for \$31,480

Mr. Przybelski stated these funds were budgeted by the State. The funds were received from the state to use in crisis intervention, community support programs, and comprehensive community services. These funds are anticipated to continue in the coming years and may possibly increase as well. Motion made by Mr. Bishop and seconded by Mr. Pazdernik to approve acceptance of the grant funds. Motion carried.

IV. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

There were no position refills.

V. ADJOURNMENT

Mr. Przybelski stated the January 26 meeting is anticipated to be held in Conference Rooms 103 and 104 of the Gilfry Building. The H1N1 clinics that were being held in these rooms have slowed down so the rooms will be available again.

The meeting adjourned at 5:35 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
January 26, 2010

Present

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

Excused:

Sandy Benz Medin
Gene Numsen

Also Present: Dawn Grasamkee, Recording Secretary; Ray Przybelski, Director; Bill Hanna, Business Manager; Jim Riggerbach, Children and Family Services Coordinator; Amy Marcott, Community Programs Coordinator; Faye Tetzloff, Health Officer; and Patty Dreier, citizen.

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 11, 2010

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

B. Correspondence

Mr. Przybelski stated there is a WCHSA sponsored lobby day that will be held on March 4 at the capitol. The lobby day will focus on the funding for HHS programs in the next biennium budget.

Mr. Przybelski stated kinship homes will now require foster care licenses. WCHSA has requested that existing kinship homes will be licensed by the state. New kinship homes will be licensed by the counties. Mr. Radtke questioned if this would be an additional cost to the counties. Mr. Przybelski stated it will affect the agency through training and staff time.

C. Director's Report

Mr. Przybelski stated the shortage of psychiatrist time made the front page in the Stevens Point Journal. This was due to the loss of psychiatrists at Ministry Behavioral Health. All of their psychiatrists will be gone by the end of February. There were 3.5 FTE's providing outpatient psychiatric services. In turn, this loss has caused our waiting list for psychiatric time to increase from a three month wait to eight months. Some of the clients needing to wait that long to see a psychiatrist can also cause crises or inpatient stays. Due to this shortage, a request for additional psychiatric time will be presented at the next meeting. It is hoped by adding additional time it will help bridge the gap for a short period of time until Ministry can hire additional psychiatrists. Mr. Bishop questioned what other options are available to clients currently. Mr. Przybelski stated emergency detentions may increase but this would only be done if a client meets the standards for an emergency detention. Another option would be to see if their primary care physician can prescribe medication to help with less complex issues. The other option is to see a private psychiatrist. Mr. Patton questioned how many people this will be affecting. Ms. Marcott stated this is hard to determine. Currently one of our psychiatrists is seeing 250 people and only works 16 hours a week. It is unknown how many were being served at Ministry or at Atlas Psychiatry. Ms. Dreier commented that in the surgeon general's report it is anticipated 20% of a city's population will have a mental health illness in their lifetime.

Mr. Przybelski stated there was an open letter in the Portage County Gazette regarding the volunteers during the H1N1 clinics receiving gift certificates as a thank you for helping. Mr. Przybelski stated the funding for this came from PHER funds. These funds needed to be used for immunization activities and cannot be used in other areas of the budget. Ms. Tetzloff stated the state reviewed their plan which included the use of the gift certificates. The plan was approved by the state. The person who wrote the open letter was contacted and this was explained to them. Mr. Radtke questioned if other counties did the same thing. Ms. Tetzloff stated it is unknown if they did the same but the plan to use the funds this way was touted on the state's website. Mr. Radtke stated in the future the volunteers should be made aware of the possibility of receiving thank you gifts. Ms. Tetzloff stated the volunteers were informed but some may have slipped through the cracks due to the volume of clinics being held throughout the county.

D. Reports from Board Approved Committees/Activities

Mr. Radtke attended the Comprehensive Community Services meeting on January 19. The peer specialist program started by the state will be ran by Midstate Services through a contract. This program entails individuals with mental health problems will be able to talk with a peer who also has had mental health problems.

Mr. Clark attended the CAP Services financial meeting. This is a consortium of five counties. They include Outagamie, Waushara, Waupaca, Marquette, and Portage Counties. The program works with individuals to loan funds to start small businesses, do home remodeling, and weatherization. A meeting of the full committee is upcoming.

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 who wished to speak on a specific issue.

II. FISCAL ISSUES

A. Discussion/Action to Place Vouchers on File

The regular accounts total \$111,878.04 and the high cost accounts total \$218,212.27. They include voucher numbers 20100030 for \$107,996.09, voucher number 20100029 for \$25,930, voucher number 20100027 for \$19,390.98, and voucher number 20090941 for \$931.24. Substitute care for children totaled \$139,969.25 and for adults totaled \$35,872.75. Purchases totaled \$9,814.02. Portage House vouchers included voucher number 20100016 for \$4,008.95. The Portage House vouchers included the six month payment of \$3,300 to Ministry Behavioral Health contract. Mr. Krogwold questioned the difference in the payments to the school districts regarding the prevention professional services payments. Ms. Tetzloff stated this is part of a \$475,000 grant. The larger school districts receive more of the grant funds. In addition, the school must be in Portage County. A motion was made by Mr. Clark and seconded by Mr. Bishop to place the vouchers on file. Motion carried.

III. PROGRAM ISSUES

A. Discussion/Information on 2009 Fourth Quarter Program Statistics

Mr. Riggensbach stated referrals are up for all services. The use of child caring institutions are very high. The 43 foster homes currently licensed does not include the kinship homes. New applications for economic support are down. This is due to the state now processing the BadgerCare Core (single adult medical assistance) and food stamps for single adults. The workers are continuing to work on fraud for food stamps and medical assistance. Most of the claims are for overpayments of medical assistance.

Ms. Marcott stated the mental health vouchers is a new statistic that will be tracked. It is a little lower than anticipated but this is due to confusion on how individuals get on the voucher system. Meetings were held to help clarify the process. Emergency detentions are up slightly this quarter but down from the first two quarters of the year. The crisis interventionist contacts were up. The mobile crisis unit is going well. There were 14 days total in 2009 for stays at Winnebago. The fourth quarter of 2009 had six placements alone. Stays at North Central Health Care have increased over the years as well. It is anticipated these have increased due to lack of availability beds at St. Michael's Hospital. Mr. Patton questioned how the no shows are affecting the waiting list for psychiatric time. Ms. Marcott stated these are generally for a 15 minute appointment. A new client requires an hour appointment so there is really no affect on the waiting list. A policy is in place for clients who no show for three consecutive appointments. They will be put in a six month holding period and must contact Ms. Marcott before they are put back on the schedule after the six month holding period. Ms. Marcott stated a correction on page 14 under the SED Kids Cases/Referrals should be 25 cases and 10 referrals. Mr. Patton questioned if the majority of clients in the Birth to Three program have developmental disability issues. Mr. Przybelski stated the referrals are made due to delays in development. A child must qualify in order to be served through this program. Ms. Marcott asked the Board to please read the "Holly" story on page 16. This is a good example of how the mobile crisis team works.

Ms. Tetzloff reported the majority of the quarter was spent on H1N1 activities. The immunizations do not include the H1N1 vaccinations that were given. There were almost 8,000 H1N1 vaccinations administered. The state is going to a WEBSS reporting system so there may be a delay in getting some reports of communicable diseases. In addition, some of the other data already reported on in previous quarters may be updated. The

new reporting system will allow for instantaneous reporting of a communicable disease rather than waiting for notification from the physicians. Mr. Radtke questioned when the specialist from the state will be coming to speak about Lyme's disease. Ms. Tetzloff stated it will be as soon as she is available. The delay in having her available at a meeting is due to the H1N1 outbreak and the start of the new reporting system, which she is in charge of as well.

B. Discussion/Action on Resolution Regarding Sense of the Board Resolution in Support of Federal Funding for Welfare Fraud Investigation

Mr. Przybelski stated this resolution came from Brown County. It basically asks for support from federal funds to pay for welfare fraud investigations. The resolution does not commit the County Board to anything, it is just meant to bring the lack of funding to the federal legislators' attention. Mr. Krogwold questioned if some of the funds that were used for welfare fraud investigation were some federal funds. Mr. Przybelski stated some were federal funds. The state funds were a percentage of the federal funds. A motion was made by Mr. Bishop and seconded by Mr. Radtke to support the resolution. Motion carried.

IV. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

There were no position refills.

V. ADJOURNMENT

Mr. Przybelski stated the next meeting is scheduled for Monday, February 8, due to a contract change that is upcoming. The information needs to be available by noon on Tuesday in order to be presented to the County Board.

The meeting adjourned at 6:10 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
February 8, 2010**

Present

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

Excused:

Jeanne Dodge
Brian Kurzynski
Gene Numsen

Also Present: Dawn Grasamkee, Recording Secretary; Ray Przybelski, Director; Bill Hanna, Business Manager; Amy Marcott, Community Programs Coordinator; and Brent Stelzer, student observer.

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

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

A. Approval of Meeting Minutes of January 26, 2010

Mr. Radtke requested clarification and explanation regarding the volunteers receiving gift certificates when assisting with the H1N1 clinics. He could not find the information on the website as Ms. Tetzloff had stated. Mr. Przybelski stated this information would be forthcoming when Ms. Tetzloff returns. A motion was made by Mr. Bishop and seconded by Mr. Pazdernik to approve the minutes. Motion carried.

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski stated there will no longer be a lobby day held at the capital on March 4. Instead, this will be turned into a Human Services day. Meetings are scheduled with Representatives Molepske and Vruwink. A meeting is hoped to be held with Senator Lassa. Any Board members wishing to attend should contact Mr. Przybelski by February 19 so they can be registered. Lunch is included on behalf of the Wisconsin Counties Association. The event is expected to run from 9:00 a.m. until 3:00 p.m.

D. Reports from Board Approved Committees/Activities

There were no reports from Board approved committees or activities.

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 who wished to speak on a specific issue.

II. FISCAL ISSUES

A. Discussion/Action to Place Vouchers on File

The regular accounts total \$187,063.22 and the high cost accounts total \$1,192. They include voucher numbers 20100063 for \$55,328.61, voucher number 20100064 for \$31,679.51, and voucher number 20100065 for \$98,404.19. Pre-authorizations totaled \$2,842.91. There were no Portage House vouchers. Mr. Patton questioned how Portage House is doing. Ms. Marcott stated things are going very well. The contract with the Department of Corrections was just renewed. In addition, in-house AODA services have been added. Mr. Krogwold stated every year there seems to be a "scare" that the program will be lost. Mr. Przybelski stated this is due to the fact that it is expensive to run halfway houses. A motion was made by Mr. Check and seconded by Mr. Bishop to place the vouchers on file. Motion carried.

B. Discussion/Action on Application for Women's Fund Grant

Mr. Przybelski stated Healthy People Portage County is applying for a \$3,000 grant from the Women's Fund Grant. The majority of the funds will go towards a speaker, Tina Zahn. The focus is suicide prevention. Mr. Radtke questioned what the Women's Fund is. Mr. Przybelski stated it is a foundation in Stevens Point that provides annual grants and is done through the Community Foundation. Motion was made by Mr. Krogwold and seconded by Mr. Bishop to approve the application. Motion carried.

III. PROGRAM ISSUES

A. Discussion/Action for Increase of Psychiatrist Hours

Mr. Przybelski stated there is currently a shortage of psychiatrists in the area making it difficult to serve the needs of Portage County residents. A request is being made to add eight hours of time to one of our existing psychiatrists. It appears there will be a surplus in our 2009 accounts to help offset the cost of these additional hours but the final figures are not yet in. Mr. Radtke questioned if a budget adjustment resolution would be needed. Mr. Przybelski stated it depends on whether contingency funds would need to be used. If one needs to be done, it will be brought forth at a future meeting. Mr. Krogwold questioned if high cost reserves would be used. Mr. Przybelski stated it would come from the regular accounts. A motion was made by Mr. Bishop and seconded by Ms. Benz Medin to approve the request. Motion carried.

IV. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

Mr. Przybelski alerted the Board that after 38 years, Jerry Koeppel, supervisor in the Youth and Family Services section, will be retiring this year. The date is not yet known. It is anticipated this position will need to be refilled.

V. ADJOURNMENT

The meeting adjourned at 5:20 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
March 9, 2010**

Present

Excused:

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

Also Present: Dawn Grasamkee, Recording Secretary; Ray Przybelski, Director; Bill Hanna, Business Manager; Amy Marcott, Community Programs Coordinator; Becky Dougherty, Public Health Supervisor; Bill Hanna, Business Manager; Phil Idsvoog, County Board Chair; Jenni Jossie, Finance Director; 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 February 8, 2010

Mr. Radtke questioned when an explanation will be coming regarding the gift certificates for the H1N1 clinic volunteers. Mr. Przybelski stated he sent the information via email. The information was not on a public website. More information will be forthcoming at a future meeting. Mr. Radtke questioned whether the request for increased psychiatrist hours was approved. Mr. Przybelski stated this was sent to the Finance Committee. A request for \$10,000 was made. The Finance Committee can approve up to \$10,000 without the approval of other committees. As soon as the books are closed a specific amount will be determined and the request will come back to our Board for permission to use the funds. A motion was made by Mr. Patton and seconded by Mr. Bishop to approve the minutes. Motion carried.

B. Correspondence

Mr. Przybelski stated he attended the Human Services Day at the capital. Mr. Idsvoog was also present for part of the day. Meetings were held with

Senator Lassa and Representatives Molepske and Vruwink. Various issues were looked at as well as the use of stimulus funds. As of yet, no determination has been made. In addition, the legislative action of returning 17 year olds to the juvenile system was discussed. This is not yet on the floor of the legislature. There is a misconception that was cleared regarding returning 17 year olds to the juvenile system. With the use of a risk assessment tool, we can determine if a juvenile commits a misdemeanor they could be at high risk for other offenses. In turn, a juvenile who commits a felony could be at low risk for additional offenses. There is also no funding that would accompany this action. An alternative response to child welfare is also being looked at. Currently if child protective services action is screened in it involves the Court. In some situations, just a visit and services set in place can prevent further contact from the Department. Having the Court involved tends to create an adversarial relationship between the workers and the parents.

Mr. McKenna informed the Board of an open letter in the Portage County Gazette from Mary Ellen Self regarding the use of gift certificates for H1N1 clinic volunteers. This did prompt an investigation by the County Executive. The investigation is ongoing and policy suggestions will be arising from this. Mr. Idsvoog stated he was made aware of the issue for the first time last Wednesday. Mr. Przybelski stated the open letter appeared in the January 22 issue of the Gazette and the Board was informed of the letter at its January 26 Board meeting. Mr. Clark commented things like this happen with grants and it is a practice done throughout the State.

C. Director's Report

The Director's Report was covered under the previous agenda item.

D. Reports from Board Approved Committees/Activities

Mr. Clark attended the CAP Services Financial Committee meeting. Many projects are on target. Several of the housing complexes are now full. This was Mary Patoka's first year leading this group and she has done very well. Some small debts were written off. The group is serving as a third party on the facility in Colby and things are getting off the ground.

Ms. Benz Medin reported she missed the AODA Coalition meeting but the group is moving forward on the 501(c)(3).

Ms. Benz Medin reported 105 children were served in January and 93 in February in Wally J's Place to Play.

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

There were no members of the public present who wished to speak on a specific issue.

II. STANDING COMMITTEE ISSUES

- A. Discussion on Reduction of Health and Human Services Board Size

Mr. Bishop stated he has served on various subcommittees of the Human Services Board in the past and has been asked to step down. As such he wishes to tender his resignation from the Health and Human Services Board at this time.

Mr. Idsvoog stated this issue is being brought forth to be ready for the new Board in May. Since this is a combined Board, statutes require that the Board consist of only nine members.

Mr. McKenna stated the Public Health Board is covered under Chapter 251 and the Human Services Board is covered under Chapter 46. As such there will be three members with one year terms, three members with two year terms, and three members with three year terms. This resolution was brought forth by the Executive Operations Committee.

Ms. Dodge suggested that Mr. Bishop consider not resigning until after the next meeting. There are two members who would not be eligible to sit on the Board come April due to their years of service being completed.

Mr. Radtke suggested that Mr. McKenna come to the first Board meeting of the new Board to explain what the Board responsibilities are. Ms. Dodge suggested including the authority of the County Executive be reviewed as well with the new Board during that meeting.

III. FISCAL ISSUES

A. Discussion/Action to Place Vouchers on File

The regular accounts total \$292,167.51 and the high cost accounts total \$224,849.44. They include voucher numbers 20100087 for \$1,716, voucher number 20100096 for \$90, voucher number 20100105 for \$25,657.28, voucher number 20100106 for \$31,679.59, voucher number 20100107 for \$56,866.78, voucher number 20100126 for \$800, voucher number 20100145 for \$31,679.59, voucher number 20100146 for \$83,678.56, and voucher number 20100149 for \$64,193.86. Adult substitute care costs totaled \$75,542.30 and children's substitute care costs totaled \$145,112.99. Purchases totaled \$2,550.62. Portage House vouchers include voucher number 20100099 for \$2,363.31. A motion was made by Mr. Clark and seconded by Mr. Bishop to place the vouchers on file. Motion carried.

IV. PROGRAM ISSUES

A. Discussion/Information on Update on Mental Health Voucher System

Ms. Marcott stated it is still early to draw any trends yet. New information will be added to the quarterly statistics. This includes mobile crisis/in-house crisis contacts and crisis diversion statistics. There are currently 24 vouchers in place and two are in the application process. The Central Wisconsin Counseling Associates was just licensed in January and has not yet received any voucher clients since they newly opened. It is unknown why Recovery Counseling Services has not received any voucher clients as of yet. There are more visits approved than have been used so far. Mr. Przybelski stated the average number of appointments kept by this client group in past years was 2.2. There have 360 visits approved thus far but only 44 visits have been paid out. Ms. Marcott stated the population group covered by the voucher program are those with no ability to pay. This population group tends to have complicating factors such as lack of transportation, lack of child care, and a complex mental state. The \$55.55 rate is the current Medicare rate for a masters level therapist and \$65.65 for a doctoral level psychologist. The Mental Health Navigator position has started to pick up as well. They will assist clients in obtaining services if they have been denied or have trouble finding a therapist.

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

Mr. Przybelski stated this report is from January to February 2010. Nine new children entered the system. Two were placed in regular foster care. One was a one year old girl whose parent has mental health issues and is currently in jail. The other was a 9 year old female whose parents are in jail. One child entered Level 2 foster care. This was a 14 year old female who suffered physical abuse and neglect issues. A 6 and 1 year old were placed with the grandparents. A 14 year old entered treatment care. His parents have AODA issues and he is uncontrollable. Three are in residential care. They include a 13 year old boy with serious mental illness issues, a 10 year old male with mental health and behavioral issues. The other was a 16 year old male. Five children moved to other types of placements. A 15 year old male dealing with AODA issues was moved from group care to Level 2 placement. A 15 year old female with serious mental illness and abuse issues was moved from Level 2 to corrections. A 15 year old male with AODA issues was moved from foster care to treatment foster care. A 16 year old female was on the run and uncontrollable. She has been moved from residential to group care. A 16 year old male with uncontrollability issues was moved from residential to corrections. Eight children were returned home or the cases were closed. A 16 year old male who was in residential care went home. The mother had moved out of state but has now returned to Wisconsin. The comparison is:

	<u>December</u>	<u>January</u>
Foster Care	25	26
Treatment Foster Care	1	2
Group Care	3	2
Residential	12	13
Corrections	3	3
Kinship (court ordered)	13	11
Kinship (non-court ordered)	23	25
Kinship Waiting List	6	6

Page 6

HHSB Meeting Minutes
March 9, 2010
Page 6

V. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

Mr. Przybelski stated the psychiatric registered nurse has resigned her position. Recruitment will begin to refill this position.

VI. ADJOURNMENT

The next meeting is scheduled for March 23, 2010.

The meeting adjourned at 5:45 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
March 23, 2010**

Present

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

Excused:

Richard Bishop

Also Present: Dawn Grasamkee, Recording Secretary; Ray Przybelski, Director; Bill Hanna, Business Manager; Becky Dougherty, Public Health Supervisor; Blair Ward, Corporation Counsel; Faye Tetzloff, Health Officer; and Erica Wojcik, Assistant Business Manager.

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

I. MINUTES, GENERAL REPORTS, AND COMMENTS

A. Approval of Meeting Minutes of March 9, 2010

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

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski reported \$37,000 from the fund balance was approved to hire a part-time LTE Dispositional Social Worker. Thus far there have been interviews conducted but no one has taken the position that has been offered. Mr. Przybelski believes this is due to the fact that no benefits are attached to the position in addition to only being a temporary position. Mr. Przybelski will propose at a future meeting that the position be changed to a Child Welfare Aide. This will allow for additional hours without needing the expertise a Dispositional Social Worker position would entail. Since there would be no change in the budget, the Human Resources Committee would

need to approve the change to the LTE position. If benefits were added to the approved LTE Dispositional Social Worker position, it would require an additional 30% in funding for the cost of the benefits.

Mr. Przybelski stated the Department has participated in the National Association of Counties prescription drug program for about 20 months. Thus far, 15,982 prescriptions have been filled; 7,563 people have been served with the program; and there was a cost savings to county residents of \$141,459.53. Mr. Ward stated he has recommended the program to others when asked. Dane County's Corporation Counsel had expressed concerns regarding the program and opted not to go with the program. Mr. Ward stated he had looked into the program extensively and found no concerns and is glad the county decided to participate in the program.

D. Reports from Board Approved Committees/Activities

Mr. Radtke attended the Comprehensive Community Services meeting on March 16. The eight hours of additional psychiatric time was discussed. It was interesting to learn the county has gone from six psychiatrists to only two currently. The voucher program is going well. Ms. Marcott will be developing a tracking system for children receiving COP funding. There is already a tracking system in place for adults. Some of the children receiving these funds are not spending them. Ms. Marcott will be looking for additional in-home providers for programs to allow for more in-home services.

Ms. Dodge attended the permanency plan hearings. Four children were reviewed. They included a 9 year old female who is placed with the grandmother. The mother doesn't follow through with services. The goal is to reunite the child with the mother but it is most likely probable that the child will be placed with a relative. A 15 year old female was also reviewed. This is a half-sister to the 9 year old female referred to previously. The father participated in the review by phone. He is interested in reconnecting with his daughter. The mother has not followed through with services with this child as well. A 16 year old male with delinquency problems was placed in Rawhide and has since been moved to foster care in Manawa. He has emerged as a leader when at Rawhide. The goal is to reunify him with his family after the summer school break is over. A 16 year old male was also reviewed. He also has delinquency issues. His father is deceased and his mother is absent. His legal guardian was ill which caused his placement. The legal guardian has now recovered. The goal is to reunify him with his legal guardian at the end of summer.

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 who wished to speak on a specific issue.

II. PROGRAM ISSUES

A. Discussion/Action on School Health Program

Mr. Pryzbelski stated that school health services are not a mandated program. To the best of Ms Tetzloff's knowledge, Portage County Public Health has been doing school nursing since its inception. Ms. Tetzloff distributed an excerpt from the annual report which illustrates how Portage County public health programs meet the Public Health 12 Essential Services. School health is one of the most effective programs as the only services it does not meet are enforcement and research.

Mr. Hanna distributed handouts reflecting time spent by activity, expenditures both direct and administrative, as well as billable services revenues generated by public health programs. Administrative costs include fixed costs for running/maintaining the building as well as costs for administrative services such as management, payroll, reception, purchasing, etc. These costs are allocated per FTE in a program. Mr. Hanna stated that even if school health was eliminated, the costs for administrative expenditures would not be eliminated, but allocated to other programs, thus increasing the cost of all other programming in the building.

School contracts currently cover 86% of direct costs (approximately \$40,000) and 63% of total costs, (approximately \$110,000). There are currently about 4.1 FTE's of nursing in school health. If the program is eliminated, it is estimated that at least one FTE of unfunded nursing (at a cost of approximately \$80,000) would be required to meet requests from schools and mandated functions within the school setting.

Ms. Tetzloff noted that having infrastructure in the schools allows for efficient response for mandated functions and increases the effectiveness of evidence-based efforts lead by Public Health in the community. Many of these strategies are identified in the mandated Community Health

Improvement Plan *Healthy People Portage County.*

Ms. Dougherty provided and discussed a handout that compared examples of mandated public health response in schools that currently are served through a school health contract versus response with in a setting with no existing relationship with public health through school health services.

Ms. Tetzloff also noted that approximately \$10,000 of annual funding from the Regional Office for Children with Special Health Care Needs is received as a result of case management with this population in the school setting. This revenue would be lost. In addition, there is discussion at the State level for possible additional monies for immunization clinics in the school setting. The funds are not likely to cover the expenses if there isn't a pre-existing infrastructure, however, this activity is a core public health function and it is likely that the clinics would occur.

Mr. Przybelski stated the amount of county tax levy provided to the Department is woefully low when compared to other counties.

Mr. Radtke distributed a list of concerns as well as a chart depicting where school health services are included. Mr. Radtke is concerned about the program not serving all the schools in Portage County. In addition many tax payers are taxed for the program but do not benefit from the program because of where they live. In addition, tax payers are paying for services which should be paid for by tax payers in other counties. Mr. Radtke is also concerned about the contract spanning two calendar years being signed without approval of the Board, Finance Committee, and County Board. Mr. Hanna stated the contract is written for a school year and is for funds the school will pay the county. The contract is billed in two installments. The first installment is for a calendar year from January 1 to December 31 and the second installment is paid the following year. Mr. Przybelski stated the budget is done and approved prior to the end of each year which includes the revenue and expenses for school services for the next year. Summer school services are done separately. Mr. Krogwold stated he saw no reason for a motion regarding these services. Ms. Dodge stated this has never been a concern in the past and felt enough time has been spent by staff gathering this information. No motion was made on agenda item.

III. FISCAL ISSUES

A. Discussion/Action to Place Vouchers on File

The regular accounts total \$99,648.64 and the high cost accounts total \$191,978.74. They include voucher numbers 20100196 for \$25,107.91, voucher number 20100197 for \$80,619.28, and voucher number 20102000 for \$925. Adult substitute care costs totaled \$40,055.88 and children's substitute care costs totaled \$144,650.02. Pre-authorizations totaled \$269.29. Portage House vouchers include voucher number 20100193 for \$1,138.87. A motion was made by Mr. Clark and seconded by Ms. Benz-Medin to place the vouchers on file. Motion carried.

B. Discussion/Action on Resolution to Amend Contract Over \$100,000

Mr. Przybelski stated the contract is being amended to \$321,140. This contract will allow for two crisis beds at Brown's Assisted Living. In addition, one crisis bed will be reduced in Plover. A motion was made by Mr. Krogwold and seconded by Mr. Check to approve the resolution. Motion carried.

C. Discussion/Information on 2009 End of Year Financial Report

This item was postponed to a future meeting due to time constraints.

IV. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

There were no positions refills.

V. ADJOURNMENT

The next meeting is scheduled for March 30, 2010, at 4:30 p.m.

The meeting adjourned at 6:30 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
March 30, 2010**

Present

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

Excused:

Brian Kurzynski
Gene Numsen

Also Present: Dawn Grasamkee, Recording Secretary; Ray Przybelski, Director; Becky Dougherty, Public Health Supervisor; Blair Ward, Corporation Counsel; Faye Tetzloff, Health Officer; Mike McKenna, Corporation Counsel; Phil Idsvoog, County Board Chair; Suzanne Oehlke, WIC Director; Jim Riggerbach, Children and Family Services Coordinator; Laura Belanger Tess, Human Resources Director; Mark Maslowski, County Executive; Jenni Jossie, Finance Director; Trisha Heyman, Finance; Jim Gifford, County Board; Scott Steuck, Portage County Gazette; Cara Spoto, Stevens Point Journal; Lisa Cychosz, Citizen; Julie Hladky, Citizen; Jane Kellerman, Alyssa Slezak, Ann Schlice, Joan Rohde, Julia McKnight, Connie Sherd, Marilyn Dethlefsen, Cyndi DeSteffen, Karen Kowieski, and Bobbi Bradley, PCHHSD staff.

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

I. MINUTES, GENERAL REPORTS, AND COMMENTS

A. Approval of Meeting Minutes of March 23, 2010

A motion was made by Mr. Patton and seconded by Mr. Bishop to approve the minutes. Mr. Radtke stated on page 4 in the last paragraph the two sentences need to be reversed. "Ms. Dodge asked for a motion to the effect that this has not been a concern in the past and enough time has been spent by staff regarding this issue. Mr. Krogwold stated he felt it was not appropriate to take action at this time." A motion was made by Mr. Radtke and seconded by Mr. Krogwold to approve the minutes as amended. Motion carried.

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski stated the two year cycle of this Board will be winding up. Mr. Przybelski stated Mr. Bishop has served on this Board since 2001 and Ms. Benz Medin has served on this Board since 2000. Both have served to the maximum length they can serve. A plaque was presented to Mr. Bishop and Ms. Benz Medin in gratitude for their service to the Board.

D. Reports from Board Approved Committees/Activities

Mr. Clark attended the CAP Services financial meeting. Loans were reviewed. The remainder was business as usual.

Mr. Radtke stated he was appointed to the Environmental Health Advisory Committee. This committee was created by the Board on November 25, 2008. The committee has never met even though he has repeatedly asked for discussion on the Lyme disease topic. He suggested looking at dissolving this committee if it is not needed.

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

There were no members of the public present who wished to speak on a specific issue.

II. PROGRAM ISSUES

A. Discussion/Information on Final Report Regarding the Issuance of Gift Certificates to H1N1 Volunteers by the Health and Human Services Department and Review of Draft Volunteer/Gift Certificate Policy

Mr. Maslowski stated he was made aware of the issue on January 22, 2010, after he received a letter from Mary Ellen Sell concerning receiving a \$50 gift certificate after volunteering her assistance at an H1N1 clinic. He then appointed Blair Ward, Trisha Heyman, and Laura Belanger Tess to look into this matter and to provide a report and recommendations. Mr. Maslowski stated he does agree with the recommendations made.

Mr. Ward summarized the final report. On February 1, 2010, the team was put together to investigate this matter. The concern was the use of federal

funds to give gift certificates to volunteers and family members of county employees for their services during the H1N1 clinics. In addition, selecting and using family members when you knew that gift certificates were being issued is concerning.

The goal of the H1N1 clinics were to get large segments of the population vaccinated against H1N1. The gift certificates were purchased in accordance with the proper purchasing procedure required by the county. Volunteers were solicited to get the process done. Family members of staff also volunteered their services. There was some confusion that developed as to when the vaccine would become available to the counties. A mass mailing was developed that was sent to the parents of all school-aged children. Due to the response time needed and the large number of mailings that needed to be done, the staff felt they would not have the time to send out the packets in a timely fashion. As such, Ms. Tetzloff contacted her sister to assist with this mailing. In addition, the husband of another employee also assisted in this mailing. Further detail is found on pages 1-3 of the report.

Mr. Ward reviewed the analysis and conclusions of the report. The use of federal grant funds to purchase gift certificates was questioned. State officials were contacted and all felt the use of these federal funds for this purpose was appropriate. Other counties also used these funds in this same way. There was no violation of state and federal guidelines. The ramifications of giving a volunteer a \$50 gift certificate for every three hours worked does compromise the status as a volunteer. The receipt of the gift certificates as reportable income was also examined. Volunteers were told to consult with their tax preparer for any consequences regarding receiving the gift certificates. The range received by volunteers was \$50 to \$850 in gift certificates, depending on how often an individual worked for the H1N1 clinics. Not all the volunteers received gift certificates however. Once the issue was brought to the attention of the County Executive, the issuance of gift certificates was stopped. Mr. Clark questioned whether the volunteers knew they were getting a gift certificate for their services. Mr. Ward stated as far as he could discern they were not aware of this. Mr. Idsvoog stated if the gift certificates were purchased back in 2009 why was it not advertised that volunteers would be receiving a gift certificate for their services. Mr. Ward stated it should have been. Mr. Ward stated six violations of the county policies were found. They are delineated in the report. All the volunteers' time was tracked and logged.

Mr. Ward stated the recommendations of the investigative committee are found on page 8. A written reprimand is recommended as well as volunteer policy and a fiscal policy regarding gift certificates and cash equivalents be drafted and incorporated as part of the Portage County Ordinances.

Discussion occurred after the report was summarized. Mr. Radtke clarified there were no objections at the Board meeting when the gift certificates were first purchased through the voucher system but the issue was brought up several times afterwards. Ms. Dodge stated it was brought up again after the open letter in the Portage County Gazette. Mr. Radtke questioned the size of the PHER grant for the clinics. Ms. Tetzloff stated it came in three installments. \$180,000 needed to be used by July 1, 2010, and was directly aimed at response. Mr. Check questioned what is the normal procedure for a violation of policy. Ms. Dodge stated under normal circumstances it is just a verbal reprimand. The report is recommending a written reprimand however. Mr. Idsvoog stated he talked with the woman and she thought she wouldn't get paid for volunteering. Mr. Idsvoog stated the County Board was not aware of the investigation until well into March.

Ms. Tetzloff stated \$180,000 was available PHER funds for response to H1N1. Each county was to figure out what works for them. No specific guidance was given. The assumption was that all clinics would last three hours. There was no differentiating between professional and lay people. This was a one time opportunity to recognize the volunteers under these unique circumstances. Ms. Tetzloff further stated when something like this comes up and there is a need to 10,500 letters out quickly, the first people you think of to help is family. Ms. Tetzloff stated no volunteers knew they were getting the gift certificates when they signed up. Ms. Tetzloff stated she apologizes for her actions but did not knowingly violate any county policies. Nonetheless the H1N1 response in Portage County clinics was great and all the clinics ran smoothly. Mr. Krogwold stated the report was complete and believes Ms. Tetzloff did not do anything wrong. In his opinion this issue is resolved. Ms. Dodge stated there are a lot of departments that use volunteers. The draft volunteer services policy and procedures needs to be carefully reviewed prior to any action taken on it.

B. Discussion/Action on LTE Child Welfare Aide

Mr. Przybelski stated a request for a LTE child welfare aide is being made to replace the request of the LTE child welfare dispositional worker that was approved in December 2009. There was difficulty in finding someone to fill the LTE dispositional worker position since it was only for a limited time.

This position would assist the dispositional workers in clerical and routine tasks allowing the dispositional worker more time for their social work responsibilities. The request will be going to Human Resources on Thursday. A motion was made by Mr. Clark and seconded by Ms. Benz Medin to approve the change to the LTE position. Motion carried.

III. FISCAL ISSUES

A. Discussion/Action on Budget Adjustment Resolution for Health and Human Services High Cost Accounts

Mr. Przybelski stated the high cost budget came in higher than anticipated in both revenues and expenses for 2009. As such a budget adjustment resolution is needed. The overall surplus is \$255,000. A motion was made by Mr. Clark and seconded by Mr. Radtke to approve the resolution. Motion carried.

B. Discussion/Action to Place Vouchers on File

There were no vouchers at this time due to the last meeting just being last week and vouchers were not run as of yet.

IV. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

There were no positions refills.

V. ADJOURNMENT

The next meeting is scheduled for April 19, 2010, at 5:00 p.m.

The meeting adjourned at 5:35 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
April 19, 2010

Present

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

Absent:

Richard Bishop

Also Present: Dawn Grasamkee, Recording Secretary; Ray Przybelski, Director; Becky Dougherty, Public Health Supervisor; Blair Ward, Corporation Counsel; Faye Tetzloff, Health Officer; Mike McKenna, Corporation Counsel; Phil Idsvoog, County Board Chair; Suzanne Oehlke, WIC Director; Jim Riggerbach, Children and Family Services Coordinator; Laura Belanger Tess, Human Resources Director; Patty Dreier, County Executive; Jenni Jossie, Finance Director; Trisha Heyman, Finance; Scott Steuck, Portage County Gazette; Cara Spoto, Stevens Point Journal; and William Hanna, 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 March 30, 2010

Ms. Dodge stated page 3 of the minutes, last paragraph, sixth sentence should be amended to include the word "approximately" three hours worked, etc. A motion was made by Mr. Clark and seconded by Ms. Benz Medin to approve the minutes as amended. Motion carried.

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski stated the Wisconsin Way Report is now available on the web at www.wisconsinway.org. This is the 2010 Blueprint for Change report. This helps to determine all funded programming for the State of Wisconsin.

D. Reports from Board Approved Committees/Activities

Ms. Benz Medin attended the AODA Social Marketing meeting. The new campaigns for the spring and fall were reviewed. The Coalition will be attend the Business Expo and the Ice Cream Social at the soccer fields will also be done again. A media contest is also being developed with a \$500 first prize. This is aimed at having teens and parents becoming involved in developing a public service announcement or video clip to spread the word about the dangerousness of prescription or over-the-counter drugs being used to get "high."

Ms. Benz Medin and Mr. Clark attended the AODA quarterly meeting. The 501c3 was reviewed and new members were welcomed. Hilary Bilvary gave a presentation on the legal ramifications adults face when providing alcohol to minors even at home parties. The take-back program on prescription drugs has shown a very high participation rate.

Ms. Benz Medin reported Wally J's Place to Play served 105 children in January, 93 in February, 106 in March, and 59 to date in April.

Mr. Clark attended the CAP Services meeting. The weatherization program is in full force. All the housing projects are currently on schedule. An audit by Wifli will be done this Wednesday.

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

There were no members of the public present who wished to speak on a specific issue.

II. PROGRAM ISSUES

A. Discussion/Information on Update of Final Report Regarding the Issuance of Gift Certificates to H1N1 Volunteers by the Health and Human Services Department

The updated report was distributed. Mr. Ward stated Ms. Tetzloff contacted Ms. Belanger Tess after the report was presented stating that her sister had actually received \$1,400 in gift certificates. The calculations that were done by the Finance Department only looked at the 2009 issuance of gift certificates. There were additional gift certificates issued in 2010 that were not accounted for in 2009 since they were mailed in 2010. Additionally, the husband of a community health nurse also received an additional \$50 gift certificate in 2010 along with other volunteers. It was also determined that volunteers received a \$50 for approximately three hours of work. This was not always the case. Each volunteer who worked a clinic received a gift certificate. A reconciliation of the gift certificates was done. Mr. Radtke questioned if any volunteer received more than one gift certificate for each clinic. Mr. Ward stated clinics were broken into three hour segments. So if an individual worked both clinics (a six hour total), they received two gift certificates. The shortest time period anyone worked and still received a gift certificate was an hour and 15 minutes. Mr. Radtke questioned if it was necessary to receive prior approval from the State for using the funds in this manner. Mr. Ward stated not according to the State. All approvals were received after the fact. Ms. Tetzloff stated in this case only guidance was needed from the State and prior approvals were not needed. Mr. Radtke questioned how many individuals received gift certificates in 2010 that were not included in the report. Ms. Belanger Tess stated only the family members involved were included in the report. Others that received gift certificates and not family members were not delineated in the report. Mr. Check questioned if the penalty will remain the same. Mr. Ward stated a letter of reprimand has already been included in Ms. Tetzloff's letter. Ms. Tetzloff stated a debriefing of participants in the H1N1 clinics is scheduled for April 29 at noon at the Annex. Anyone wishing to attend should contact Ms. Tetzloff as soon as possible as this meeting will include a lunch.

B. Discussion/Action on Fraud Investigator Position

Mr. Przybelski stated funds for this position were eliminated by the State although the department is still required to investigate possible fraud cases. An additional \$5,107 for W2 and Child Care Fraud investigations is being allocated by the State for these investigations. It is being suggested that an

economic support position be eliminated and converting the position over as a fraud investigator position. Funding for this position will come from the elimination of this position, the \$5,107 in funding, as well as the 15% in recovery funds the county receives for fraud. Mr. Krogwold questioned why the position would be a county position when it previously was a contracted position. Mr. Riegenbach stated the amount of training necessary is extensive. By converting an economic support position, the training is already completed and it would be an easy transaction. Mr. Przybelski stated he did not look a contract to union comparison. Mr. Krogwold moved to table the issue until a comparison of contract to union could be done. Mr. Pazdernik seconded the motion. Motion carried with Mr. Clark voting nay.

C. Discussion/Action on Environmental Health Advisory Committee

Mr. Przybelski stated this committee was formed in November 2008. It was in place in case any major environmental health issues developed. It will be on the standing committees list when the new Board is determined.

III. FISCAL ISSUES

A. Discussion/Action on Approval of a Contract Over \$25,000 But Less Than \$100,000

Mr. Przybelski stated the contract is for \$33,325 with Willowglen Academy and is for placement of a 17 year old female which has been ordered by the Court. A motion was made by Mr. Pazdernik and seconded by Mr. Check to approve the contract. Motion carried.

B. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated vouchers totaled \$202,089.30 for regular accounts and \$248,170.86 for high cost accounts. They include voucher number 20100214 for \$390.28, voucher number 20100238 for \$101,499.55, voucher number 20100239 for \$43,724.55, voucher number 20100245 for \$3,264, voucher number 20100265 for \$3,944.60, voucher number 20100266 for \$61,359.34, and voucher number 20100267 for \$36,662.46. Substitute care costs totaled \$48,511.22 for adults and \$148,037.85 for children. Prior authorizations totaled \$3,811.31. Purchases totaled \$2,042.95. Portage House vouchers include voucher number 20100253 for \$665.63. A motion was made by Mr. Pazdernik and seconded by Mr. Check to place the vouchers on file. Motion carried.

C. Discussion/Information on 2009 End-of-Year Fiscal Report

Mr. Hanna distributed the report. This is a preliminary report. A \$361,871 savings is anticipated in the regular accounts and a \$255,217 savings is anticipated in the high cost accounts.

The regular account savings are being realized through the use of \$90,928 in PHER funds rather than tax levy, \$9,221 due to the IT position moved back to the Annex, a receptionist vacancy due to retirement, a \$14,484 savings due to an environmental health tech vacancy, a \$32,025 increase in funds for WIC, a vacant CSP worker position, a \$78,339 vacancy in psychotherapy, additional funds of \$26,590 for BadgerCare Core work for the State, a \$27,352 savings due to the loss of the Economic Support Supervisor and vacant Child Welfare supervisor position, and additional WIMCR funds of \$46,529. The high cost account savings are due to an additional \$202,266 in reserve from Winnebago and a \$367,846 savings in Youth Aids due to fewer placement days in corrections. The savings in the regular accounts would be used to pay for the additional psychiatrist hours. The high cost savings would be placed in the high cost fund balance. A motion was made by Mr. Radtke and seconded by Ms. Benz Medin to accept the report. Motion carried.

IV. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

Mr. Przybelski stated there are two retirements forthcoming. Pam Flatoff will be retiring from the Economic Support Lead Worker position as of June 15 and Becky Dougherty is retiring as the Community Health Nursing Supervisor as of July 7.

V. ADJOURNMENT

The next meeting will be scheduled once the new Board is determined.

The meeting adjourned at 5:55 p.m.

Submitted by:

Dawn Grasamke
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
May 12, 2010**

Present

Absent:

Jeanne Dodge
Brian Kurzynski
Gene Numsen
Jim Clark
Lonnie Krogwold
Doug Radtke
Perry Pazdernik
Sam Levin
Janis Borski

Also Present: Dawn Grasamkee, Recording Secretary; Ray Przybelski, Director; Patty Dreier, County Executive; Bill Hanna, Business Manager; Jim Riggerbach, Children and Family Services Coordinator; and Jennifer Stewart, UW Extension.

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

I. **BOARD ORGANIZATION**

A. Introduction of Board Members and Staff

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

B. Election of Chairperson

Mr. Przybelski called for nominations for the Chairperson. Mr. Krogwold nominated Mr. Clark. The nomination was seconded by Ms. Dodge. Mr. Przybelski called three times for nominations. A motion was made by Mr. Krogwold and seconded by Mr. Radtke to elect Mr. Clark as Chairperson.

C. Election of Vice-Chairperson

Mr. Clark called for nominations for the Vice-Chairperson. Ms. Borski nominated Ms. Dodge. The nomination was seconded by Mr. Krogwold. Mr. Clark called three times for nominations. A motion was made by Mr. Radtke and seconded by Dr. Numsen to elect Ms. Dodge as Vice-Chairperson.

D. Discussion/Action to Set Meeting Times and Dates

After discussion, it was determined to hold the meetings on the second and fourth Tuesdays of the month starting at 5:00 p.m. Any meetings not needed will be canceled. Due to conflicts in schedules, there will be no meeting on May 25. In addition, the next meeting will be held on June 1 due to information needing to be on the County Board agenda.

E. Committee Assignments

There are nine committees that require representation from the Board. They are:

1. Community Development Block Grant
2. Risk Management Team
3. Liaison to CAP Services Board
4. Permanency Planning
5. Comprehensive Community Services (CCS)/Community Options Program (COP)
6. Healthy People Portage County Steering Committee
7. Environmental Health Advisory Committee
8. Family Support Program Committee
9. Portage County Coalition for Alcohol and Drug Abuse Prevention

A handout was distributed giving a brief synopsis of the various committees. Board members volunteered to be on committees. They include: Ms. Dodge on the Permanency Planning Committee and Community Development Block Grant, Mr. Radtke on the CCS/COP Committee and Environmental Health Advisory Committee, Ms. Borski on the Healthy People Portage County Steering Committee and Portage County Coalition for Alcohol and Drug Abuse Prevention, Dr. Numsen on the Family Support Program Committee, Mr. Clark on the Risk Management Team and Liaison to the CAP Services Board, Mr. Levin and Mr. Kurzynski on the Portage County Coalition for Alcohol and Drug Abuse Prevention.

II. MINUTES, GENERAL REPORTS, AND COMMENTS

A. Approval of Meeting Minutes of April 19, 2010

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

B. Correspondence

There was no correspondence.

Mr. Kurzynski suggested a letter be drafted to the County Executive outlining the priorities needed at Health and Human Services.

C. Director's Report

Mr. Przybelski stated a meeting will be held in Wausau on June 17 from 1:00 to 3:00 p.m. regarding Lyme's disease. The CDC will be present as will representatives from the State Department of Health. The location is yet to be determined. In addition, the process of accreditation for public health divisions at the state, local, and tribal level has started. A self assessment will involve the Board's assistance in the future months.

Mr. Przybelski stated a Board training may be held on June 1 with the Corporation Counsel.

Mr. Przybelski stated the County Executive will be looking at the budget process and involving Board's more.

D. Reports from Board Approved Committees/Activities

Mr. Clark attended the CAP Services meeting. Traditions Cleaning will be closing since their financing is ending.

Ms. Dodge reviewed the children who had permanency plan reviews held over two days. They included an infant who was removed from a dirty home. The plan is return the infant home. A 17 year old male is doing well in school and is placed with his grandfather. His mother is deceased and his father is living with a girlfriend and her children. He is feeling excluded from the family. There are sisters living with an aunt and uncle. Their mother is deceased. A guardianship is being pursued to allow them to continue living with their relatives.

Dr. Numsen attended the Family Support Program meeting on April 29. The program provides additional support beyond insurance. There is about \$56,000 per year to work with. 50 children are served. There are still 42 children on the waiting list. The anticipated wait time is about 36 months.

- 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 who wished to speak on a specific issue.

III. FISCAL ISSUES

- A. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated vouchers totaled \$271,745.96 for regular accounts and \$21,362.20 for high cost accounts. They include voucher number 20100289 for \$85.63, voucher number 20100302 for \$50,701.23, voucher number 20100303 for \$31,679.59, voucher number 20100304 for \$116,236.99, voucher number 20100315 for \$10,211, voucher number 20100322 for \$275, voucher number 20100325 for \$516, voucher number 20100335 for \$20,172.72, and voucher number 20100336 for \$63,230. No Portage House vouchers. A motion was made by Ms. Dodge and seconded by Ms. Borski to place the vouchers on file. Motion carried.

IV. PROGRAM ISSUES

- A. Discussion/Action for Fraud Investigator Position

Mr. Przybelski stated there was a request at the last meeting to look at the various options for the Fraud Investigator position. A comparison was handed out. There are three options available. Option 1 is a regular employee, Option 2 is a contracted employee, and Option 3 is a multi-county consortium. Option 1 and 2 contain a federal match which we would bill to the State and we receive a portion of the funds collected. With Option 3 these funds would go to Columbia County as they are the fiscal agent. If Option 2 or Option 3 is selected this would be contracting out union work. A motion was made by Mr. Krogwold and seconded by Dr. Numsen to go with Option 3 for the balance of the year. Motion carried.

HHSB Meeting Minutes
May 12, 2010
Page 5

V. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

There are no position refills at this time.

VI. ADJOURNMENT

The next meeting will be held on June 1, 2010.

The meeting adjourned at 5:55 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
June 1, 2010**

Present

Jeanne Dodge
Brian Kurzynski
Gene Numsen
Lonnie Krogwold
Doug Radtke
Perry Pazdernik
Sam Levin
Janis Borski
Nancy Prince

Excused:

Jim Clark

Also Present: Dawn Grasamkee, Recording Secretary; Ray Przybelski, Director; Patty Dreier, County Executive; Bill Hanna, Business Manager; Jim Riggenbach, Children and Family Services Coordinator; Becky Dougherty, Public Health Nursing Supervisor; 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 May 12, 2010

A motion was made by Ms. Borski and seconded by Mr. Kurzynski to approve the minutes. Motion carried. Mr. Radtke questioned when the training from the Corporation Counsel will take place. Mr. Przybelski stated it will be held at the next meeting.

B. Correspondence

Mr. Przybelski stated a list of the tentative Board meetings for 2010 was distributed. Additional meetings may be needed in September due to the budget process.

C. Director's Report

Mr. Przybelski stated a list of the current Board members will be send to everyone. Mr. Przybelski introduced Nancy Prince as the nursing representative for the Board.

Mr. Przybelski stated the Lyme disease presentation information will be given later in the meeting.

D. Reports from Board Approved Committees/Activities

Ms. Dodge attended the permanency planning review meeting. One child was reviewed. This was a 17 year old male who will be turning 18 on December 21. He was living with his aunt and uncle who asked for his removal. He is currently placed in a Level II foster home. He has delinquent and AODA issues. He has been in the system since 2003. Services he has received included intensive supervision, juvenile monitoring, AODA services, STEP Teen, case management, independent living services, court intervention, and urinalysis. The father and the juvenile both see his placement as a punishment rather than a chance to work through issues. It is anticipated he will leave the foster home once he turns 18 and return to his father's 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 who wished to speak on a specific issue.

II. PROGRAM ISSUES

A. Discussion/Information on First Quarter Statistics

Mr. Riggerbach reported on the Division of Children and Family Services statistics. This division includes child welfare, juvenile justice, child protective services, and economic support. Reports are down in the child protective services unit but investigations remain level. Once a report of suspected abuse is received, the Department has to investigate it within five days. The caseload in child welfare remains high. The state average is 12-13 cases per worker. Our workers are carrying caseloads of 23-25 per worker. POCAN (Prevention of Child Abuse and Neglect) services are paid for through a grant and Medical Assistance. Substitute case has 15 children currently placed in child caring institutions, also called residential placements. These are all court ordered by the judge. Kinship placements are relative placements. If a relative placement is ordered by the court, then the relative needs to be licensed. The cost to place a child in a kinship placement is about \$215 per month. The cost for a foster home placement is about \$430 per month of a 0-6 year old child, \$780 for a child 7-12, \$1,400 for a Level II placement, and \$2,500 to \$3,000 for treatment foster care. W2

is the program that replaced AFDC (Aid to Families with Dependent Children). This is a work program. Economic Support includes food stamps, Medical Assistance, and BadgerCare. The active caseload has dropped due to the State taking over food stamps for single adults and the Family Planning Waiver. Unfortunately, this leaves the more complicated and time consuming cases for the staff here. Currently there is no fraud investigator. The county does retain 15% of any collections received on fraud cases. Emergency services is contracted out with Energy Services. This services provides emergency food, clothing, housing, etc. Transportation services are provided as a last resort option. The volunteers are managed through the ADRC (Aging and Disability Resource Center). Two concerns involve the retirement of individuals. The Youth and Family Services supervisor will be retiring tomorrow after 38 years of service. In addition, on June 15, the Lead Economic Support Worker for the Elderly, Blind, and Disabled will be retiring after 36 years of service.

Mr. Przybelski reviewed the Division of Community Programs statistics. This division handles the Mental Health Clinic, AODA services, Adult Protective Services, Community Support Program, and Children with Special Needs. Emergency Detentions are down slightly. Inpatient days are court ordered. This is a mandated service. A chart shows where our psychological vouchers are currently being used. The mental health navigator is helping individuals find other providers and getting through the voucher process. Vouchers are not transferrable from individual to individual. We have not seen a problem with individuals not finding a provider. The 15 visit limit on the voucher copies the Medical Assistance standards. Mobile Crisis has billed 83.75 hours to Medical Assistance. This new service has helped defray costs to inpatient stays. The mobile crisis team can help defuse situations before they require an inpatient stay. The special needs unit works with developmental and physically disabled children as well as severely emotionally disturbed children.

Ms. Tetzloff reviewed the Division of Health statistics. The immunizations reported are childhood immunizations. About 90% of the children in Portage County are up to date with their immunizations. This is tracked with registries used by physicians as well as our clinic data. Prenatal Care Coordination services are billable to Medical Assistance up to 60 days after the birth of the baby. There is currently a waiting list to receive these services. The communicable diseases listed in the report are those that are most common for our area. Not all the diseases are listed since it would be page upon page of diseases. Public health must follow-up on all reported communicable diseases. The new electronic reporting system, WEDSS, is

making reporting easier and more timely. Portage County is a "hot spot" for Lyme's disease. Ms. Tetzloff distributed a flyer for the upcoming June 17 presentation on Lyme's disease to be held in Wausau. Individuals qualify for WIC services based on income. The Farmers Market Nutrition Project is held with the assistance of local growers. In addition, the Health Division is an agent of the state for licensing of establishments as well as well water inspections. In addition, this Division is also having staffing issues. One school nurse has resigned. The public health planner has put forth her resignation as well. She will be moving to Marshfield. In addition, the public health nursing supervisor, Becky Dougherty, will be retiring on July 7.

B. Discussion/Information on 2011 Budget Calendar

Mr. Przybelski distributed the 2011 budget calendar. It is anticipated Board input regarding the budget will be done in September.

III. FISCAL ISSUES

A. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated vouchers totaled \$197,355.35 for regular accounts and \$204,998.18 for high cost accounts. They include voucher number 20100374 for \$57,197.39, voucher number 20100376 for \$31,679.59, and voucher number 20100377 for \$141,435.92. Substitute care for adults totaled \$47,106.38 and children's substitute care totaled \$124,934.25. There were no purchasing authorizations. Portage House vouchers totaled \$5,176.29. They include voucher number 20100300 for \$401.94, voucher number 20100331 for \$862.84, and voucher number 20100373 for \$3,911.51. A motion was made by Mr. Krogwold and seconded by Mr. Levin to place the vouchers on file. Motion carried.

B. Discussion/Action Regarding Resolution Authorizing Appeal for Exemption from Certain State Mandates Purchase of Service Contracts Financial Reports and Audits

Mr. Przybelski stated any contract with a vendor over \$25,000 requires a program or agency-wide audit. The resolution would allow the county to request an exemption from state mandates requiring this audit. This resolution is looking at vendors that are being paid between \$25,000 and \$75,000 per year. The \$75,000 was derived after looking at all the counties surrounding Portage County. They have a resolution in place allowing waiver of the audits for their contracts up to this amount. This waiver of the

audit would be at the discretion of the county. All contracts are for one year. A motion was made by Mr. Krogwold and seconded by Dr. Numsen to approve the resolution. Motion carried.

C. Discussion/Action on Approval of Contract with Aurora Residential Alternatives, Inc. Contract Over \$25,000 But Less Than \$100,000

This contract is for a court ordered adult male placement. A motion was made by Ms. Borski and seconded by Mr. Krogwold to approve the contract. Motion carried.

D. Discussion/Action on 2009 Budget Carryover Request

Mr. Przybelski stated there was a surplus in both the regular and high cost accounts in 2009. A request is being made to use \$168,510 from the regular accounts surplus to add an additional eight hours of psychiatric time per week for 2010, fund a 12 week LTE receptionist at the end of the summer, and hire one FTE psychologist for 2011. Mr. Hanna stated some figures need to be corrected in the memo. The regular accounts surplus should be \$344,561.67 with the balance remaining to be \$165,588.90 which changes the high cost reserve figure to \$534,519.70. There was a statute change that requires a psychologist on staff to obtain certification as an outpatient mental health clinic. Without certification, the Department would not be able to bill Medicaid for psychiatric services. A motion was made by Ms. Dodge and seconded by Mr. Krogwold to approve the request. Motion carried with Mr. Radtke voting nay.

IV. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

There are no position refills at this time.

V. ADJOURNMENT

The next meeting will be held on June 22, 2010.

The meeting adjourned at 6:45 p.m.

Submitted by:

Dawn Grasamkee, Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
June 22, 2010

Present

Excused:

Jim Clark
Jeanne Dodge
Brian Kurzynski
Gene Numsen
Lonnie Krogwold
Doug Radtke
Perry Pazdernik
Sam Levin
Janis Borski
Nancy Prince

Also Present: Dawn Grasamkee, Recording Secretary; Ray Przybelski, Director; Bill Hanna, Business Manager; Faye Tetzloff, Health Officer; and Mike McKenna, Corporation Counsel.

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

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

A. Approval of Meeting Minutes of June 1, 2010

A motion was made by Mr. Krogwold and seconded by Ms. Dodge to approve the minutes. Mr. Radtke requested page 5, item B be amended to reflect why he voted nay to the request. The reason is due to he is opposed to putting \$110,000 in reserves and not spending it until 2011. Furthermore, when this issue was presented at the Finance Committee, Mr. Radtke had no objections with the request when it was more fully explained. Motion carried with the amendment.

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski stated Space and Properties agreed to have the Jefferson House used as a drop-in center for six months. Midstate Independent Living will have the facility up and running by July. The space will be used for chronically mentally ill individuals to obtain assistance in receiving structure.

Mr. Przybelski stated the Public Health Nursing Supervisor position will be re-advertised. The position was offered to one candidate but it was declined. The other individuals who applied had no public health nursing experience. Ms. Borski requested a copy of the position description and questioned how it is advertised. Mr. Przybelski will provide the position description. The advertising is handled by the Human Resources Department.

Ms. Dodge questioned how the Lyme's Disease presentation which was held in Wausau went. Mr. Przybelski stated unfortunately no one could attend from the Board. The presentation stated educating the public is key. Portage County is diligent about reporting this disease and that is why our numbers are higher than other counties.

D. Reports from Board Approved Committees/Activities

Ms. Dodge attended the permanency planning review meeting. There were two days of reviews. The first was a 15 year old with extensive emotional and behavioral needs. A termination of parental rights was completed in 2000 since the child was becoming hard to handle. A sustained care contract with the family has been done. The next child was a 14 month old female whose mother has been in jail three times since January with AODA issues. The father does not know the child. The mother wants the child returned home. A 14 year old female whose mother had her probation revoked was reviewed. The father lives in Florida and has expressed interest in having her relocate to Florida to live with him. Home studies are being conducted. A 13 year old male with disruptive and aggressive behaviors was reviewed. He causes chaos and fear in the home. He has been in placement since 2008. His parents want reunification. A 16 year old female with runaway behaviors was reviewed. The mother has AODA issues and is currently in jail. The mother is the only one who knows where she is placed. The father has a restraining order on him and is not allowed contact with the child. He had sheltered her and aided in her runaway behaviors. She is doing very well in her current placement. She has made up the year of school she missed and is currently receiving excellent grades.

The second day of reviews consisted of a 16 year old male who is currently placed with relatives. His mother moves in with boyfriends. He has exhibited truant, violent, and abusive behaviors. He is interested in Job Corp at this time. Another 16 year old male has suffered excessive discipline from his father and stepmother. Placement with a relative is being sought. A 9 year old female with both parents in jail suffers from poverty and family instability. She has lied, bullied, stole, and exhibits sexually advanced

behavior. A 6 year old female suffered neglect and emotional abuse by her mother. The mother has AODA issues. The stepfather would like her placed with him once she is stabilized.

Mr. Radtke questioned what is considered chronic poverty. Mr. Przybelski stated the mother is dependent on others. She moves from home to home living with other individuals. When the parent is alone, there is no food, shelter, etc., for the child.

Mr. Clark attended the CAP Services meeting. The audit was reviewed with minor suggestions made.

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 who wished to speak on a specific issue.

II. PROGRAM ISSUES

A. Health and Human Services Board Orientation Presented by Corporation Counsel

Mr. McKenna reviewed the Department's mission and vision statement. The intent of the department according to Chapter 46.23(1) is very broad based. It is to provide services in an integrated and efficient manner. The definition of human services and programs are also very broad. The delivery of services plan as defined in Chapter 46.23(3)(am) is done internally per Mr. Przybelski. Public hearings will be scheduled to do this more formally. Mr. Kurzynski questioned whether the County Executive will want to be involved with this. Mr. Przybelski stated he is not sure but believes she may want involvement. Mr. McKenna stated counties with executives have the boards operating on a policy level and the executive handles the day-to-day operations. Chapter 46.23(4) defines the Board. The composition of a human services board is delineated in this chapter. In addition, the terms of the board members are also defined. This has been rectified with the staggering of terms.

Chapter 46.23(5m) defines the power and duties of a human services board. This includes appointing committees, recommending priorities and policies, identify unmet service needs, and preparing a proposed budget for submission to the executive. Chapter 46.23(6m) speaks about counties with county executives and the role the human services director plays. Mr. McKenna also reviewed the public health board found in Chapter 251.03. This is the composition of the current Health and Human Services Board. Duties of this board were also reviewed.

Mr. McKenna stated a lot of the information in the statutes is quite broad. Ms. Borski questioned to what degree of policy making should the board be involved in. Mr. Przybelski stated the board is encouraged to review and make assessments. The actual policies are written by staff with review by the board. Mr. Radtke stated the Board of Health statutes allow for more responsibility to the board. The executive can assume those responsibilities if they so choose.

B. Discussion/Information on Tobacco Issues

Ms. Tetzloff distributed two handouts regarding the Wisconsin smoke-free law. The law goes into effective on July 5, 2010. There is a loop-hole that some businesses are using. If there is a substantial wall with less than 25% of an opening then smoking is allowed. Some businesses are going forth with this construction to allow smoking. The State is recommending that businesses not do this construction since the law may change in the future. Law enforcement will be responsible for the enforcement of the law. Environmental Health will note any paraphernalia noted during inspections. Mr. Clark voiced concern regarding a resident at King. King is his place of residence and this facility is not included in the permitted places for smoking.

III. FISCAL ISSUES

A. Discussion/Action on Establishing a Move to Improve Program Fee

Mr. Przybelski stated the Move to Improve program requires approval of the \$25 fee for participants. A motion was made by Mr. Krogwold and seconded by Ms. Borski to approve the \$25 fee. Motion carried.

B. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated vouchers totaled \$66,260.36 for regular accounts and \$61,986.19 for high cost accounts. They include voucher number 20100396 for \$833.34, voucher number 20100413 for \$500, voucher number 20100419 for \$9,648.17, voucher number 20100438 for \$239.97, voucher number 20100447 for \$147.50, and voucher number 20100420 for \$56,669.66. Substitute care for adults totaled \$60,207.91 and children's substitute care totaled \$1,778.28. There were no purchasing authorizations. No vouchers from Portage House were received. A motion was made by Ms. Dodge and seconded by Ms. Borski to place the vouchers on file. Motion carried.

IV. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

Mr. Przybelski stated an internal candidate was hired to replace Jerry Koeppel's position.

V. ADJOURNMENT

The next meeting will be held on July 13, 2010.

The meeting adjourned at 6:05 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
June 29, 2010**

Present

Jim Clark
Jeanne Dodge
Brian Kurzynski
Lonnie Krogwold
Doug Radtke
Perry Pazdernik
Sam Levin
Janis Borski
Nancy Prince

Excused:

Gene Numsen

Also Present: Dawn Grasamkee, Recording Secretary; Ray Przybelski, Director; Bill Hanna, Business Manager; Faye Tetzloff, Health Officer; Jodi Petersen, Youth and Family Services Supervisor; Becky Dougherty, Public Health Supervisor; Patty Dreier, County Executive; Jim Riggerbach, Children and Family Services Coordinator; Teresa Kovach, Child Welfare Supervisor; and Jenni Jossie, Finance Director.

I. CALL TO ORDER

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

II. FISCAL ISSUES

A. Discussion PHER Funding Agreed Upon Procedures Engagement Performed by Schenck Government and Not-for Profit Solutions

Mr. Przybelski distributed a copy of the report. This was an independent report regarding the PHER procedures requested by the County Executive and County Board Chair. The findings were shared with the Finance Committee.

Ms. Jossie stated the report is short and specific areas were requested to be looked at. The first area was the contract for PHER itself. It was found that the expenditures of funds met with the Wisconsin Division of Public Health of the Department of Health Services allowable cost definitions. The next area was regarding the claim submissions to date to verify the accuracy and compliance. The amounts submitted are supported by the County general ledger and underlying accounting records. The third area looked at 80% of the total expenditures claimed for reimbursement were correctly calculated and in compliance with the contract. The finding was there were no concerns with noncompliance. There was a slight variance with salaries but

that is more due to a calculation issue regarding deductions and when they are realized on the payroll. The fourth area looked at was the expenditures incurred for gift certificates and other types of volunteer recognition. It was found that 200 gift certificates of \$50 each were purchased. 157 gift certificates were given out. Some gift certificates were used for supplies and meals for volunteers with receipts totaling \$241.13. There were 33 gift certificates remaining along with a \$113.97 in cash from change received when using the gift certificates. There is a total of \$144.99 in gift certificates and change that remained. Approximately \$105 was used for food and supplies however there were no receipts. This leaves a balance of \$39.99 unaccounted for. Ms. Jossie stated these findings matched those of the Finance Department. The last area reviewed was the total expenditures incurred by the County for the provision of the contracted services. It was found that if not for the PHER contract, the county would have been responsible to pay for the H1N1 clinic efforts. Ms. Jossie stated the report was not to determine whether or not the use of gift certificates was appropriate but whether or not the requirements of the contract were met. Mr. Radtke questioned if the finances were supported by the logs. Ms. Jossie stated individual logs were not looked at but a listing was used of those working at each clinic. Mr. Radtke questioned if it was known who had the certificates for supplies and food. Ms. Tetzloff stated primarily herself or Bobbi Bradley purchased the supplies and food. Ms. Tetzloff stated she knows where the accounted funds were spent but must have inadvertently discarded the receipts.

B. Discussion/Action on 2010 New Position Requests

Mr. Przybelski stated there are six requests being brought forth at this time. In addition, two other positions will impact this year. Mr. Clark clarified the new position requests are for 2011. One position is for a psychiatrist being hired as a county employee. It is felt that the county could be at risk of losing a contracted employee and it is felt that a county employee would give a better chance at securing a doctor who could meet the needs of our clients. In addition a psychologist position is also being sought. In early 2010 the State changed the rules regarding certification of clinics. In order to be certified there must be a combination of 60 hours of psychological and psychiatric time or a full-time psychologist on board. This will allow us to bill for Medicaid and third party pay sources. If we are not certified, then no billing can take place. The Department is still required to provide mental health services by statute. A 30 hour psychiatrist would be \$281,031 with benefits and a psychologist would be \$110,461. It is anticipated with the reimbursement from billing the additional tax levy needed would be \$55,000

for both positions. Ms. Dreier questioned how many seriously mentally ill clients are currently being served. Mr. Przybelski stated the Community Support Program has approximately 240 clients. However not everyone who has a severe and persistent mental illness is served by the Community Support Program. Ms. Dodge moved to approve the requests with a second by Mr. Levin. Motion carried.

A half-time Child Welfare Dispositional Social Worker is also being requested. This would require \$41,822 in tax levy to fund the position. It is felt that four positions are needed to handle the ongoing caseload in child welfare. A 0.5 FTE public health nurse to do Prenatal Care Coordinator, Communicable Disease, and Sexually Transmitted Diseases is also being requested. This would require an additional \$36,601 in tax levy. Currently the waiting list for Prenatal Care Coordination services is at 57. Last year over 100 women delivered without receiving services. A 0.2 FTE, or 8 hours per week, Independent Living Services assistant is also being requested. The State has now required that youth who aged out of foster care be followed. The cost is \$7,988 which is funded through IV-E funds. The last position is 6 hours per week of HSS1 Public Health Nursing time be added to an existing position. This would allow more time to do the 1-3 hours required to follow-up on referrals for services. The cost is \$13,745 out of tax levy. A motion was made by Mr. Levin and seconded by Ms. Borski to approve the requests. Motion carried.

Mr. Przybelski stated additionally there is a 0.2 LTE for Independent Living Services that is fully funded through IV-E funds that is being requested for the remainder of this year. Additionally, a vacancy was made by Ms. Petersen taking Mr. Koeppel's position when he retired. After discussing the issue with Mr. Riggerbach, Ms. Petersen, and Ms. Kovach, it was felt that this position could be shifted over to a child welfare dispositional social worker at an additional cost of \$1,200 a year.

C. Discussion on 2010 Capital Project Requests

Mr. Przybelski stated a tour of the proposed capital project request will be held at the July 13 Board meeting. The area being proposed to renovation is the clinic area. During the H1N1 clinics traffic flow became a problem. The request will be to open up the space to allow for better traffic flow and confidentiality. This will be looked at in more detail at the next meeting.

Page 9

HHSB Meeting Minutes
June 29, 2010
Page 4

III. NEXT MEETING

The next meeting of the Health and Human Services Board is scheduled for July 13.

Ms. Tetzloff acknowledged Ms. Dougherty for her years of service with the county. Ms. Dougherty will be retiring on July 7.

IV. ADJOURNMENT

The meeting adjourned at 4:45 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
July 13, 2010**

Present

Jim Clark
Gene Numsen
Jeanne Dodge
Lonnie Krogwold
Doug Radtke
Perry Pazdernik
Sam Levin
Janis Borski
Nancy Prince

Excused:

Brian Kurzynski

Also Present: Dawn Grasamkee, Recording Secretary; and Ray Przybelski, Director.

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

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

A. Approval of Meeting Minutes of June 22, 2010 and June 29, 2010

A motion was made by Mr. Krogwold and seconded by Ms. Borski to approve the minutes as presented.

Mr. Radtke clarified that he was opposed to putting the \$110,000 savings in reserves and not using it until 2011. When the Finance Committee met, the savings were to be used for high cost and Mr. Radtke had no objection.

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski stated he was informed by the Department of Health and Children and Families that there will be a 10% cut in funding in the upcoming biennium budget.

Mr. Przybelski stated during Mr. McKenna's presentation at the last meeting, there are public hearings that need to be held by statute regarding programs. It is hoped that these hearings will be held in August.

D. Reports from Board Appointed Committees/Activities

Mr. Clark attended the CAP Services meeting. The annual report by Wipfli was reviewed. The report was favorable.

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 who wished to speak on a specific issue.

II. FISCAL ISSUES

A. Discussion/Action to Approve Contract Over \$25,000 But Less Than \$100,000

Mr. Przybelski stated an adult female was placed at Brotoloc and has since been kicked out. As such, there is no need for action on this item.

B. Discussion/Action on Capital Project Requests for Clinic Remodeling

The Capital Project Request was distributed. Mr. Przybelski reported the clinic area needs remodeling to allow for a better flow of traffic and to maintain confidentiality. The project is anticipated to cost \$38,000. The current clinic doors are not compliant with the Americans with Disabilities Act. A description of the proposed change was distributed. Mr. Przybelski stated any action the Board takes does not approve the expense but just moves the request forward. Mr. Przybelski stated after the meeting any Board members are welcome to look at the existing area and a review of the proposed changes would be shown. A motion was made by Ms. Dodge and seconded by Mr. Radtke to move the request forward. Motion carried.

C. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated vouchers totaled \$123,196.97 for regular accounts and \$150,377.90 for high cost accounts. They include voucher number 20100407 for \$516, voucher number 20100451 for \$85, voucher number 20100457 for \$19,984.32, voucher number 20100458 for \$31,729.59, and voucher number 20100459 for \$83,437.86. Substitute care for children totaled \$137,822.19. There were no purchasing authorizations. Portage

House vouchers include voucher number 2010045 for \$1,041. A motion was made by Ms. Borski and seconded by Dr. Numsen to place the vouchers on file. Motion carried.

III. PROGRAM ISSUES

A. Discussion on Transportation Manager Resolution from ADRC

Mr. Przybelski stated this is a resolution that is going to the ADRC and County Board. The state budget has proposed a change to MA transportation. They are looking at hiring a transportation manager to handle all MA transportation. This position would be funded with state funds. Currently our economic support workers have the responsibility to review the MA transportation requests and forward them to finance. There is an average of 650 hours per year spent on MA transportation. The transportation manager would be responsible for these duties thus allowing the economic support workers more time to work on economic support cases. The allocation for economic support is going down with the loss of stimulus funds. It is not known where the transportation manager would be housed or how much funding would be used for this state position.

B. Discussion/Update on Drop In Center

Mr. Przybelski stated a picture of the drop in center was in Saturday's Stevens Point Journal. The center allows for a good opportunity for adults with mental health issues to go to socialize and attend classes. Some donations were received to allow for the drop in center. NAMI is very supportive of this center.

IV. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

Mr. Przybelski stated there is a vacant social work position in Youth and Families due to an existing staff member accepting the Youth and Family Supervisor position. In addition, the Public Health Planner left and the position was filled internally which left an environmental health sanitarian position vacant. Lastly, the Community Health Supervisor position is still unfilled. Ms. Borski questioned if Board members are involved in hiring the higher level positions. Mr. Przybelski stated they are not. Usually the Board is involved when filling department head positions.

Page 4

HHSB Meeting Minutes
July 13, 2010
Page 4

V. NEXT MEETING

The next meeting of the Health and Human Services Board is scheduled for July 27.

VI. ADJOURNMENT

The meeting adjourned at 5:35 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
August 10, 2010

Present

Jim Clark
Brian Kurzynski
Gene Numsen
Jeanne Dodge
Lonnie Krogwold
Doug Radtke
Perry Pazdernik
Sam Levin
Janis Borski
Nancy Prince

Excused:

Also Present: Dawn Grasamkee, Recording Secretary; Ray Przybelski, Director; Patty Dreier, County Executive; Bill Hanna, Business Manager; Amy Marcott, Community Programs Coordinator; and Jim Riggensbach, Children and Family Services Coordinator.

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

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

A. Approval of Meeting Minutes of July 13, 2010

A motion was made by Ms. Dodge and seconded by Mr. Levin to approve the minutes as presented.

Ms. Borski wanted to clarify her question regarding position hiring. She wanted to clarify that she was not trying to get involved in administrative decisions but was wondering if Board involvement in the position hiring process is used. Mr. Clark explained the position hiring process. Mr. Przybelski stated any Board member is welcome to be present for the interview process. Generally, it is preferred that only a few Board members be present, if they wish to attend, during an interview so as not to intimidate the candidates by having a roomful of people for an interview. Mr. Krogwold stated the position hiring is open to the public.

B. Correspondence

There was no correspondence.

Page 2

HHSB Meeting Minutes
August 10, 2010
Page 2

C. Director's Report

Mr. Przybelski stated the budget is being worked on. The process has changed. There is now an allocation given to each department. Our department received a 2% increase to the county tax levy portion of the budget. All new positions, expenses, etc., must be within that limit.

Mr. Przybelski stated on August 18 a public hearing regarding the budget will be held at 6:00 p.m. in conference rooms 103 and 104 at the Gilfry Building. A letter regarding this went to all contracted providers. In addition, copies were given to case workers and social workers to distribute to their clients. Additional copies are in the waiting room for clients to pick up. An agenda will be published in the newspaper regarding the hearing.

Mr. Przybelski stated no news has been received from the State regarding programs and contracts as of yet.

Mr. Przybelski has been meeting with various other counties regarding the Visions 2010 process. This process looks at how human services programs are funded from the State. No changes will occur with this budget but it is hoped that changes can be affected during the 2013-2015 biennium budget. WCSA selected the representation of counties for this process.

Ms. Borski questioned how Board members are informed regarding upcoming events like the ribbon cutting ceremony at the Mental Health Drop In Center. Mr. Przybelski stated due to other issues that were going on, he inadvertently forgot to inform the Board regarding this event. In the future, email notifications will be sent for these types of events.

D. Reports from Board Appointed Committees/Activities

Mr. Clark attended the CAP Services meeting. The majority of the meeting was spent discussing the proposed duplexes that will be put up in a subdivision in Waupaca. There is concern that the rest of the lots in the subdivision will not sell with these duplexes in it.

Ms. Dodge attended the permanency planning reviews. A 15 year old male with dangerous behaviors was reviewed. He is doing well at his foster home placement. When he comes home for visits he tends to test positive for substances. Reunification after the first semester of school is being looked at. Two brothers, ages 7 and 2, were reviewed. They were removed from the home due to filthy surroundings and drug use by the parents. They are

placed with their maternal grandparents and visit the paternal grandparents on the weekends. Guardianship to the grandparents will be looked at if the parents don't quit arguing and follow the court ordered conditions. The last youth reviewed was a 17 year old male who has been violent with his mother and intimidates his siblings. He is becoming intimidating to the other foster children in his current placement as well as showing escalating behavior issues. It is suggested that he be removed to another home. He will be graduating next spring.

Mr. Radtke attended the Comprehensive Community Services (CCS) meeting. Ms. Marcott is working on getting more individuals to attend the meetings. Integrated funding streams were reviewed. There is a new adult program that uses Community Options (COP) funding as a match for CCS services. There were no COP requests at this meeting.

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

There were no members of the public present who wished to speak on a specific issue.

II. FISCAL ISSUES

- A. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated vouchers totaled \$212,798.06 for regular accounts and \$209,791.56 for high cost accounts. They include voucher number 20100496 for \$1,072, voucher number 20100501 for \$40,239.62, voucher number 20100502 for \$65,348.53, voucher number 20100526 for \$2.50, voucher number 20100538 for \$24,405.54, voucher number 20100539 for \$46,424.01, voucher number 20100565 for \$431, voucher number 20100576 for \$37,738.86, and voucher number 20100582 for \$516. Substitute care for adults totaled \$60,824 and for children totaled \$145,741.56. There were no purchasing authorizations. Portage House vouchers include voucher number 20100485 for \$454.79 and voucher number 20100531 for \$302.65. A motion was made by Ms. Borski and seconded by Mr. Kurzynski to place the vouchers on file. Motion carried.

III. PROGRAM ISSUES

A. Discussion/Action Granting an Exception to the Health and Human Services Policy Prohibiting Staff to Provide Services to Agency Clients Outside of Normal Employment Duties

Mr. Przybelski stated an LTE for the receptionist was approved at a previous meeting. The individual who was hired is also a licensed foster home provider. After discussing the issue with Corporation Counsel, it was deemed that a request be brought to this Board to allow an exception to the policy. The individual will be put on "unavailable" status as a foster home provider until the LTE employment is completed. This will allow her to remain as a licensed foster home provider rather than terminating her license until her employment is completed and then having to go back through the licensing process again for foster care. Mr. Levin questioned if this will be a permanent change to the policy or just for this one individual. Mr. Przybelski stated it is only for this one individual until the LTE term is completed. A motion was made by Ms. Dodge and seconded by Mr. Levin to approve the exception. Motion carried.

B. Discussion/Information on Second Quarter Program Statistics

Mr. Riggerbach reviewed the Children and Family Services statistics. An increase in the delinquency caseloads was realized this quarter. After the worker was promoted to the supervisor in this section, it was decided rather than filling the vacant position, the position was replaced as a Child Protective Services Dispositional worker. If the caseloads in delinquency continue to rise this could create a problem. Placement of children in child caring institutes has doubled from last year. There are extremely high cost placements which is a major concern. The judge orders these placements. The active caseloads for economic support have decreased. This is primarily due to the state centralizing applications for BadgerCare, Foodshare, and Family Planning Waivers for childless adults. Emergency Services referrals have decreased this quarter. There is no explanation for why this has occurred. Transportation services are now done by the ADRC so figures are hard to calculate. Mr. Levin questioned if there is anything the ADRC can do to help free up staff time here regarding mileage verification. Mr. Przybelski stated the completed mileage forms are given to the case workers from the clients and the case workers verify the mileage.

Ms. Marcott reviewed the Community Programs statistics. There were 66 vouchers processed this quarter. There is currently only two quarters of data

so trends are hard to see yet. Emergency detentions are down compared to the same time last year. The mobile crisis team has been in place and is a big contributor to the lower numbers. The no show rate for the psychiatrists and psychologist are at 8%. A large reason for this low no show rate may be because if a client misses an appointment with their psychiatrist there is a long wait for another appointment. There were four admissions to Winnebago. Norwood is currently not taking any out-of-county admissions. The vouchers accepted shows the distribution of clients to the other various providers in the area. There are currently 13 people involved with the mental health navigator. The Special Needs Supervisor position will be vacated this week. It is hoped this position will be refilled quickly.

Mr. Przybelski stated the Division of Health statistics will not be presented due to the absence of the Health Officer. Any questions or concerns can be relayed to the Health Officer.

IV. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

Mr. Przybelski stated the current vacant positions are:

- Special Needs Supervisor - currently being advertised
- Public Health Supervisor - in the process of offering the position
- CPS Dispositional Worker - application deadline is today
- Environmental Health Sanitarian - interviews scheduled for Thursday

A Public Health nurse vacancy has been filled and the individual will start on Monday.

V. NEXT MEETING

The next meeting of the Health and Human Services Board is scheduled for August 24. The public hearing is scheduled for August 18.

VI. ADJOURNMENT

The meeting adjourned at 5:55 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD
PUBLIC HEARING
August 18, 2010**

Present

Jim Clark
Gene Numsen
Jeanne Dodge
Doug Radtke
Perry Pazdernik
Sam Levin
Janis Borski
Nancy Prince

Excused:

Lonnie Krogwold

Absent:

Brian Kurzynski

Also Present: Dawn Grasamkee, Recording Secretary; Ray Przybelski, Director; Bill Hanna, Business Manager; Dianne Koca, Office Manager; Jan Lutz, Children's Service Society; Marvin Lutz, NAMI of Portage and Wood Counties; John Holdridge, Town of Hull Chair; Lea Ray, citizen, Dilly Britz, citizen; Merry Liberty, Social Worker.

The meeting was brought to order by Mr. Clark at 6:00 p.m.

I. FISCAL/PROGRAM ISSUES

A. Public Budget Hearing to Gain Citizen Input on the Development of the Health and Human Services Department's Annual Budget and Delivery of Service Plan

Mr. Clark indicated that Mr. Lutz, Mr. Holdridge, and Ms. Liberty all indicated they wished to speak at the meeting.

Mr. Lutz spoke as a representative of NAMI. He complimented the Board with the start of Rock Point House. About every one in five citizens has a mental illness. It was very disturbing when Ministry no longer had mental health services for people in the community. Services for individuals with mental health illnesses are very important and no cuts to the budget should be made for these services. NAMI continues to grow in the area and currently has about 400 members so far. Many individuals do not come forward regarding their mental illness due to the stigma that is attached to the illness. Consideration needs to be made regarding these services.

Mr. Holdridge distributed a copy of the letter he will be sending to Patty Dreier, County Executive. He has concerns regarding an Outdoor Wood Boiler ordinance. Only about 13% of the property taxes collected in the Town of Hull go towards Town of Hull operations – 27% goes to Portage County and 51% goes to the Stevens Point Area Public Schools. Due to the lack of resources and expertise they have not been able to develop an outdoor wood boiler ordinance. It is felt that this may be a function of other government bodies. In the past, both the Health and Human Services Department and the Department of Natural Resources have been contacted regarding this issue. There has been no resolution to date. The Town of Hull is looking for support and direction regarding air quality issues.

Ms. Liberty spoke as a social worker with the Department. Unlike the Highway Department or the Sheriff's Department, major equipment is not needed in this Department to do the work. Additional social workers are needed to complete the work. Ms. Borski questioned in an ideal world how many additional social workers would be needed. Ms. Liberty estimated at least two more child protective services investigators, two more ongoing dispositional workers, and at least two more chronically mentally ill social workers. If a priority among these additional staff would need to be done, then the abuse and neglect investigations and ongoing staff would be the first needed. Mr. Radtke asked what is the percentage of time staff spend on functions done in and out of the building. Mr. Przybelski stated it depends on the program. A Community Support Program social worker can spend about 60 to 70% of their time out of the building whereas a child welfare worker can spend about 50% of their time out of the building. The majority of the workers time is spent with paperwork. The State mandates the use of the eWISACWIS system which is a very time consuming database. Ms. Borski questioned how on call situations are handled. Mr. Przybelski stated child welfare, child protective services, and juvenile justice workers all have an individual assigned to be on call each week. Additionally, there is the mobile crisis team to handle mental health issues. An individual is on call until midnight. After that time, a 24 hour crisis line is available. Mr. Clark questioned how the agency prioritizes who gets services due to the shortage of staff. Mr. Przybelski clarified there are only a few wait lists in the agency. They are for psychiatric services, Family Support program funding, and prenatal care coordination services. By law, many functions of the Department need to be responded to within a specific timeframe. If multiple crises come in at the same time, a "triage" of sorts is done and then the work is assigned to a social worker by priorities set by the supervisor. Ms. Prince questioned how other counties are handling the

additional workloads. Ms. Liberty stated other counties, such as Wood County, have more workers. Ms. Dodge commented the use of the required State eWISACWIS system is causing social workers to do more secretarial type work.

Ms. Ray commented on the importance of child protective services. Families and children are our most precious resource. Ms. Ray stated people need to understand that even in tough economic times, it is important to have preventive programs and social services to avoid more costly consequences down the road.

The public hearing adjourned at 6:50 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

HHSBUGHEAR.SAV

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
August 24, 2010**

Present

Jim Clark
Brian Kurzynski
Gene Numsen
Jeanne Dodge
Lonnie Krogwold
Doug Radtke
Perry Pazdernik
Janis Borski
Nancy Prince

Absent:

Sam Levin

Also Present: Dawn Grasamkee, Recording Secretary; Ray Przybelski, Director; Patty Dreier, County Executive; Bill Hanna, Business Manager; Amy Marcott, Community Programs Coordinator; Jim Riggerbach, Children and Family Services Coordinator; Zach Bishop, Portage House Coordinator; Melanie Baehr, Public Health Supervisor; Jodi Petersen; Youth and Family Supervisor; Suzanne Oehlke, WIC Director; Faye Tetzloff, Health Officer; Erica Wojcik, Assistant Business Manager; and Sue Chapman, Achievement Center.

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

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

A. Approval of Meeting Minutes of August 10, 2010

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

B. Correspondence

There was no correspondence.

C. Director's Report

An updated organizational chart was distributed.

A position history was distributed. Ms. Dodge questioned how the case load sizes have changed over time as well. Mr. Przybelski stated this would need to be broken down by type of case but case load sizes do fluctuate. In addition the change in population size would also need to be looked at.

Mr. Przybelski introduced Melanie Baehr who has taken over as the Public Health Nursing Supervisor.

D. Reports from Board Appointed Committees/Activities

Mr. Clark attended the CAP Services meeting regarding the financial status of the programs for the area. Approval of purchases was completed.

Ms. Dodge attended two days of permanency plan reviews. The first was a six month old girl whose mother has been taking drugs. The plan is to reunify the child with the parent. There are no relatives that can take custody or guardianship of the child.

There were two 17 year old males reviewed. One is located at Ethan House. Currently he has not been showing any effort to do anything. The other is at Rawhide and has AODA issues. He has also tried to run from the facility. He is working on independent living skills. An 18 year old male has requested to stay in care until he finishes high school. He has been doing very well. On the second day a 16 year old female who has running away behaviors and is defiant was reviewed. She is currently at Homme Home and it is anticipated this will be a long term foster placement. A 14 year old girl placed at Tomorrow's Children was reviewed. She has mental health issues and is unstable. Foster care placement will continue. A 11 year old male is currently placed with a cousin. His mother is deceased and the father is unknown. The cousin is the legal guardian. The Guardian ad Litem was also present and caused a "ruckus" regarding the case.

Ms. Dodge will check with the Corporation Counsel to find out the role and responsibilities of the Permanency Plan Review panel.

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 who wished to speak on a specific issue.

II. FISCAL ISSUES

A. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated vouchers totaled \$210,057.09 for regular accounts and \$57,613.38 for high cost accounts. They include voucher number 20100577 for \$57,509.59, voucher number 20100578 for \$130,263.68, voucher number 20100600 for \$1,548, voucher number 20100616 for \$679.70, voucher number 20100622 for \$17,845, voucher number 20100623 for \$58,754.97, and voucher number 20100627 for \$400. Pre-authorizations total \$1,349.23. There were no purchasing authorizations. Portage House vouchers totaled \$679.70. A motion was made by Ms. Dodge and seconded by Ms. Borski to place the vouchers on file. Motion carried.

B. Presentation/Discussion on 2011 Health and Human Services Budget

Mr. Przybelski stated the budget is still a draft. The coordinators and supervisors worked hard on the budget. Mr. Clark stated the Board will have another chance to give direction regarding the budget as it moves through the various committees. No action will be taken on the budget until September 14. Mr. Przybelski distributed the Portage House budget. Mr. Hanna reviewed the budget. There are several requests for new positions for 2011. They include six hours of nursing time for communicable disease control, 30 hours of psychiatrist time and making the position a county position, 40 hours of psychologist time and making the position a county position, as well as a half time child protective services worker. There are two intensive in-home aides being projected that are not yet included in the budget. These were contracted positions in the past. With the addition of the two aides and the additional 16 hours of psychologist time it is felt that in-home therapy can be done which can be billed through CCS and Medicaid. Mr. Przybelski stated the process of when new positions are hired is being worked on with the Human Resources Department and the County Executive.

Mr. Hanna reviewed the high cost accounts. A new revenue source, 1915i Waiver, will allow 60% of CBRF costs being recouped with Medicaid Waivers. The new initiative will start on October 1. This will pay for eligible adults for services including CBRF placement. Ms. Marcott stated if an individual is eligible for COP services they should also be eligible for this funding as well. The major changes in the regular accounts include a reduction in income maintenance hours due to not refilling a position and reducing another position due to the loss of the funding in 2011. All of the

COP funding was not spent in 2009. COP funding can now be used as a match for CCS services. The child waiver funds increased last year. New children will be added to the waiver program. Once they are added, the funding is kept for each year. AODA block grant funds were reduced for 2011. Most everything else was budgeted flat. There are no figures available from the Department of Children and Family as of yet so these were also budgeted flat.

Mr. Clark questioned if the budget reflects salary, fringes, and insurance. Mr. Przybelski stated family health insurance increased by 3%. IT services went down after management looked at other ways to cut back on printers, phones, etc. Ms. Borski questioned if the proposed revamp of the health clinic is in the budget. Mr. Przybelski stated this is not in for 2011. Ms. Dreier stated a change in county rules regarding new positions is being looked at. Currently all new position requests need to be in by July 1 which is prior to when budgets are done. A blending of the old process with a new process is being looked at. Mr. Radtke questioned if the new positions requested will take care of the caseloads. Mr. Przybelski stated the impact will be hard to track. The majority of programs that have been let go over the years were prevention programs. Ms. Tetzloff stated the Department of Health is looking at prevention programs. There is a strategic plan to prevent duplication of services. Ms. Marcott stated the addition of ROCC Point is one prevention program that was added for mental health services. Mr. Radtke questioned the future of Portage House. Mr. Bishop stated the state contract continues but this is year in and year out. Currently they are looking at squeezing in another bed or two into the house. Ms. Marcott stated code issues needed to be reviewed and the Department of Corrections will need to buy the new beds. The program is very productive. There is always 100% occupancy and a wait list. Mr. Przybelski commented from January to August 2010 there was \$40,000 savings of jail bed days due to ATR. Of the 61 clients served, 35 were sex offenders. Currently there is no other place for these individuals to go. A few did return to incarceration due to drinking or reoffending. This is an all male home. Ms. Tetzloff stated there is a fee change for environmental health. This is to mirror the state fees and surcharge. Mr. Radtke questioned if Ethan Allen and Lincoln Hills were included in the budget. Mr. Przybelski stated this was taken into account and were added. It all depends on whether or not one of these facilities will be closed.

HHSB Meeting Minutes
August 24, 2010
Page 5

III. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

Mr. Przybelski stated applications for the Special Needs Supervisor have been received. Interviews are being conducted for the Child Protective Services Dispositional Worker. The Environmental Health Sanitarian position has been offered and accepted. The individual will start September 13.

IV. NEXT MEETING

The next meeting of the Health and Human Services Board is scheduled for September 14.

V. ADJOURNMENT

The meeting adjourned at 6:20 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
September 14, 2010**

Present

Jim Clark
Sam Levin
Brian Kurzynski
Jeanne Dodge
Lonnie Krogwold
Doug Radtke
Janis Borski
Nancy Prince

Absent:

Gene Numsen

Also Present: Dawn Grasamkee, Recording Secretary; Ray Przybelski, Director; Patty Dreier, County Executive; Bill Hanna, Business Manager; Amy Marcott, Community Programs Coordinator; Jim Riggerbach, Children and Family Services Coordinator; Zach Bishop, Portage House Coordinator; Jodi Petersen; Youth and Family Supervisor; Suzanne Oehlke, WIC Director; Faye Tetzloff, Health Officer; Erica Wojcik, Assistant Business Manager; Sue Chapman, Achievement Center; Teresa Kovach, Child Protective Services Supervisor; Kathy King, Justice Program; Sherry Daniels, UW Extension; Merry Liberty, staff; Dianne Koca, Office Manager; Becky Dougherty, staff; Dennis Tetzloff, citizen; and Greg Nyen, Stevens Point Area Public School District.

The meeting was brought to order by Mr. Clark at 5:02 p.m.

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

A. Approval of Meeting Minutes of August 10, 2010

Ms. Prince should be listed as excused. A motion was made by Ms. Dodge and seconded by Ms. Borski to approve the minutes as amended. Motion carried.

B. Correspondence

Mr. Przybelski distributed a copy of the public hearing minutes.

C. Director's Report

Mr. Przybelski stated he had nothing to report.

D. Reports from Board Appointed Committees/Activities

Mr. Clark attended the CAP Services meeting in Montello. There is a debate regarding getting access to a land locked area for a low income housing unit. A new housing unit is open in Weyauwega that has 14 or 15 units. There are 11 units contracted for already.

Mr. Clark stated there will be an AODA Coalition meeting on Thursday at 4:00 p.m. at the public library.

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

Mr. Nyen wished to speak on the school health issue.

II. PROGRAM ISSUES

A. Presentation/Discussion/Action on School Health Program and Inclusion in the HHS Budget

Ms. Tetzloff went through a Powerpoint presentation regarding the Public Health Division providing school health services. Mr. Hanna reviewed the fiscal impact of school health nursing. A history sheet of expenditures and revenues was distributed. There was a large increase in 2009. Rates were increased to match the increase of expenditures. All the schools except for Amherst and Christian Academy are under contract with the Department to provide school health services. Mr. Hanna clarified the contracts cover all the expenses with the exception of the administrative overhead. A percentage of the Health Officer and Supervisor costs are included in the administrative overhead. Mr. Nyen stated the school district finds value both in the past and in the present by contracting with the Department to provide these services. The network available to the schools is invaluable. Mr. Radtke stated there is a mandate for the schools to provide school nursing but not the county. Mr. Radtke distributed a map showing the various school districts in Portage County. Many districts cross county lines. Additionally, the school nursing contract was discontinued with Amherst in June 2006. Ms. Tetzloff stated this was a decision made by the Board due to nursing licenses being at risk. Mr. Radtke stated it is not fair for individuals who pay school taxes to not receive the services. Mr. Radtke would like to see the school districts pay the entire cost of the program. Mr. Przybelski stated the

administrative costs would still exist even without school health services. Ms. Prince stated the collaborative efforts and relationships developed cannot be replicated. Ms. Oehlke stated this service helps the at-risk population as well. Mr. Radtke questioned how much tax levy goes into the program currently. Mr. Hanna stated about \$130,000 to \$140,000 currently. This pays for the overhead. Additionally, several grants are received by the Department which do not pay for the administrative overhead. It is rare any contract or grant will pay 100% for the costs of a program. Ms. Dodge moved to include the school nursing services in the budget with a second by Ms. Prince. Motion carried with Mr. Radtke voting nay.

III. FISCAL ISSUES

A. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated vouchers totaled \$257,108.54 for regular accounts and \$226,982.38 for high cost accounts. They include voucher number 20100658 for \$70,459.99, voucher number 20100659 for \$141,856.05, voucher number 20100657 for \$30,049.97, voucher number 20100656 for \$25,123.13, and voucher number 20100672 for \$256. Adult substitute care totaled \$63,480.29 and children's substitute care totaled \$10,636.20. Purchases totaled \$928.78. Portage House vouchers totaled \$658.25. They include voucher number 20100653 for \$658.25. A motion was made by Mr/ Krogwold and seconded by Mr. Kurzynski to place the vouchers on file. Motion carried.

B. Presentation/Discussion on 2011 Health and Human Services Budget

Mr. Przybelski stated the budget is still a work in progress. A "wish list" was developed at the end of last year. It included additional time in Prenatal Care Coordination, Child Protective Services dispositional work, and psychiatric time. This budget addresses all those needs. The fee schedule is still being developed. A new "wish list" will be developed this year. Mr. Przybelski distributed a proposed organizational chart. The chart shows where the additional time is being added. It includes a half-time position in Prenatal Care Coordination, a half-time position in Child Protective Services dispositional work, and a half-time position in Business Services. Additionally, the intensive in-home services contract will be brought in house and placed in the psychiatric services unit. The intake worker position will be discontinued and moved into the Community Support Program. Intake will no longer be centralized but broken out to each division. Business Services will handle the psychiatric intake. This reorganization will add 2.5 positions

Page 4

HHSB Meeting Minutes
September 14, 2010
Page 4

and shift one existing position. Steps to implement this work plan are being prepared. There were also some additional revenues with the 1915i program. Ms. Dreier endorsed these concepts. This allows the Department to meet the needs and tap more revenues. Mr. Przybelski stated additionally the psychologist will be retained and additional hours will be available for psychiatrist time. Ms. Dreier stated the mental health certification will allow us to drive revenues with the psychologist position. Mr. Radtke questioned if the state figures are available yet. Mr. Przybelski stated not all the figures have been received but the budget was developed anticipating no increase in revenues. Mr. Przybelski stated Portage House will tap out their reserve in 2011. Additional groups, individual sessions, and justice programming is being looked at. This will allow us to lay the foundation for 2012. Ms. King reported the state has hired a program and policy analyst. They will be starting with Portage House and comparing services across the state. Mr. Radtke questioned what the percentage of services is for those living in Portage House and those outside Portage House. Mr. Bishop stated all the services offered are for county residents. Mr. Radtke commented that Health and Human Services has been short changed with county tax levy for many years and was happy to see a larger allocation of tax levy to the Department.

IV. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

There were no position refills.

IV. NEXT MEETING

The next meeting of the Health and Human Services Board is scheduled for September 28.

V. ADJOURNMENT

The meeting adjourned at 6:35 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
September 28, 2010**

Present

Jim Clark
Sam Levin
Brian Kurzynski
Jeanne Dodge
Lonnie Krogwold
Doug Radtke

Excused:

Janis Borski
Nancy Prince

Absent:

Gene Numsen

Also Present: Dawn Grasamkee, Recording Secretary; Ray Przybelski, Director; Bill Hanna, Business Manager; Amy Marcott, Community Programs Coordinator; Jim Riggensbach, Children and Family Services Coordinator; and Faye Tetzloff, Health Officer.

The meeting was brought to order by Mr. Clark at 5:30 p.m.

I. MINUTES, GENERAL REPORTS, AND COMMENTS

A. Approval of Meeting Minutes of September 14, 2010

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

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski stated the Department was not on the "front line" during the flooding. The Department will be involved in the recovery efforts. A damage assessment will be completed.

Mr. Przybelski stated the flooding has caused the budget process to be pushed back a bit. Mr. Krogwold stated the October 5 meeting will be to explain the budget process and get up-to-date information on the flooding disaster. The October 12 meeting of the County Board will be to discuss the budget. Mr. Przybelski stated the Health and Human Services Board will meet at 4:00 p.m. on October 12, most likely at the Annex, for its meeting.

Mr. Przybelski distributed a copy of the per capita spending for health and human services programs. Information was gathered from the Department of Revenue by Mr. Radtke. Portage County is far below its neighboring counties in its portion of tax levy that is received. The state average is \$4.28 per person and Portage County spends about \$2.32 per person. Mr. Radtke commented the only difference is the way the counties define the criteria.

D. Reports from Board Appointed Committees/Activities

Mr. Clark attended the CAP Services meeting. Tax credits and investments were reviewed.

Mr. Kurzynski attended the AODA Coalition meeting. He was impressed with the number of people involved and the variety of work being done. The strategic planning process is being done. Mr. Przybelski stated work teams may be reshaped to address problem areas.

Ms. Dodge attended permanency planning. A 9 year old male with epilepsy and other problems was reviewed. A placement with relatives will be attempted. Two children, ages 8 and 9, will have the parental rights terminated. The last was a one year old girl who is placed with her maternal aunt and uncle. Her father is incarcerated indefinitely. Parental rights will be terminated.

Mr. Radtke attended the Comprehensive Community Services/Community Options Program meeting. No action was taken as no client members were present. The Special Needs Supervisor will be on board soon. The CRS 1951i program will allow us to use state funds as matching funds for federal funds. This in turn will allow us to gain more state funds. The committee was more active when policies were being developed. The committee is now in the "maintaining" phase. The committee is required to be made up of 30% consumers of services. It is anticipated the committee will drop to meeting four times a 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 who wished to address the Board.

II. FISCAL ISSUES

A. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated vouchers totaled \$43,674.87 for regular accounts and \$238,585.35 for high cost accounts. They include voucher number 20100676 for \$863, voucher number 20100677 for \$1,067, voucher number 20100698 for \$32,068.17, voucher number 20100699 for \$13,117.20, voucher number 20100700 for \$110.50, and voucher number 20100720 for \$516. Adult substitute care totaled \$63,155.10 and children's substitute care totaled \$171,363.25. There were no Portage House vouchers. A motion was made by Ms. Dodge and seconded by Mr. Levin to place the vouchers on file. Motion carried.

B. Discussion/Action on Resolution Regarding Authorization for 2010 Amended Contracts over \$100,000

Mr. Przybelski stated this was overlooked during the budget process. This is to amend the contract for the psychiatrist. A motion was made by Mr. Krogwold and seconded by Ms. Dodge to approve the resolution. Motion carried.

C. Discussion/Action Adoption of 2011 Fee Schedule

Mr. Przybelski stated the fees were set for services. Mr. Clark questioned what was the basis for increases. Mr. Przybelski stated some are based on the market and others on actual costs. Psychiatrist fees were increased. Individuals using the service pay based on their ability to pay, insurance, and Medical Assistance. Mr. Hanna stated an MSW is not currently on the staff but a fee was included in case one is hired. Social work services fees were increased by more than 3%. The fee for Hepatitis will be changed to \$61. This is just to keep the figures rounded. Water tests were increased. The fee reflects the fee we are charged. Additionally, intoxicated driver and custody studies will need to be paid prior to the service being received. The environmental health licenses are listed separately. Mr. Clark questioned how often an inspection is done in restaurants. Ms. Tetzloff stated typically once per year but due to staff shortages this year, it was less.

Mr. Radtke questioned if a comparison was done regarding environmental health. Mr. Hanna stated it was included on page 7 of the packet. Mr. Radtke questioned the percentage of supervision utilized. In school health, 8% was charged whereas 16% was charged in environmental health, which

has less staff. Mr. Hanna stated the figures are based on FTE's. This is the way the county charges all of its supervision expenses. A motion was made by Ms. Dodge and seconded by Mr. Krogwold to approve the fee schedule. Motion carried.

III. PROGRAM ISSUES

A. Discussion on 2011/2010 Budget Needs

Mr. Przybelski stated this process was completed last year as well. Ms. Marcott distributed a list of the areas of need for the Division of Community Programs. The primary need would be a Children's Waiver social worker. Due to the change in allocation of funding, the Department is eligible to receive approximately \$80,000 in Children's Long Term Support Waiver funding only if the waiver plans are submitted and approved before June 30, 2011. Once the funding is received, the Department will retain those funds. Staff are currently at capacity of their case loads. The cost of this position would be about \$72,000 to \$74,000 but part of this cost would be collected back. The staff have known about these additional funds since the beginning of the biennium budget and have been working on getting children on those waivers. The second need would be a half-time Psychiatric Nurse. This position would help the psychiatrists with their paperwork issues. The position would cost about \$40,000. The last need would be expanding the Intensive In-Home Therapy Program. This program will be brought in-house in 2011. Currently it is serving 16 families. Expanding the program would allow for more families to be served and to hopefully avoid costly out-of-home placements for these high need families.

Mr. Riggerbach distributed a list of the areas of need for the Division of Children and Family Services. The primary need would be continued funding for the Truancy Abatement Program. Funding will expire at the end of 2011. Additional fund source would need to be identified. Mr. Przybelski commented that the program has been successful. The number of habitual truants have gone from over 600 down to 170 students. Mr. Riggerbach stated a Youth and Family Services social worker may be needed if the caseload rises. The vacant position in this area was transferred to Child Protective Services as a dispositional worker since caseloads are currently down in Youth and Family Services. The last request would be in the Housing Network Program. This program has been around since the early 1990's. It assists with security deposits, first month rent, etc. County tax levy and Department of Commerce grants have paid for this program. It is uncertain if grant funds will be available in 2012 to continue the program.

Ms. Tetzloff stated she has not yet had the opportunity to speak with the supervisors. Additional hours for Communicable Disease Control and Prenatal Care Coordination would be a need. Additionally, the Public Health Technician position would be a request that would help in the Environmental Health section. This position could complete simple inspections and help with paperwork.

IV. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

There were no position refills.

IV. NEXT MEETING

The next meeting of the Health and Human Services Board is scheduled for October 12 at 4:00 p.m. at the Annex.

V. ADJOURNMENT

The meeting adjourned at 6:45 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
October 12, 2010**

Present

Jim Clark
Janis Borski
Gene Numsen
Sam Levin
Nancy Prince
Brian Kurzynski
Jeanne Dodge
Lonnie Krogwold
Doug Radtke

Also Present: Dawn Grasamkee, Recording Secretary; Ray Przybelski, Director; and Bill Hanna, Business Manager.

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

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

A. Approval of Meeting Minutes of September 28, 2010

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

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski stated the Department was given \$147,000 in 2010 for a Psychologist to remain employed and to fund a half-time Child Protective Services Dispositional Worker. An LTE Dispositional Worker was difficult to find so a Child Welfare Aide was hired instead. There is about \$24,000 that has not been spent from these funds. Mr. Przybelski stated the Department is looking at retaining these remaining funds to keep the Child Welfare Aide on board at 30 hours per week.

Mr. Przybelski informed the Board of the need for a Special Needs/Developmental Disabilities Social Worker position. There are State start-up funds as well as additional waiver funds that can be accessed by having this position. Once the waiver funds are accessed they become a permanent part of our allocation. There are three ways this position can be requested: 1) a budget adjustment, 2) a new position request, or 3) amendment to the current budget. After discussion, it was decided the Board will meet on October 19 at 4:15 p.m. to make a budget amendment.

D. Reports from Board Appointed Committees/Activities

Mr. Clark attended the CAP Services meeting. They toured Intevations which is a food processing plant in Plover that CAP Services helped to fund. The company is looking at expanding and hiring additional employees.

Ms. Borski attended the AODA Coalition meeting. She found it informative and well attended by various community organizations and members. She also volunteered to work the Harvest Fest both. Compliance checks were done in the rural areas. Mr. Przybelski stated 41 checks were done and five failures were found.

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 who wished to address the Board.

II. FISCAL ISSUES

A. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated vouchers totaled \$194,536.73 for regular accounts and \$120 for high cost accounts. They include voucher number 20100725 for \$1,649.50, voucher number 20100734 for \$52,663.82, voucher number 20100737 for \$31,679.59, voucher number 20100738 for \$94,817.32, voucher number 20100752 for \$148.50, and voucher number 20100760 for \$13,698. There were no substitute care costs. Purchases totaled \$748.62. Portage House vouchers totaled \$1,009.45. They include voucher number 20100733 for \$1,009.45. A motion was made by Mr. Krogwold and seconded by Ms. Dodge to place the vouchers on file. Motion carried.

III. PROGRAM ISSUES

A. Discussion/Information on Out of Home Care Report

Mr. Przybelski reported on the third quarter out of home care report. There were 19 children placed, 13 children changed placements, and 10 children returned home. Mr. Przybelski reviewed the cases that were placed. Year-to-date there were 44 children placed in foster care, eight in treatment foster care, seven in group care, 24 in residential care, 14 in relative placements, and four in corrections. One placement made to residential care was not recommended by the Department. The mother requested the placement in residential care and the judge agreed to this placement.

B. Discussion/Information on Progress of HHS Reorganization for 2011

Mr. Przybelski stated the intake process for the Department will be done by Divisions. Management has been meeting weekly and will be bringing Information Technology in on the meetings to look at internal issues about logging. The Department does 100% time reporting. Divisions will be meeting in small groups to look at intake for their Division and how it will be handled. It is hoped to implement the new intake process as of January 1, 2011, if the budget is passed. Additionally, meetings will be held with State staff as well as Department staff regarding eWISACWIS to look at what can be done to make the work more efficient and to allow for data collection. Mr. Hanna commented currently there is a lot of data that has been collected and questions are arising whether this data still needs to be collected. The addition of the Child Welfare Aide has helped with some of the back log of data entry. Word Processing staff will also begin doing some of the eWISACWIS work as well. Ms. Borski stated the University is developing a computer program that allows for data collection to be scanned in and tabulated.

C. Discussion/Information on HHS Response to Flooding

Mr. Przybelski stated the flooding response has been in two phases. The first consisted of the emergency phase which included responding to the environmental factors for people and businesses affected by the flooding. Three businesses tested for unsafe conditions and we worked with them to correct the issues. Water test kits are available for testing for contamination. One drawback has been individuals not following the water test directions thus some false negative test results have been found.

The second phase is the recovery process. The Department is working with the Red Cross, United Way, Catholic Charities and others on this process. There are gaps that have been identified in the plan. Additionally, some people need help to pay for the damages but are not eligible for many of our programs due to income eligibility levels. In the future, the United Way could take over in to recruit charitable contributions to aid local agencies that help people affected by a disaster.

IV. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

Mr. Przybelski stated the Special Needs Supervisor has been hired and started on Monday. Additionally, the Child Protective Services Dispositional Worker was also hired and started on Monday as well. There are currently no position refills or vacant positions.

IV. NEXT MEETING

The next meeting of the Health and Human Services Board is scheduled for October 19 at 4:15 p.m. at the Annex or Courthouse.

V. ADJOURNMENT

The meeting adjourned at 4:50 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
October 19, 2010**

Present

Jim Clark
Janis Borski
Sam Levin
Nancy Prince
Brian Kurzynski
Jeanne Dodge
Lonnie Krogwold
Doug Radtke

Absent

Dr. Gene Numsen

Also Present: Dawn Grasamkee, Recording Secretary; Ray Przybelski, Director; Bill Hanna, Business Manager; Amy Marcott, Community Programs Coordinator; and Yengyee Lor-Yang, Special Needs Supervisor.

The meeting was brought to order by Mr. Clark at 4:15 p.m.

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

A. Approval of Meeting Minutes of October 12, 2010

A motion was made by Mr. Krogwold and seconded by Mr. Levin to approve the minutes. Ms. Borski stated page 2, section D should read "booth" instead of "both." Additionally, on page 3, section B Ms. Borski would like her comment regarding the University to read: "Ms. Borski stated the Department of Information Technology at UWSP is researching and developing project management and data imaging software which may also be useful to PCHHS initiatives. On page 3, section C, last sentence Ms. Borski believes it should be "false positives" rather than "false negatives." On Page 4, section IV, Ms. Borski would like the names of individuals who are hired for positions to be listed as well as those who are leaving or moving into other positions. Ms. Borski moved and seconded by Ms. Prince to approve the amendment to the minutes. Motion carried.

B. Reports from Board Appointed Committees/Activities

Ms. Dodge attended the permanency planning review meeting. Six children were reviewed. An 18 month old boy and a 4 year old boy by the same mother but different fathers were reviewed. The mother is currently incarcerated and is not interested in terminating her parental rights. The father of one of the children has mental health issues and wishes to

terminate his parental rights. Additionally, the Bureau of Indian Affairs needs to be involved since one of the children is part Indian. Currently 11 of the 16 tribes have responded regarding whether the child is a Native American.

A 16 year old female with behavioral problems was reviewed. Her father and stepmother have occasional contact with her. Mother and daughter don't communicate. Long term foster care is anticipated.

A 14 year old female with violence issues was reviewed. There are AODA and sexual issues with the mother. The mother and daughter don't get along. Reunification with mother or father is being sought.

The last were a 10 year boy and his 9 year old sister. They have been in out-of-home care since June 2009. Mother has mental health issues. Originally reunification was the goal. The foster parents would like their removal if they are not going to be put up for adoption. The mother has agreed to give guardianship to the foster parents as long as she is allowed to be incorporated into the children's lives.

Mr. Clark clarified to the Board that Board sponsored committees are eligible for per diem. Any subcommittees that result from Board sponsored committees are not eligible for per diem.

- 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 who wished to address the Board.

II. PROGRAM ISSUES

- A. Discussion/Action on New Position Request for CLTS Waiver Social Worker Resolution

Mr. Przybelski introduced Yengyee Lor-Yang. Ms. Lor-Yang is the new Special Needs Supervisor who replaced Susan Dolski. Mr. Przybelski stated the resolution is to allow both the new position as well as the budget adjustment that needs to be done should the request be approved. There is funding through the Children's Long-Term Support (CLTS) waivers that would allow for this position. Additionally, once these funds are secured they

become part of the base CLTS funding for the county. The position would not cost any county tax levy. Additionally, it has the potential to save money in the out-of-home care expenses. A motion was made by Ms. Dodge and seconded by Ms. Borski to approve the resolution. Motion carried.

B. Discussion/Action on the Waiting List Policy for Children's Long-Term Services

Mr. Przybelski stated currently there is a waiting list for children's long-term services. Ms. Marcott stated the existing workers are currently at caseload capacity. After the new position is hired the wait list would be bound by how much funding is available and caseload capacity. Mr. Przybelski stated children do not leave the program until they age out. Additionally, a large wait list is not anticipated since children need to be eligible for this service prior to being put on the wait list. A motion was made by Mr. Levin and seconded by Mr. Krogwold to approve the policy. Motion carried.

III. FISCAL ISSUES

A. Discussion/Action on 2011 Budget Amendment for Increasing Children's Long-Term Support Waiver Worker

Mr. Przybelski stated this budget amendment is the opportunity to move the budget by \$78,418 to fund the Children's Long-Term Support Waiver Social Worker. The amendment would be forwarded to the Finance Committee. A motion was made by Mr. Krogwold and seconded by Ms. Dodge to approve the amendment. Motion carried.

IV. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

There were no position refills.

IV. NEXT MEETING

The next meeting of the Health and Human Services Board is scheduled for November 9.

Page 4

HHSB Meeting Minutes
October 19, 2010
Page 4

V. ADJOURNMENT

The meeting adjourned at 4:35 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
November 9, 2010**

Present

Jim Clark
Janis Borski
Sam Levin
Nancy Prince
Brian Kurzynski
Lonnie Krogwold
Doug Radtke

Excused

Dr. Gene Numsen
Jeanne Dodge

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

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

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

A. Approval of Meeting Minutes of October 19, 2010

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

B. Correspondence

An updated organizational chart was distributed. Additionally, the statistics from Wally J's Place to Play were distributed.

C. Director's Report

Mr. Przybelski gave an update on the FEMA training. The training was very productive and valuable lessons were learned. The training was a week long training and about 71 people attended from the area. The flooding which occurred in September provided an opportunity to utilize the county's existing disaster plan. It was found that the policy makers and decision makers should be located outside of the EOC.

D. Reports from Board Appointed Committees/Activities

Mr. Clark reported on the CAP Services financial meeting. A living unit with 19 units already has 13 units spoken for. There is an ongoing project in Waupaca County located behind Leroy Butler Ford. They are trying to get access to the property currently. Once this access has been obtained the project will begin.

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 who wished to address the Board.

II. FISCAL ISSUES

A. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated vouchers totaled \$277,395.46 for regular accounts and \$254,872.26 for high cost accounts. They include voucher number 20100785 for \$26,056.63, voucher number 20100787 for \$90,444.14, voucher number 20100799 for \$370.50, voucher number 20100765 for \$7,259, voucher number 20100807 for \$557.42, voucher number 20100809 for \$16.60, voucher number 20100827 for \$31,679.59, voucher number 20100826 for \$32,700.65, and voucher number 20100828 for \$126,911.72. Adult substitute care totaled \$68,307.96 and children's substitute care totaled \$147,963.51. Portage House vouchers totaled \$1,179.10. They include voucher number 20109786 for \$706.44 and voucher number 20100819 for \$472.66. A motion was made by Mr. Kurzynski and seconded by Mr. Levin to place the vouchers on file. Motion carried.

III. PROGRAM ISSUES

A. Discussion/Information on Third Quarter Program Statistics

Mr. Rigenbach reported on the Division of Children and Family Services. The increase in child protective services cases has resulted in an increase in the child welfare services case loads. The number of children in substitute care has increased. Intake contacts have decreased. Economic support active cases have increased. Thus far staff are doing okay with the

caseload size. If this trend continues, staffing needs will need to be looked at. Emergency Services referrals have increased which is not surprising with the economic times we are in. Mr. Radtke questioned the fraud statistics. Mr. Riggerbach stated a contract has been signed with a consortium to handle the fraud cases. No solid figures have been received as of yet. Mr. Riggerbach stated the funding for the POCAN program will discontinue. The funds have been available since 1998 and funded a half-time social worker to work with families eligible for the program.

Ms. Marcott reviewed the Community Programs statistics. Referrals to the Community Support Program have increased. The current staff have extremely high caseloads of about 30-40 clients each. In 2011, a new Community Support Program worker will be hired. Mr. Clark questioned where the vouchers are being distributed for psychological services. Ms. Marcott stated those figures are at the bottom of page 12. The voucher expenses are found at the top of page 13. This a running total. The figures should be 1,361 total visits approved and 345 visits have been paid out. The Department is only billed for services completed. There are 15 sessions approved for a six month period. This follows MA rules. Mr. Radtke questioned why two of the providers are showing no vouchers accepted. Ms. Marcott explained the Wellness Concept Group has not yet been selected as a provider by a client and Central Wisconsin Counseling Associates is awaiting its MA certification before clients can select them as a provider. Thus far none of the providers have stated they can't take any more clients, which was a concern prior to the start of the voucher program. The year to date figure on page 12 under High Cost Inpatient Mental Health for Winnebago should be 9 rather than 3. The inpatient budget is comparable from last year's budget. Adult Protective Services referrals are up. Emergency Detentions are down which Ms. Marcott attributes to the mobile crisis unit as well as the ROCC Point Drop-In Center. Ms. Marcott stated an open house was held at the ROCC Point Drop-In Center. On average 13 people utilize the center daily. There have been 79 different people at the center since it opened in August 2010. The comments from consumers were included in the report.

Ms. Tetzloff reviewed the Health Division statistics. Overall all the statistics appear to be normal. The Community Health Clinics have been busy with immunizations due to letters that were sent out to parents regarding the school law changes. Many children were not allowed to come to school unless they were current on their immunizations. This in turn caused quite a large turn out for the Community Health Clinics in the past few weeks. There

were increases in reports of Campylobacter enteritis, Cryptosporidium, Giardiasis, Salmonella, and E coli (which are all water based diseases) due in part to the state changing their lab testing. These have increase all over the state. The figure for Syphilis is incorrect. False positives are reported as positive cases even though they should be negative. The WIC program continues to be busy. WIC participation is dropping off in other areas of the state. We have not seen a drop off in our WIC program. The new Environmental Health Sanitarian has been hired. The staff have been busy dealing with the flood response. Not many private individuals took advantage of the free well testing. Primarily most of the involvement has been with businesses.

B. Discussion/Information on Recovery Fund of Portage County

Mr. Przybelski distributed a copy of the Recovery Fund of Portage County Memorandum of Understanding. This was developed as a result of the flood. This would be a fund set up to receive and distribute monetary donations to help people affected by a community disaster. If an executive order is requested to ask for donations the recovery fund and fund raising would be handled by the United Way. All the funds would be housed by the United Way. The Recovery Fund of Portage County Memorandum will be brought back to the Board for action at a future meeting.

IV. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

There were no position refills.

IV. NEXT MEETING

The next meeting of the Health and Human Services Board is scheduled for November 23. It is possible the meeting may be canceled.

Additionally, the December 14 meeting needs to be rescheduled. It was decided the meeting will be held on December 13 at 5:00 p.m. at the Annex. This will allow for material to be to the County Clerk's office on Tuesday, December 14, for inclusion in the County Board packet.

HHSB Meeting Minutes
November 9, 2010
Page 5

V. ADJOURNMENT

The meeting adjourned at 5:45 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
November 23, 2010**

Present

Jim Clark
Dr. Gene Numsen
Janis Borski
Jeanne Dodge
Nancy Prince
Doug Radtke

Excused

Lonnie Krogwold
Sam Levin
Brian Kurzynski

Also Present: Dawn Grasamkee, Recording Secretary; and Ray Przybelski, 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 November 23, 2010

Ms. Borski requested the location of the FEMA training attended by employees. The training was held in Emmitsberg, Maryland, at the National Emergency Training Center. Additionally, Ms. Borski requested to have the name and date of hire of new employees. The Environmental Health Sanitarian was hired on 9/15/10. Her name is Lindsay Benaszkeski. A motion was made by Ms. Borski and seconded by Mr. Radtke to approve the minutes with the requested additions. Motion carried.

B. Correspondence

Mr. Przybelski stated an open house will be held on Tuesday, December 7, from 5:00 to 7:00 p.m. for the River Point House for Women. This home is located at 1417 Rogers Street (across from Trinity Lutheran Church). Mr. Radtke questioned how many beds will be available in the home. Mr. Przybelski stated there is a maximum of six beds and five are currently in use.

C. Director's Report

Mr. Przybelski reported on the reorganization of the agency. A decentralized intake system will be put in place. The new phone system to handle this should be in place next week. The phone system will be tried out in December.

D. Reports from Board Appointed Committees/Activities

There were no reports from Board appointed committees/activities.

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 who wished to address the Board.

II. FISCAL ISSUES

A. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated vouchers totaled \$92,308.87 for regular accounts and \$245,711.44 for high cost accounts. They include voucher number 20100846 for \$4,194.71, voucher number 20100851 for \$290, voucher number 20100861 for \$17,392.18, voucher number 20100862 for \$41,803.10, and voucher number 20100863 for \$75,874.67. Adult substitute care totaled \$68,870.25 and children's substitute care totaled \$129,585.40. There were no vouchers from Portage House. A motion was made by Dr. Numsen and seconded by Ms. Borski to place the vouchers on file. Motion carried.

III. PROGRAM ISSUES

A. Discussion/Action on 1915i/CRS Policies

Mr. Przybelski stated 1915i is a new Medicaid type program. Policies are required to be in place. The policies are similar to the CCS policies which are already in place. A motion was made by Mr. Radtke and seconded by Ms. Dodge to accept the policies as presented. Motion carried.

B. Discussion/Action on Recovery Fund of Portage County

Mr. Przybelski stated the memorandum of understanding for the Recovery Fund of Portage County was brought back from the previous meeting for action. Basically the memorandum of understanding would be put into effect if public solicitation for funds would be needed after a community disaster.

The United Way would be in charge of handling solicitation efforts. Disbursement of funds would be done as well but funds would be disbursed to organizations and not to individuals. All funds raised would stay local. A motion was made by Ms. Dodge and seconded by Ms. Borski to approve the memorandum of understanding. Motion carried.

IV. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

Mr. Przybelski stated there were no position refills at this time. Recruitment is being done for the CLTS Waiver Social Worker. There were four applications sent over by Human Resources.

IV. NEXT MEETING

The next meeting of the Health and Human Services Board is scheduled for Monday, December 13 at 5:00 p.m. at the Annex. This will be in conference room 5.

V. ADJOURNMENT

The meeting adjourned at 5:20 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
December 13, 2010**

Present

Jim Clark
Lonnie Krogwold
Janis Borski
Brian Kurzynski
Jeanne Dodge
Nancy Prince
Doug Radtke

Excused

Dr. Gene Numsen

Absent

Sam Levin

Also Present: Dawn Grasamkee, Recording Secretary; Ray Przybelski, Director; Bill Hanna, Business Manager; Amy Marcott, Community Programs Coordinator; Jim Riggenschach, Children and Family Services Coordinator; and Blair Ward, Corporation Counsel.

The meeting was brought to order by Mr. Clark at 5:05 p.m.

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

A. Approval of Meeting Minutes of November 23, 2010

A motion was made by Ms. Borski and seconded by Ms. Prince to approve the minutes. Motion carried.

B. Correspondence

Mr. Przybelski distributed the Board Christmas greetings to the staff for the Board to sign. Mr. Przybelski distributed the tentative meeting schedule for 2011. Mr. Przybelski informed the Board that DelMonte will be sending 200 cases of green beans to Operation Bootstrap. DelMonte anticipates about two or three semis a year of dented cans will be available in an effort to keep these donated goods local.

C. Director's Report

Mr. Przybelski had no report.

D. Reports from Board Appointed Committees/Activities

Mr. Clark attended the CAP Services meeting. Interventions out of Plover has submitted 12 proposals and five came back approving the company to provide their goods. Mr. Radtke questioned if services are greater or less during the recession. Mr. Clark stated CAP is working with people who are making payments. Some are paying only the interest on loans until the recession is over.

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 who wished to address the Board.

II. FISCAL ISSUES

A. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated vouchers totaled \$93,058.38 for regular accounts and \$8,939.32 for high cost accounts. They include voucher number 20100939 for \$23,048.07, voucher number 20100941 for \$78,019.63, and voucher number 20100955 for \$930. Children's substitute care totaled \$8,939.32. There were no vouchers from Portage House. Mr. Radtke questioned how the accounts are looking for 2010. Mr. Hanna stated about 86% of the budget is used in regular accounts and about 99.45% is used in high cost. It is anticipated \$1.4 million will remain in regular accounts while high cost will need to use reserves. There is only about \$13,000 to \$14,000 remaining in high cost budgets currently. A motion was made by Ms. Dodge and seconded by Mr. Kurzynski to place the vouchers on file. Motion carried.

B. Discussion/Action 2011 Contracts \$25,000 but Under \$100,000

Mr. Przybelski stated the list of contracts was included in the packet. Mr. Krogwold questioned if any of the contracts are out of the ordinary. Mr. Przybelski stated they are all standard contracts. Mr. Radtke questioned why some are written for \$24,999 and whether that is a realistic amount. Mr. Hanna stated most of those contracts will not reach \$24,999. Clients have a choice of providers. If the contract is written for \$15,000 and \$15,002 is spent, then a new contract needs to be written. By writing them to not

exceed \$24,999 it avoids having to write a new contract. Mr. Radtke questioned if tax levy is used for these contracts. Mr. Hanna stated the voucher program is levy funded. Mr. Kurzynski moved to approve the contracts with a second by Ms. Dodge. Motion carried.

C. Discussion/Action Resolution for 2011 Contracts Over \$100,000

Mr. Przybelski stated the contracts are a combination of BCA and tax levy. Most are negotiated. Mr. Radtke questioned how much tax levy is used in each contract. Mr. Hanna stated this would be hard to figure out because each can be different. BCA funds are used first then tax levy. The same goes for the DCF allocation. Mr. Krogwold moved to approve the resolution with a second by Ms. Dodge. Motion carried.

D. Discussion/Action Amending 2010 Contracts Between \$25,000 and \$99,999.99

Mr. Przybelski stated the amended contracts listing was included in the packet. Gemini Cares increase is due to an increase in the grant which will require additional hours. The CAP Services grant allows for additional shelter care days and additional residential apartment months. A motion was made by Ms. Dodge and seconded by Ms. Borski to approve the amended contracts. Motion carried.

E. Discussion/Action Resolution to Amend 2010 Contracts Over \$100,000

Mr. Przybelski stated the resolution pertains to the Achievement Center, Brown's Assisted Living, Children's Service Society, Tomorrow's Children, and Trempealeau County Health Care Center. Mr. Krogwold questioned why some contracts needed to be amended. Mr. Przybelski stated Trempealeau is the only IMD facility and doesn't cover ancillary costs not paid by Medicare. Tomorrow's Children is a residential care facility. The Achievement Center had an increase in grant funding. Mr. Krogwold moved to approve the resolution with a second by Mr. Kurzynski. Motion carried.

III. PROGRAM ISSUES

A. Discussion/Action on Combining the CCS, COP, CST, CRS Coordinating Committees

Mr. Przybelski stated due to a decline in attendance it was felt that

combining all the committees would meet all the requirements of each program. Ms. Marcott stated all these committees are responsible to oversee the programs. Mr. Radtke questioned if the make-up of the committees would change. Ms. Marcott stated the combination of the committees may be a larger group. It is anticipated 7-20 people would make up the new committee. It is anticipated the meetings will be held quarterly. A motion was made by Ms. Dodge and seconded by Mr. Radtke to approve the request. Motion carried.

B. Discussion/Action on Resolution Enacting an Ordinance Prohibiting the Possession, Use, and Sale of Synthetic Cannabinoid

Mr. Przybelski stated the Emergency Management/Public Safety Committee has seen and approved the resolution. Mr. Ward stated this chemical is sold legally in many areas. It is 15 times stronger than marijuana. Mr. Przybelski stated four people have been hospitalized after smoking this. Mr. Ward stated the federal government has put a one year ban on the product. Ms. Borski questioned who determined the fines. Mr. Ward stated the Corporation Counsel has determined the fines. They are modeled after LaCrosse County's fines. Mr. Krogwold moved to approve the resolution with a second by Ms. Borski. Motion carried.

IV. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

Mr. Przybelski stated there were no position refills at this time other than the postings that are available through the budget process.

IV. NEXT MEETING

The next meeting of the Health and Human Services Board is scheduled for Tuesday, December 28. This meeting may be canceled.

V. ADJOURNMENT

The meeting adjourned at 5:40 p.m.

Submitted by:

Dawn Grasamkee, Recording Secretary

0599P