

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
January 12, 2011**

Present

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

Excused

Dr. Gene Numsen
Sam Levin

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

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 December 13, 2010

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

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski stated the Woodlands Commission under statute 66.0103 is being looked at. This would be at the Clark County Health Care Center. Currently Dodge County and LaCrosse County have put commissions together. Clark County Health Care Center specializes in hard to treat clients. They are paid the Medicaid reimbursement rate and cannot be supplemented by counties utilizing the facility. By entering into the commission it would allow Clark County Health Care Center to be a multi-county facility operated under a commission. Those counties that join the commission would pay a \$5,000 membership fee for organizational costs and an elected official would have a seat on the commission board. Additionally, commission members' placements are first to fill any available beds. Currently Portage County has three placements at the facility. Bed

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rates would be established by the commission. A resolution and policies are currently at the Corporation Counsel being reviewed. These were developed by Andy Phillips.

Mr. Przybelski stated the quarterly statistics will still be presented. The only change would be that only one division's statistics will be presented each month to allow for more review and training regarding the programs in the division. This will start with the first quarter statistics in 2011.

Ms. Borski reported there is a broken link on the County Board's website.

D. Reports from Board Appointed Committees/Activities

Mr. Clark stated an AODA Coalition meeting is scheduled for January 13 at 4:00 p.m. at the library.

Ms. Dodge attended the December permanency planning meeting. There were four children reviewed. They included a 1 year old male who is placed with the grandmother. His mother also lives in the home. The father is currently in jail. Reunification is planned for May. An 18 year old female with truancy problems was reviewed. Her mother is deceased. She is currently living in Nebraska with her sister and wants to return to the area. A 13 year old male with truancy problems was reviewed. His father is in prison. He is doing well in foster care and plans are to reunify him with his mother. The last case was a 16 year old male with AODA and mental health issues. His mother cannot control his behaviors. He is currently doing better in foster care.

Ms. Dodge attended the January permanency planning meeting. There were eight children reviewed. The first was a 10 year old male who was placed in foster care in March 2008. His mother has mental health issues. Currently a trial reunification is being done with close observation. A 17 year old female with out-of-control behaviors was reviewed. She has no contact with her father. Her mother cannot handle her. She is currently placed with a relative. A 13 year old female was reviewed. She was molested by her mother's live-in boyfriend as well as male neighbors. A trial reunification has been going on since September. A 5 year old female was reviewed. She is currently in placement with her maternal grandmother. She has little contact with her father and her mother's whereabouts are unknown. Transfer of guardianship to the grandmother is being pursued. A set of siblings were reviewed. They are currently placed with their maternal grandparents. Their

mother is in a halfway house. If she moves back to the area, reunification will be pursued. A 17 year old male currently is placed at Ethan House. He is doing well there. One month prior to being returned back home he began displaying difficult behaviors. He will stay in placement for now. The last was an 11 year old male with mental health issues. He has been out of control in the foster placement. His mother also has mental health issues.

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

There were no members of the public who wished to address the Board.

II. FISCAL ISSUES

- A. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated vouchers totaled \$116,770.53 for regular accounts and \$224,454.35 for high cost accounts. They include voucher number 20100939 for \$23,048.07, voucher number 20100969 for \$38,510.02 and voucher number 20100976 for \$79,140.51. Children's substitute care totaled \$158,172.65 and adult substitute care totaled \$65,401.70. There were no vouchers from Portage House. A motion was made by Ms. Dodge and seconded by Mr. Kurzynski to place the vouchers on file. Motion carried.

III. PROGRAM ISSUES

- A. Discussion/Action on Children's Trust Fund Grant Application

Mr. Przybelski stated the request is coming to the Board for permission to apply for the grant. The grant is a five year grant providing up to \$150,000 each year. If the agency is successful in applying for the grant, the funds would be used to replace the eliminated POCAN program and for Healthy Beginnings. A 25% cash match is required which will come from the Right From the Start Coalition funding allocation given by the county. A motion was made by Mr. Krogwold and seconded by Ms. Borski to approve the grant application. Motion carried.

B. Discussion/Action on Four Hour Per Week LTE Position for WIC

This request is to replace four hours per week of a WIC Aide position. Four hours are being transferred back to the public health area. The employee who currently had these hours will be working 20 hours in WIC and 20 hours in public health. The split was previously 24 hours in WIC and 16 hours in public health. It is anticipated that these four hours, if approved, would then be added to a permanent position in the spring. The position does require Hmong language interpretation. This is currently about \$300,000 in surplus in the regular accounts which could be used to pay for this LTE position. It is anticipated the cost of the LTE position would be \$3,350. A motion was made by Ms. Dodge and seconded by Ms. Prince to approve the request. Motion carried.

IV. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

Mr. Przybelski stated there were no position refills. The waiver social worker position was filled but then the individual resigned. Since it was only a short time that the position was filled, the applications received for the position will be reviewed and interviews scheduled. Mr. Radtke stated he heard two people posted for the psychiatrist position. Mr. Przybelski stated two people posted. The offer was made today to one of the individuals.

IV. NEXT MEETING

The next meeting of the Health and Human Services Board is scheduled for Tuesday, January 25.

V. ADJOURNMENT

The meeting adjourned at 5:45 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
January 25, 2011

Present

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

Also Present: Dawn Grasamkee, Recording Secretary; Ray Przybelski, Director; Bill Hanna, Business Manager; Jim Riggerbach, Children and Family Services Coordinator; and Amy Marcott, Community Programs 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 January 12, 2011

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

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski stated he received an email from the Woodlands Commission. The second informational meeting has not been scheduled yet. This Commission would be a multi-county commission with the Clark County Health Care Center. The Commission would oversee all operations of the facility. A \$5,000 fee to enter the Commission would be sent. This would allow those involved in the Commission preference on bed availability. Currently there are two other Commissions in existence. They paid a one-time fee and have not requested any additional fees to date.

Mr. Przybelski stated a meeting was held with the Aging and Disability Resource Center, Community Care of Central Wisconsin, and the Department. A compiled database of clients was discussed. Currently, there is not a way to geographically identify where clients are living. If another disaster should occur, having this database would allow a better coordinated effort to locate and assist clients with special needs (i.e., physical disabilities, mental health issues, etc.) in the affected area(s). A Memorandum of Understanding would be entered into between the agencies related to confidentiality.

D. Reports from Board Appointed Committees/Activities

Mr. Clark attended the CAP Services financial meeting. Most of the housing units being developed are filling up faster than scheduled. The credit cards issues were reviewed and no problems were found.

Ms. Borski, Mr. Clark, and Mr. Kurzynski attended the AODA Coalition meeting. Ms. Borski stated a presentation on social norms was done by Mr. Weninger. Mr. Kurzynski stated Mr. Weninger is showing the leadership needed in the school district to involved parents and students both.

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 \$84,059.60 for regular accounts and \$86,683.20 for high cost accounts. They include voucher number 20100997 for \$44,041.34, voucher number 20100998 for \$75,483.70, voucher number 20100999 for \$50,701.76, and voucher number 20101021 for \$516. There were no substitute care costs for children or adult in this voucher run. Portage House vouchers included voucher number 20100994 for \$9,516.78. Mr. Radtke questioned the AODA payment made from Portage House. Mr. Przybelski stated this payment is for a contract and is split into two payments

per year, one in June and one in December. A motion was made by Mr. Numsen and seconded by Mr. Kurzynski to place the vouchers on file. Motion carried.

III. PROGRAM ISSUES

A. Discussion/Information on Fourth Quarter 2010 Program Statistics

Mr. Riggensbach reviewed the Division of Children and Family Services statistics. There is nothing dramatic to report. The child welfare current case load has decreased due to the hiring of another dispositional worker. The intake information will be going away since the agency no longer has a centralized intake system. All intakes are being done by division now. The W2 caseload has increased. Economic support applications are down. The fraud revenues are only for nine months. A definitive figure will be available once the books are closed. Emergency services referrals are down. With the onset of the new intake system, child welfare saw a high volume of calls and reports. Supervised visitation will present a problem for the agency shortly. One home and financial manager will be out on medical leave for about four months. There are more and more contacts being ordered by the judge. A solution to this situation is being worked on.

Ms. Marcott reviewed the Community Programs Division statistics. Referrals for adult protective services/guardianships were up in the fourth quarter. Emergency detentions held steady at 35. Unfortunately there were 18 individuals placed at Winnebago through 2010. Norwood has currently stopped taking out-of-county placements. There was not as many vouchers used for psychological services as was anticipated. The mental health navigator contract will be discontinued due to the lack of usage for this service. Even though there were 283 contacts to the mobile crisis line, one caller had made 91 of those contacts. Birth-to-Three referrals have increased. A new staff person will be coming on board to work with the children's waiver clientele but there are no funds for a birth-to-three position. There is a lack of respite providers for special needs case loads. There is training that is involved to fit the needs of the children and how to handle different situations.

Mr. Przybelski reported on the Division of Health statistics. There was nothing significant to report. Immunizations are up due to school being in session. Prenatal Care Coordination referrals are also up. There was an outbreak of pertussis during this quarter. Mr. Radtke questioned whether

three of the reportable STD's are followed or not, since they are not listed on the statistics.

B. Discussion/Action on Transportation Gift Card Procedure

Mr. Przybelski stated the County Board has passed a policy on gift cards. Each department needs to develop their own policy. Mr. Hanna stated there are three options for transportation. They include gas and bus passes for qualifying W2 clients only and bus tokens for other clients. During work hours, a worker needs to fill out an authorization form and both the client and worker must sign this form. A sign out sheet will be kept at the reception area. Staff can sign out up to 20 bus tokens at a time. Gas cards have a maximum of a \$10 value on them. The contract is currently with Schierl for fuel. Bus tokens are approved by the city transit system. The staff must keep a log of the tokens/passes they distribute which will be turned in at the end of the month. Fiscal staff will then reconcile the gas/bus passes and bus tokens at the end of each month. Mr. Radtke stated the account listed under item 1 of the Gas Card & Bus Passes procedure need to be switched. Additionally, the use of the word "gift" should be replaced since these are not gift cards but specifically gas cards. Mr. Krogwold questioned since these are not gift cards why they fall under the gift card policy. Mr. Hanna stated it is easier to follow internal controls by setting this procedure. Discussion occurred regarding clarification of the title of the procedure. A motion was made by Mr. Radtke to approve the procedure with the name of "Client Transportation Gas Card, Bus Passes, Bus Tokens Procedures." Ms. Borski seconded the motion. Motion carried.

C. Discussion/Action on Wisconsin Alliance for Drug Endangered Children Gift Card Procedure

Mr. Hanna stated these are \$50 Walmart gift cards. The receipt along with a form must be returned to the Federal DEC/Meth Program Coordinator. The entire \$50 gift card needs to be spent in one visit since no change can be given and documentation of the purchase needs to be sent in. Once again, all distributed cards will be tracked and documented. Clients must qualify for the program in order to receive the gift card. A motion was made by Ms. Dodge and seconded by Ms. Borski to approve the procedure. Motion carried.

D. Discussion/Action on FIT WIC Incentive Program Gift Card Procedure

Mr. Hanna stated these gift cards are through the WIC program. They consist of a \$10 Copps gift card. Eligible clients must earn incentives. Once again a monthly log will be kept for all gift cards as well as receipts. A motion was made by Mr. Krogwold and seconded by Mr. Radtke to approve the procedure. Motion carried.

IV. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

Mr. Przybelski stated there were no position refills. A new waiver social worker position will be filled shortly. A Community Support Program case manager position is now vacant and will be posted.

IV. NEXT MEETING

The next meeting of the Health and Human Services Board is scheduled for Tuesday, February 8. The February 22 meeting will include the energy study.

V. ADJOURNMENT

The meeting adjourned at 6:05 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
February 22, 2011**

Present

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

Also Present: Dawn Grasamkee, Recording Secretary; Ray Przybelski, Director; Bill Hanna, Business Manager; Zach Bishop, Portage House Director; Suzanne Oehlke, WIC Director; and Joe Kottwitz, Portage County Sustainability Specialist.

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 January 25, 2011

A motion was made by Ms. Dodge and seconded by Mr. Krogwold to approve the minutes. Mr. Radtke questioned if the question he raised regarding the reportable STD's was answered yet. Mr. Przybelski stated not at this time but he will get the answer and let Mr. Radtke know. Motion carried.

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski stated Senate Bill 11 was available last Wednesday. A meeting with Eloise Anderson, DCF Director, was held with WCHSA. One priority is to return Milwaukee County Child Welfare duties back to Milwaukee County. The Governor's priority is to balance the budget and department needs are secondary. No figures have been received as of yet. Mr. Radtke stated the Assembly is debating whether this bill needs to be sent to the Labor Committee prior to action by the Assembly.

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D. Reports from Board Appointed Committees/Activities

Mr. Clark attended the CAP Services financial and Board of Directors meeting. Funding cuts were encountered from the federal government but nothing has been defined yet. By and large CAP Services is doing well with its initiatives.

Ms. Dodge received a letter from a permanency plan focus group which will be talking with foster parents, social workers, the Courts, etc. Additionally, discussion was held regarding the roles and responsibilities of the panel during permanency plan meetings and who is in charge of these meetings. Mr. Przybelski stated a small subgroup will be defining the roles and responsibilities and procedure changes.

Ms. Dodge attended the permanency plan reviews on February 2. Four children were reviewed. They included a 10 year old male with a criminal record. Mom is currently in prison for 16 months along with three years of supervision once released. He is currently with relatives. The goal is to transfer guardianship to the aunt and uncle and reunification with his mother. An 8 year old male with behavioral problems both at home and in the community was reviewed. He is currently at Tomorrow's Children and doing better. Reunification is planned for June. A 9 year old male and 5 year old female sibling set was reviewed. Different fathers are involved. Mom has AODA issues and the boy's father is not in the area but does visit. The boy does not want to go back with his mother due to the AODA issues. The last was a 5 year old boy who is currently undergoing a termination of parental rights hearing. The father has expressed interest in the child but the panel still recommends termination of parental rights. The child wants to be with his new "permanent" family.

Ms. Borski attended the AODA Coalition Board of Directors meeting. The presentations and Coalition meeting were discussed.

Mr. Radtke attended the CCS/CST/COP/CRS meeting. Attendance has increased due to joining the two committees together. Detailed minutes will be available soon. Another meeting is scheduled for April 14. There are no requests for COP dollars about the threshold.

- 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 \$294,113.43 for regular accounts and \$234,322.57 for high cost accounts. They include voucher number 20101024 for \$1,066, voucher number 20110018 for \$30,779.97, voucher number 20110019 for \$43,262, voucher number 20110020 for \$98,362.79, voucher number 20110026 for \$516, voucher number 20110066 for \$38,443.75, voucher number 20110067 for \$31,679.62, voucher number 20110068 for \$79,461.90, and voucher number 20110081 for \$956.75. Adult substitute care totaled \$70,445.41 and children's substitute care totaled \$133,471.81. There were no Portage House vouchers. A motion was made by Ms. Borski and seconded by Ms. Dodge to place the vouchers on file. Motion carried.

- B. Discussion/Action on Approval for Contracts over \$25,000

Mr. Przybelski stated Mid State Independent Living provides respite options for families with children in long-term care. This will allow families to have a choice between providers. Mr. Clark questioned how much respite is usually requested. Mr. Przybelski stated that varies on the needs and plans developed for the children. A motion was made by Ms. Borski and seconded by Dr. Numsen to approve the contract amendment. Motion carried.

III. PROGRAM ISSUES

- A. Presentation from the Smart Energy Team

Mr. Kottwitz distributed copies of the report to the citizen members of the Board. Page 12 of the report shows the analysis of the energy used in each building. Health and Human Services is identified as the Ruth Gilfry Building or Health and Human Services in the report. Page 13-15 show the data collected from various sources which provide the energy to the building as

well as highlights of what variables affect the energy use in the building. Pages 22-28 identify what are the energy users and various solutions to reduce the energy costs. Page 31 and 32 discuss the 2010 energy projects. Currently occupancy sensors have been installed in the restrooms so the lights go on only when the restroom is occupied. Page 35 and 36 rank the recommendations for the Gilfry Building. The walk-in cooler is primarily used by the Mobile Pantry. Mr. Przybelski stated the need for a cooler could be accommodated by using refrigerators instead. The hot water heater would be replaced with a gas hot water heater. Some areas of the building are over lite. A study from a professional contractor will be needed in order to stay within the OSHA guidelines. There is little natural light in the building other than the skylights. The other natural lighting was through windows in the front of the building but these were lost when UW Extension was moved into the building and a wall was built on the upper floor. Ms. Borski suggested looking at "healthier lighting" as well as adding more skylighting, real windows, and plants. Page 41 includes the estimated cost, savings, and year when changes are anticipated to be done. Pages 53-57 is the energy survey sent to employees. Pages 88 to 92 include the audit done from Focus on Energy as well as the recommendation savings potential. Page 125 shows the prioritization of the recommended changes. The table shows the ease of installation, recommended cost, etc.

Ms. Borski questioned the cost of the study. Ms. Dodge stated there was \$6,000 that came from UW Extension and \$12,000 from the County Board. Mr. Krogwold stated there are funds in the budget for energy savings. Mr. Radtke questioned how some data was calculated without having the costs available. Mr. Kottwitz stated Don Kech from Focus on Energy completed that data analysis. Mr. Krogwold stated a lot of changes are scheduled with maintenance. Additionally, some changes will not occur until the life expectancy for the existing equipment is completed.

B. Discussion/Information on Portage County Strategic Plan Initiative for Health and Human Services

Mr. Przybelski stated this item will become a regular agenda item in the future. The County Executive is asking that all departments complete a strategic plan initiative. The Department previously did this and will develop the plan again. It will include all of the division programs that are mandated versus non-mandated and priorities will be set as well. All programs will be reviewed and looked at how to satisfy the mandates in the statutes as well as encompass the various plans such as Healthy People and other plan

initiatives. Additionally, the strengths, weaknesses, opportunities, and threats of each division will be reviewed. This will help with setting budget priorities for 2012.

IV. PERSONNEL ISSUES

A. Discussion/Action on Additional Hours for HSS1 WIC Counselor Position

Ms. Oehlke stated the employee is currently putting in these additional four hours at straight overtime. The request is to add these four hours to the existing position. The funding would come for WIC funds. A motion was made by Ms. Dodge and seconded by Mr. Krogwold to approve the request. Motion carried with Mr. Radtke abstaining due to no paperwork provided for the request.

B. Discussion/Information on Position Refills

Mr. Przybelski stated there were no position refills. The Community Support Program position was filled with an internal candidate leaving that position vacant which may also be filled with an internal candidate. Mr. Bishop stated they are currently recruiting for a counselor position at Portage House.

IV. NEXT MEETING

The next meeting of the Health and Human Services Board is scheduled for Tuesday, March 8. Mr. Clark stated the meeting may need to be moved to start at 5:30 p.m. due to schedule conflicts.

V. ADJOURNMENT

The meeting adjourned at 6:15 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
March 8, 2011**

Present

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

Also Present: Dawn Grasamkee, Recording Secretary; Ray Przybelski, Director; Bill Hanna, Business Manager; Zach Bishop, Portage House Director; Amy Marcott, Community Programs Manager; Jim Riggerbach, Child and Family Services Division; Faye Tetzloff, Health Officer; Yengyee Lor-Yang, Children with Special Needs Supervisor; and Sue Chapman, Achievement Center 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 February 22, 2011

A motion was made by Ms. Dodge and seconded by Ms. Borski to approve the minutes. Ms. Borski complimented Ms. Oehlke on her presentation at the AODA Coalition. Motion carried.

B. Correspondence

Mr. Przybelski distributed the "Human Services Day at the Capital" flyer. This event is scheduled for April 6. On March 30, it will be Public Health Day at the Capital. Any one interested in attending the Human Services Day at the Capital should contact Mr. Przybelski.

C. Director's Report

Mr. Przybelski and Mr. Clark attended the Woodlands Health Commission meeting. This commission falls under 66.01.03. If Portage County joins the commission, it would allow for access to beds when needing to place residents at Clark County Health Care Center.

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The cost to the county would be an initial \$5,000 joining fee. The commission also sets the bed rate to help supplement the MA rate. Once the final admission agreement is ready, it will need to get approval from the Human Services Board as well as the County Board and possibly the Finance Committee. An example of the savings to the county was given. If an individual is placed at Trempealeau County the cost is \$8,000 to \$10,000 a month. If they are moved to the Clark County Health Care Center the cost drops to \$2,000 to \$4,000 a month. Since these are speciality placements, there would be no risk to our health care center population since these individuals most likely would not be placed there. The county would only pay for individuals for the days they are placed. There are no fees charged if no one is placed there. Currently there are 13 counties included in the commission thus far.

D. Reports from Board Appointed Committees/Activities

Mr. Clark attended the CAP Services Board. The impact of the budget on CAP Services was reviewed. The weatherization program stands out as one program that could primarily be affected.

Ms. Dodge attended the permanency plan reviews. There were seven children reviewed. The first was an 11 year old female who has been in care since September 2009. The child has behavioral problems. The mother has AODA issues and is homeless. Reunification with a relative is being pursued. A 13 year old female was reviewed. Mother is currently in jail. The father has made feeble attempts to contact the child. The goal is to have guardianship of the child with the aunt and uncle. A sibling set were reviewed. They are a 2½ year old male and a 4 year old female. The mother and both fathers are in jail. Reunification is the goal but termination of parental rights will be pursued if the court conditions are not met. A 17 year old female was reviewed. She does not want to reunify with her mother. A maternal aunt has been in contact with her. She is presently in foster care and doing well. The last was a 17 year old male currently at Rawhide. His guardian was in poor health but is doing better. He continues to test positive for smoking. The goal is for long term care foster placement for at least 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 \$206,590.07 for regular accounts and \$227,847.49 for high cost accounts. They include voucher number 20110087 for \$12,445.10, voucher number 20110103 for \$23,687.14, voucher number 20110104 for \$31,679.58, voucher number 20110105 for \$62,089.47, voucher number 20110111 for \$21,927.19, voucher number 20110136 for \$260, voucher number 20110137 for \$100, voucher number 20110152 for \$55,063.88, voucher number 20110154 for \$40,176.05, voucher number 20110164 for \$127.75, and voucher number 20110172 for \$1,874.40. Adult substitute care totaled \$66,408.33 and children's substitute care totaled \$118,598.67. Portage House vouchers include voucher number 20110102 for \$4,670.56. A motion was made by Mr. Levin and seconded by Mr. Kurzynski to place the vouchers on file. Motion carried.

III. PROGRAM ISSUES

A. Discussion/Information on HHS Strategic Plan

Mr. Przybelski distributed summaries of the strategic plan. The information contained in the packet is more detailed and contains the mandated and non-mandated information.

Mr. Rigenbach reviewed the Child Protective Services program. This program covers the reporting and investigating of child abuse/neglect referrals. This is a mandated program. There are prescriptive standards to follow as well as time limits to follow and directions on who needs to be interviewed. The Child Welfare Program is the services part of child protective services. This includes the court portion. These services could be contracted out but there are no agencies around that provide this service. Mr. Clark questioned if there is talk about regionalizing this process. Mr. Przybelski stated Marathon and Wood Counties have talked about it but this

is still in the discussion phase. Mr. Riggerbach stated the hardest decisions are made whether or not to screen out a referral during the intake process. The Foster Care Coordination program licenses, recruits, and trains foster care providers. If this program was not continued, there would be no foster homes and the cost to the county to place children would rise. The Children's Services programs cover the "reasonable efforts to prevent removal and achieve the goals of the permanency plan" programs. They include guardianships which are completed by the Corporation Counsel for the agency. These are not mandated but are a tool that can be used. Respite Child Care is also not mandated but does help maintain children in placement who may be hard to handle full-time. Respite Foster Care aid foster parents by providing them with a break from the placement or temporary placement if a surgery is needed. Kinship Care are payments made to relatives caring for children. Some are court ordered by the judge while others are voluntary allocations from the state. There is a wait list for voluntary placements. Currently there are 28 children in kinship placements. The length of their stay varies. The Prevention/Intervention fund was created to help with basic needs or items to prevent out of home placement or make reasonable. Foster Care Travel reimburses foster parents transportation costs for out-of-the ordinary trips for foster children.

The next set of programs are related to the Economic Support section of the department. The Fraud program is handled by a consortium of 30 counties. This is not as a comprehensive service as we had in the past but it is doing the job. The Economic Support (Cost Pool) pays for the case workers. If the new State budget is passed, these services will be centralized and will cause 13-14 workers to be laid off. Wisconsin Works (W-2) is also done in a consortium. This is a work oriented program. The PAW Consortium bid for the contract to provide these services but it is not required for the county to participate in the consortium. Wally J's is funded by a grant from the state. This provides child care services for clients when they are in the building for services. Housing Assistance Program is a grant funded program that helps pay for the first month rent for clients. The county is the fiscal agent for these funds. Energy Assistance is contracted out to Energy Services since they can provide the service at a less costly amount. The funds are funneled through the department. Child Care Certification is subcontracted out. Licensed child care is done by the state where certified child care is done by the counties.

The following programs are included in the Juvenile Justice section of the Department. The Gateway Program is an after school program provided by the Boys and Girls Club. These is not a mandated program but it does help keep children out of out-of-home placements. The PACT is a tool used to help assess risks of reoffending. This has not been used effectively at this point. The Intensive Supervision and Electronic Monitoring programs are contracted to be provided for by Professional Services Group. These individuals make frequent contacts with the juveniles and monitor any ankle bracelets. Ms. Borski questioned if the Sheriff's Department could monitor the ankle bracelets. Mr. Riggerbach stated they Sheriff's Department does this for adults only. The Truancy Abatement Program is provided by the Boys and Girls Club through a contract. This is a non-mandated program. Shelter Care provides an immediate placement option if a juvenile needs to be placed. Children's Substitute Care is a high cost program. This program allows placement of juveniles if they are endangered or a danger to the community. Custody Studies are ordered by the Court. The county does not need to do these but the judges order them done by the county. Juvenile Services is the court portion of juvenile justice. Mr. Krogwold questioned if the funding for these programs come from tax levy. Mr. Riggerbach stated some funding comes from tax levy but not all.

Ms. Tetzloff reviewed the Health Division programs. Ms. Tetzloff stated the Level I Audit Tool was included in the packet which provides program detail. Another audit was completed five years later but was very abbreviated. Communicable Disease is a mandated program but is unfunded. The Department is required to call and investigate any reportable communicable disease. In some cases a quarantine is necessary as well. Dental Services is not mandated but is covered through a grant and MA funding. Environmental Health Human Health Hazards are mandated at the county level to be done by public health. The Agent Programs include the restaurant and other establishment inspections. The State contracts with us to provide this service which is mandated by the State. Immunizations are mandated if we receive vaccine at no cost from the state and federal governments. Lead has funding to provide the service. If lead poisoning is found we are mandated to respond. Screenings are not mandated. Maternal/Child Health is mandated at the state level but not locally. Prevention/Community Health Improvement Plan is mandated to identify key common health issues and develop a plan to address the issues. This is required to be completed every five years. Preparedness is mandated to be done but there is no clear guidance related to definition of a "preparedness" as of yet. School Health is a requirement of schools by Department of Public

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Instruction. We currently contract with the school districts to provide this service for them. Wisconsin Well Women is not mandated to be provided by the county but access to the preventative health care is required. A grant is paying for this service. WIC is a state mandate that must be provided at the county level.

Due to time constraints, the Community Programs Division plan will be reviewed at the next meeting.

B. Discussion/Information on 2011-2013 State Budget

Due to time constraints, this will be discussed at the next meeting.

IV. PERSONNEL ISSUES

A. Discussion/Information on Contract for Temporary OWI Assessor

Mr. Przybelski stated the current OWI assessor will be out on medical level. The request is to allow for an independent contractor to provide two days a week of OWI assessment services. The contract would be for no more than \$7,000.

B. Discussion/Action on LTE Hours for ARRA Immunization Grant Coordinator

Mr. Przybelski stated a grant was received for these services near the end of 2009. An LTE request for 400 hours was requested and approved. As of February 25, the LTE has worked 385.5 hours. There is still \$5,308 of ARRA funds remaining. A request is being made for 229 additional LTE hours. A motion was made by Ms. Dodge and seconded by Ms. Borski to approve the request. Motion carried.

C. 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 Tuesday, March 22. Mr. Przybelski stated an additional meeting may need to be held in March depending on the outcome of the vote, if any, regarding the State budget repair bill.

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V. ADJOURNMENT

The meeting adjourned at 6:35 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
March 22, 2011**

Present

Jim Clark
Dr. Gene Numsen
Lonnie Krogwold
Sam Levin
Brian Kurzynski
Jeanne Dodge
Doug Radtke

Excused

Janis Borski
Nancy Prince

Also Present: Dawn Grasamkee, Recording Secretary; Ray Przybelski, Director; Bill Hanna, Business Manager; Zach Bishop, Portage House Director; Amy Marcott, Community Programs Manager; Jim Rigenbach, Child and Family Services Division; and Yengyee Lor-Yang, Children with Special Needs Supervisor.

The meeting was brought to order by Mr. Clark at 5:15 p.m.

I. MINUTES, GENERAL REPORTS, AND COMMENTS

A. Approval of Meeting Minutes of March 8, 2011

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

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski presented an update on the out-of-home placements for the department. On August 31, 2010, there were 31 children in foster care, seven in treatment foster care, two in group care, 15 in residential care, and four in corrections. As of March 21, 2011, there were 33 children in foster care, eight in treatment foster care, two in group care with one child going home in June, five in residential care with one child going home on May 25 and two other children returning home in April and May, and three in corrections with two leaving at the end of May. Staff are looking at implementing other changes to help alleviate out-of-home placements. It is anticipated that there will be between \$2-\$4 million in cuts to the county in the Governor's budget. Staff reductions cannot be a possibility since staff

are stretched thinly already. It is hoped that the savings in the high cost budget could be shifted to help save positions. Additionally other high cost savings that could manifest in the Community Programs Division. Mr. Levin questioned if safety is also being considered when determining if an in-home placement could be maintained. Mr. Przybelski stated safety is the primary concern of staff when looking at whether or not a child could remain in their home or if an out-of-home placement is needed.

D. Reports from Board Appointed Committees/Activities

Ms. Dodge attended the permanency plan reviews. There were three children reviewed. The first was a 16 year old male who has been in placement since November 2009. He has been very cooperative at the Level 2 foster home but remains defiant at home when on home visits. In October 2010 long-term foster care placement was added to his plan. He has been removed from foster care and placed at Rawhide due to sexual assault. The second child was a 12 year old male who has been placed since September 2010. He was originally placed with his father but the father was unable to provide for his necessary needs and did not show up for counseling services. Reunification with the mother is anticipated. The last child was a 14 year old female placed since September 2010. She has been a runaway, has truancy issues, and inappropriate sexual activity. She was removed from her aunt and uncle's home by their request due to her behaviors. She is currently in foster care and is doing well. It is anticipated she will be returned home at the end of the school 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

There were no vouchers.

III. PROGRAM ISSUES

A. Discussion/Information on Community Programs Mandated Programs

Ms. Marcott reviewed the Community Programs Division programs. Crisis Intervention has been expanded. This program includes the mobile crisis team, Level III crisis certification, and mental health high cost stays. The county is mandated to provide these services. If the mobile crisis team is eliminated it would eliminate control over high cost placements. The Level III certification allows the Department to provide mobile crisis services and to charge for services for crisis bed admits. The voluntary mental health stays are preventative in nature in a sense. Currently we are paying \$615 per day for voluntary stays at St. Michael's Hospital compared to \$1,000 per day at other places. These stays are never authorized for more than three days. Mr. Hanna stated there are some state funds for some crisis programming. Children are fully covered under federal and state funds. If the individual is emergency detained, then the Department is "stuck" with the entire bill and the stay is typically longer. Jail Support Services are not mandated. The social worker is located in the jail and helps to monitor and track individuals currently incarcerated at the jail with mental health and AODA issues. It also helps to reduce the recidivism rate. Mr. Hanna stated the jail budget also contributes to the social worker position for these services as does revenues from the IDP program. Adult Protective Services is for vulnerable and at-risk older adults. It is mandated for the county to provide these services but is not well funded by the state. SMI Case Management/SMI Contracted Services are mandated by the state for the county to provide community support program services. We do not have a certified community support program. If the program was certified, it would require smaller caseloads which would then leave many currently served clients on a wait list for services and require the Department to employ occupational and recreational therapists as well as rehabilitation and vocational counselors, as well as mental health technicians. The CCS and CRS programs require a 40% match for services. If there is a decrease in these services, it would impact the high cost accounts negatively. Outpatient Services (formerly psychological services) are mandated by the state for the county to provide services or to contract for these services but is currently covered by COP funds which makes these programs fully funded. We no longer have a full clinic but utilize our voucher system for Psychological services. We do have two psychiatrists on staff. This staffing pattern needs to be maintained in order to maintain certification and ability to appropriately bill for services. This program also includes the intensive in-home therapy program which

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was brought back in house to increase our ability to reduce children's out-of-home costs. Chemical Dependency requires the county to establish outpatient care for AODA clients. This is done through a contract with Ministry Behavioral Health. Program controls could be increased with inpatient detox expenses. There are a lot of repeat offenders. The cost is currently \$400 per night for an inpatient detox stay. The Intoxicated Driver Program is mandated by the state. This program does not cost the county any funds since it pays for itself and drives high levels of revenue. The program could be contracted but revenues would be lost. Children with Severe Emotional Disabilities is a mandated program. It is funded with state and federal funds which are rarely touched. If services were reduced it could potentially result in more high cost placements. Home and Financial Managers are not mandated. This staff provides support to the Community Support Program with daily living skills as well as provides court ordered supervised visitation. Ms. Dodge stated the permanency panel has instructed staff to keep the supervised visitation active in some cases. Mr. Krogwold questioned if this is something the Financial Wellness program through UW Extension could provide. Mr. Riggerbach stated the Financial Wellness program uses budgeting counselors and help individuals with credit problems and establishing budgets. This is vastly different than what the home and financial managers do. Children with Disabilities is also a mandated program. Waivers are the funding sources for these programs. Birth to three services are provided under a contract with the Achievement Center. This helps to prevent higher cost care in the future. Mr. Clark questioned what happens after the child turns three. Ms. Marcott stated it depends on what level of functioning the child is at. If there are continued delays or established disability, the child is put on waivers or services are provided through the school system. Mr. Przybelski stated there is a RFP being developed for provision of these services to see if there are other providers available. This is due to the county's policy to develop RFP's for services not because we are unhappy or dissatisfied with the Achievement Center's services. Ms. Lor-Yang stated there is little tax levy in these programs since they are mainly all waiver allocations. The last program is Portage House (10 bed facility). This is not mandated to be provided. Funding is received from the DOT through a grant of about \$310,000 with about \$60,000 in tax levy to fund the program. It is a regional facility. All counties in the region have access to place individuals at Portage House. Mr. Bishop stated about 90% of the clients have AODA issues. More sex offenders are being placed. There are no out-of-county sex offenders in the program. The program does save the county in jail bed days. Ms. Dodge

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questioned how Portage House impacts Ms. King's program. Mr. Bishop stated they work closely together.

IV. PERSONNEL ISSUES

A. Discussion/Action for LTE Hours for Child Welfare Aide

Mr. Przybelski stated originally an allocation of \$37,000 was received in 2010 to hire a part-time child welfare worker. It was difficult to fill this position so two limited term child welfare aides were hired instead. One child welfare aide only worked for part of the time. As such there are still funds totaling 1,298.75 limited term hours remaining. This request is to fill those remaining hours with a child welfare aide. An exception to the limited term hours will be requested of the Human Resources/Financial Committees. A motion was made by Mr. Radtke and seconded by Mr. Kurzynski to approve the request. Motion carried.

B. 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 Tuesday, March 29. The SWOT analysis will be presented along with a resolution from CAP Services.

V. ADJOURNMENT

The meeting adjourned at 6:15 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
March 29, 2011**

Present

Excused

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

Also Present: Dawn Grasamkee, Recording Secretary; Ray Przybelski, Director; Bill Hanna, Business Manager; Amy Marcott, Community Programs Manager; Jim Riggerbach, Child and Family Services Division; Dianne Koca, Office Manager; and Jennifer Stewart, UW Extension.

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 March 22, 2011

A motion was made by Ms. Borski and seconded by Mr. Radtke to approve the minutes. Mr. Levin clarified his question regarding safety being a determining factor in keeping children at home. Mr. Przybelski stated safety is part of the determining factor in maintaining children at home. Motion carried.

B. Correspondence

Mr. Przybelski distributed a memo from the State of Wisconsin Department of Corrections regarding consolidation of juvenile correctional institutions. Southern Oaks and Ethan Allen will be closed but Lincoln Hills will remain open. All juveniles will be transferred to Lincoln Hills in the coming months. The Sheriff's Department will be responsible for providing transportation for the transfers.

C. Director's Report

Mr. Przybelski received an email announcing the Joint Finance Committee will be holding a public hearing on the Governor's budget on April 7 from 10:00 a.m. to 6:00 p.m. in the Laird Room in the Dreyfus Center at UWSP. Mr. Przybelski stated anyone wishing to comment on the budget should arrive quite early to sign up to speak.

Mr. Przybelski distributed a copy of the resolution that will be discussed later in the meeting.

Mr. Przybelski stated the Legislative Reference Bureau has published the proposed budget on the web.

D. Reports from Board Appointed Committees/Activities

Mr. Clark attended the CAP financial meeting. Colligan's Bakery has only paid their interest on their loan due to losing a large account. They have picked up a large account for the next six months so will be catching up on their payments. CAP Services is awaiting the impact, if any, to the weatherization program due to the Governor's budget. A resolution will be sent to the County Board asking to support federal funding of community action agency programs.

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 the voucher report now shows the year-to-date expenditures in all three accounts. The regular accounts totaled \$142,535 and the high cost accounts totaled \$166,891.85. They include voucher number 20110174 for \$800, voucher number 20110183 for \$738.77, voucher number 20110211 for \$31,679.58, voucher number 20110212 for \$91,198.66, voucher number 20110214 for \$25,779.28, and voucher number

20110215 for \$52. Adult substitute care totaled \$50,474.93 and children's substitute care totaled \$108,703.63. Portage House vouchers totaled \$1,801.96 and include voucher number 20110198 totaling \$1,801.96. A motion was made by Ms. Dodge and seconded by Ms. Borski to place the vouchers on file. Motion carried.

III. PROGRAM ISSUES

A. Discussion/Action on Resolution Supporting Federal Funding of Community Action Agency Programs

Mr. Przybelski stated there was one change to the resolution. A paragraph was added directing the Portage County Clerk to forward a copy of the resolution to the respective State of Wisconsin and Federal legislative representatives of Portage County, the Wisconsin Counties Association, and the Wisconsin Community Action Program Association. A motion was made by Mr. Radke and seconded by Mr. Kurzynski to approve the resolution. Motion carried. Mr. Radke commented that Waushara County Board supported the federal funding of CAP programs according to the Waushara newspaper.

B. Discussion/Information on Agency Strategic Plan SWOT Analysis

Mr. Przybelski distributed a copy of the strategic planning template. The staff will complete their portion of the strategic plan at a later date. Ms. Stewart distributed the SWOT analysis worksheet. The Board took time to write down their ideas in the areas of Strengths, Weaknesses, Opportunities, and Threats as they perceive the department will be facing. The ideas were presented verbally and in writing. All the worksheets will be returned to Mr. Przybelski. Mr. Przybelski stated the comments and ideas will be incorporated into the strategic plan and brought back to the Board at a future date.

IV. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

There were no position refills.

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IV. NEXT MEETING

The next meeting of the Health and Human Services Board is scheduled for Tuesday, April 12.

V. ADJOURNMENT

The meeting adjourned at 6:25 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
April 12, 2011**

Present

Janis Borski
Dr. Gene Numsen
Nancy Prince
Lonnie Krogwold
Brian Kurzynski
Jeanne Dodge
Doug Radtke

Excused

Jim Clark

Absent

Sam Levin

Also Present: Dawn Grasamkee, Recording Secretary; Ray Przybelski, Director; Bill Hanna, Business Manager; Jim Riggerbach, Child and Family Services Division; Dianne Koca, Office Manager; Phil Idsvoog, County Board Chairperson; Economic Support Case Managers: Patti Smith, Cathy McCorkell, Miriam Carrizosa, Lori Yenter, Sandy Christopherson; Cheryl Kawlewski, Economic Support Lead Worker; Elderly/Blind Disabled Case Managers: Doreen Check and Tricia Niemczyk; and Tammy Porter, Elderly/Blind/Disabled Lead Worker.

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

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

A. Approval of Meeting Minutes of March 29, 2011

A motion was made by Ms. Borski and seconded by Dr. Numsen to approve the minutes. Ms. Borski asked for clarification on the juvenile correctional institutions that are closing. Southern Oaks was a girls facility and Ethan Allen was a boys facility. The Lincoln Hills facility will remain open and will house both boys and girls in segregated areas. Motion carried with the clarifications made.

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski reported on February 22 the Board approved four hours for a WIC counselor position. After reviewing the Human Resources policies, this request should have come as a new position request. As such a resolution was sent to the Human Resources Committee requesting this new position.

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D. Reports from Board Appointed Committees/Activities

Dr. Numsen attended the Family Support Committee meeting. Funding for this program has remained the same as last year. Two-thirds of the assessments have been completed. There were 1,076 clients receiving up to the \$1,500 maximum available per client on the program. There are 43 clients on the waiting list. The average time on the waiting list is three years. A long discussion was held about budget changes that may be forthcoming.

Ms. Borski attended the AODA Board meeting. MORP is this weekend and will be held at Rogers Cinema. The next prescription drop-off collection sites are being planned. The full coalition will meet three times a year instead of twice per year. Mr. Przybelski clarified the coalition meets every other month with the summer off.

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 the regular accounts totaled \$96,864.76 and the high cost accounts totaled \$117,125.49. They include voucher number 20110233 for \$48,353.92 and voucher number 20110234 for \$68,771.58. There were no adult or children's substitute care vouchers. Portage House vouchers totaled \$290.34 and include voucher number 20110225 totaling \$290.34. Mr. Hanna clarified the expenditure figures will update once a month after the substitute care vouchers are received. A motion was made by Mr. Radtke and seconded by Ms. Borski to place the vouchers on file. Motion carried.

III. PROGRAM ISSUES

A. Discussion/Action on Resolution to Oppose the Centralization of Economic Support Programs as Proposed in the Governor's 2011-2013 Biennium Budget and to Support the Proposal of the Wisconsin County Human Services Association to Improve Program Efficiency and Maintain Local Access to Services

Mr. Przybelski stated this was discussed in the past. Centralizing Economic Support programs was found to be a bad idea for a variety of reasons. It will pose hardships for individuals to access services. Other counties have sponsored similar resolutions opposing centralizing this service.

Mr. Rigenbach stated the company currently doing the BadgerCare Plus Core and food share for childless adults has not performed well. Additionally, this company is also managing the Family Planning Waiver program. Almost immediately a backlog occurred resulting in the need to ask counties for assistance in processing the high volume of cases. Portage County assisted the State in processing this backlog. The proposal will move all Economic Support cases to Madison. Clients will only have access via telephone or the internet. Our staff currently assist people with applying for services when they have no means of contacting the State. It is anticipated 11-12 individuals will lose their employment with Portage County. Currently it takes a minimum of six months to learn the programs. Additionally, when the services were spread throughout the State, funding for the programs was also spread throughout the State. The proposal will keep all the funding in Madison. The resolution before the Board asks the State to rethink this proposal. Currently the State is negotiating with the Wisconsin Counties Human Services Association for an alternative to centralizing the system. The Federal government has informed the State that food share cannot be centralized. A hybrid model being discussed is using the existing staff and developing a regionalized call center to handle questions, take address changes, and other minor program mandates. Some reduction in staff would be realized. Each worker would have about 650 cases but this would be to complete the required six month to one year reviews depending on the program and assist new clients to the programs.

Mr. Przybelski stated the staff at the Department are experienced and dedicated. Additionally, some of our staff will go to clients' homes to help in applying for their programs, answer questions, etc.

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Mr. Krogwold questioned how much funding would be taken away from Portage County. Mr. Riegenbach stated in 2009 there was \$268,000 for the program. The original proposed plan would reduce Community Aids by that amount.

Ms. Borski asked the staff present to introduce themselves and give their years of service as well. The workers introduced themselves and stated their years of service in the Economic Support unit.

Mr. Przybelski stated the existing State system being used for services to the childless adults has a high error rate and the cost per case is higher than what the county can provide.

Ms. Porter stated when an individual needs to call the 1-800 number they are shifted from person to person for a variety of reasons. Additionally, they do not have one case worker handling their case, but a variety of workers. There can also be at least a two hour wait on the phone in order to get through to a "live" person. At the county level, there is one worker assigned to an individual's case so they know who to contact and get their questions answered or receive the assistance they need.

Mr. Idsvoog stated the move to centralize services is quick fire. There seem to be no consequences for noncompliance and high error rates. Mr. Radtke suggested the Legislative Committee also sign the resolution. A motion was made by Ms. Borski and seconded by Ms. Prince to approve the resolution and to forward to the Legislative Committee for approval. Motion carried.

B. Discussion/Information on 2011-2013 Biennial Budget Impact on Human Services Programs

Mr. Hanna stated the information presented in the packet is what is known at this point in time. A large impact will be felt by the proposal to remove Economic Support (Income Maintenance). The federal government pays 50% of claims for Economic Support. The loss would not be \$1.2 million as anticipated due to overhead costs not reducing. The reduction to Community Aids would be about \$268,942. In Youth Aids and Juvenile Corrections the proposal is to reduce youth aids by 10% effective July 1, 2011. This would result in a \$30,000 in 2011 and \$61,000 in 2012. Additionally, the cost for a placement at Lincoln Hills would be raised by \$9 per day. Fees for corrective sanctions would be reduced from \$101 to \$99. Kinship would receive a \$1.6 million decrease statewide. About \$10,000

would be lost. Additionally, more individuals would be put on a waiting list for kinship funding. Youth and Family Aids would receive an increase statewide. It is not known how this would be distributed among the counties but it is anticipated the Department would receive about \$7,000. Other programs are unknown at this time. Mr. Radtke questioned how the \$54,000 in tax levy for Income Maintenance compares with other counties. Mr. Hanna stated it is on average about the same. Mr. Idsvoog questioned how much total funding is anticipated to be lost. Mr. Hanna stated the total at this point is about \$750,000 to \$1 million in lost revenues. A list of grant funded programs was also included in the packet. Some of the funds could be eliminated or changed.

IV. PERSONNEL ISSUES

A. Enter Into Closed Session Pursuant to 19.85(1)(c) and 19.851(1)(f) Wisconsin Statutes to Review Alleged Employee Misconduct

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

B. Reconvene Into Open Session for Discussion and Possible Action on the Closed Session Item

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

C. 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 Tuesday, April 26.

V. ADJOURNMENT

The meeting adjourned at 6:00 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
April 26, 2011

Present

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

Also Present: Dawn Grasamkee, Recording Secretary; Ray Przybelski, Director; Bill Hanna, Business Manager; Dianne Koca, Office Manager; Faye Tetzloff, Health Officer; Patty Dreier, County Executive; Diane Kaminski, Switchboard Operator; and Amanda Brooks, Receptionist.

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 April 12, 2011

A motion was made by Ms. Dodge and seconded by Mr. Kurzynski to approve the minutes.

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski reported per HR policy, a leave of absence was approved for Yengyee Lor-Yang when she gives birth to her child. Since she has been here for less than a year a special request needed to be submitted to HR. Mr. Przybelski stated he was able to approve two weeks. The request was approved for eight and a half weeks total.

Mr. Przybelski stated there are currently 2.5 vacant positions in health. A request was made to HR to change the vacant hours from 40, 40, and 20 to 38, 38, and 24. This will allow for more full day coverage. Mr. Krogwold

questioned if the benefits would change for the 24 hour position. Mr. Przybelski stated it would not.

D. Reports from Board Appointed Committees/Activities

Mr. Clark attended the CAP committee meeting. The federal government has asked the Director to submit the Social Security numbers of the committee members. There was no reason given for the government needing this information. One member refused and subsequently resigned from the committee. Loans were approved. Colligans has received another large contract for a three month period.

Mr. Clark attended the CAP committee general finance meeting. Monitoring of credit card purchases was done. The auditor stated the program is doing very well.

Mr. Radtke attended the CCS, CST, COP, CRS Coordinating Committee. The new name for this committee will be Mental Health/AODA Coordinating Committee. There were no COP requests over the \$1,500 limit submitted. One was brought forward at the meeting. There was no written data provided. The request was approved with Mr. Radtke abstaining due to no written data. The Family Care program will not be receiving new applications after July 1 unless someone leaves the program due to the Governor's budget. Mr. Przybelski stated Portage County has been involved in Family Care for a long time and the number of new enrollment requests are basically equal to the number of people leaving the program on a monthly basis.

Mr. Clark attended the AODA meeting along with Ms. Borski. An emphasis was put on alerting parents of the legal ramifications of hosting parties with underage consumption. Compliance checks are forthcoming targeting convenience stores. Ms. Borski stated two adults will now accompany the youth when doing the compliance checks. The 14 member AODA Board has contributed about \$700 thus far in fundraising. The funds go to the general fund. The annual report has been completed. Mr. Clark stated the next large event will be the ice cream social at the soccer fields. The medication drop off event will be held in the county. Pharmacists are now allowed to accept expired or unwanted medication by license. MORP was successful with about 350 students present.

- 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. PROGRAM ISSUES

- A. Discussion/Information on First Quarter Program Statistics - Division of Health

Ms. Tetzloff presented the statistics. There was nothing remarkable this quarter. The statistics will be changing to go toward quality indicators. Ms. Tetzloff presented the County Health Rankings website. It can be found by on the web. The site is named countyhealthrankings.org. The data set is limited since it looks at consistent data only. Outcomes and health factors are ranked. Dr. Numsen questioned the latent TB results on page 8. Ms. Tetzloff stated when the test is positive it shows that individuals were exposed to TB sometime in their lifetime. Nine months of medication are given to prevent it from becoming active. Mr. Radtke questioned why the definitions on pages 10-12 do not match the statistical information on page 7-9. Ms. Tetzloff stated the definitions are outdated and not all the communicable diseases are required to be reported any longer.

III. FISCAL ISSUES

- A. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated the regular accounts totaled \$96,778.54 and the high cost accounts totaled \$169,061.43. They include voucher number 20110257 for \$3,389, voucher number 220110282 for \$26,737.38, voucher number 20110283 for \$31,679.58, voucher number 20110284 for \$47,035.59, voucher number 20110291 for \$600, and voucher number 20110303 for \$458.49. Adult substitute care totaled \$43,495.91 and children's substitute care totaled \$112,444.02. Portage House vouchers totaled \$665.50 and include voucher number 20110269 for \$665.50. A motion was made by Ms. Dodge and second by Mr. Kurzynski to place the vouchers on file. Motion carried.

B. Discussion/Action on Governing Board's Recommendation for
Reclassification Requests for Health and Human Services Receptionist as
Forwarded by AFSCME Local 348

Mr. Przybelski stated the information was contained in the packet. Ms. Brooks stated there are only two reception positions in the county. All the others are administrative secretaries. Additional duties have been taken on such as accounting duties, POSIT reports, managing the mental health wait list, and other secretarial or administrative duties. Mr. Clark questioned if any additional schooling was required. Mr. Levin stated he didn't believe additional education is an issue even though it is nice. Mr. Przybelski stated the union is in support of the reclassifications. Mr. Radtke questioned how long the individual has been in the position and how many supervisors there have been. Ms. Brooks stated there has only been one supervisor for her while in this position. She has been in two positions both related to the receptionist. In 2007 she was hired as the receptionist until 2009. In 2009, she was the receptionist/optical imager. Later in 2009, staff were reduced and she became the receptionist again and has been in that position to the present. Ms. Borski questioned if the reclasses are approved, does the individual need to go through a probationary period again. Mr. Przybelski stated no, the position is just reclassified. If a new individual moves into the position, then there is a probationary period at that time. Mr. Krogwold stated the requests are heard at the Board meeting and then forwarded to HR with the Board's recommendations to approve or not approve.

C. Discussion/Action on Governing Board's Recommendation for
Reclassification Requests for Health and Human Services Switchboard
Operator/Patient Medication Assistant Program Coordinator as Forwarded
by AFSCME Local 348

Mr. Clark stated the Board could take a motion on both positions rather than individually. Ms. Prince stated she would take up the offer to observe the reception area for a day. A motion was made by Ms. Borski and seconded by Ms. Dodge to approve the recommendation for the reclassification requests. Motion carried.

D. Discussion/Action on Resolution Regarding Authorizing a 2010 Budget Adjustment for Health and Human Services High Cost Accounts and Transfer from Health and Human Services Regular Accounts

Mr. Hanna distributed an the updated public health accounts. Mr. Przybelski stated the high cost accounts were overspent. An adjustment to the budget is being requested to allow to transfer funds from the regular accounts to the high cost accounts totaling \$179,621.25. The regular accounts will close out with a surplus. Mr. Radtke questioned were the \$441,910.06 figure comes from. Mr. Hanna explained it is also required to amend the high cost budget by adjusting both the expenses and revenues to equal the shortfall amount. A motion was made by Mr. Krogwold and seconded by Ms. Dodge to approve the resolution and to forward it to finance. Motion carried with Mr. Radtke abstaining.

E. Discussion/Information on Contracts Under \$25,000

Mr. Przybelski stated there is a contract of less than \$1,500 to MCFI for third party payroll, a \$5,000 Badger-Bay Management contract, and a \$1,500 suicide prevention speaker booking contract. Most are funded by grants.

IV. PERSONNEL ISSUES

A. Enter Into Closed Session Pursuant to 19.85(1)(c) and 19.851(1)(f) Wisconsin Statutes to Review Alleged Employee Misconduct

A motion was made by Mr. Krogwold and seconded by Ms. Dodge to enter into closed session at 6:14 p.m. A role call vote was taken with all stating aye.

B. Reconvene Into Open Session for Discussion and Possible Action on the Closed Session Item

A motion was made by Mr. Krogwold and seconded by Ms. Dodge to return to open session at 6:23 p.m. No action was taken.

C. Discussion/Information on Position Refills

Mr. Przybelski stated a half time juvenile justice position as well as 2.5 FTE nursing positions are being requested to be refilled.

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IV. NEXT MEETING

The next meeting of the Health and Human Services Board is scheduled for Tuesday, May 10.

V. ADJOURNMENT

The meeting adjourned at 6:25 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
May 10, 2011

Present

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

Also Present: Dawn Grasamkee, Recording Secretary; Ray Przybelski, Director; Bill Hanna, Business Manager; Zach Bishop, Portage House Director; Jim Riggerbach, Children and Family Services Coordinator; Tammy Porter, Elderly/Blind/Disabled Lead Worker; Cheryl Kawlewski, Economic Support Lead Worker; and Gurdon Hamilton, Citizen.

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 April 26, 2011

Mr. Radtke requested a correction on page 2 under section D, third paragraph, line 4. It should read "There were no written data ..."
Additionally, on page 3, under PROGRAM ISSUES, section A, the last sentence be amended to include "and current definitions would be provided."
A motion was made by Mr. Krogwold and seconded by Mr. Levin to approve the minutes as corrected. Motion carried.

B. Correspondence

Mr. Radtke stated AJR 35 was passed regarding Lyme Disease. May is Lyme Disease Awareness Month.

C. Director's Report

Mr. Przybelski had nothing to report.

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May 10, 2011
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D. Reports from Board Appointed Committees/Activities

Mr. Clark attended the CAP committee meeting. Budget reductions in areas are needed. Funds come from the federal government to support the effort. Mr. Clark stated Mary Patoka, the CEO, is doing a good job. Karl Pnazek is providing consultation services.

Ms. Dodge attended the permanency planning panel review. Six children were reviewed. The first was a sibling set consisting of an 8 year old girl and an 11 year old boy. The case was reviewed six months ago. The goal of termination of parental rights was determined and the case was sent to Corporation Counsel. The mother asked the case be moved up as quickly as possible in order to bring closure and stability to the children. After speaking with Corporation Counsel, it is anticipated the case will be concluded hopefully at the end of June. The children are currently in foster care and it is anticipated the foster family will be adopting them. They are doing well. The second was a 17 year old boy with emotional issues. Parental rights were terminated in 2000. He has been in a home with sustaining care since 2003. With the anticipated wait list for Family Care service continuation is a concern. A 15 year old boy with AODA and theft issues was reviewed. He has consistently violated his court conditions. He has been doing better. The goal is reunification. Extended trial home visits are planned for the summer. A 17 year old boy was removed due to excessive discipline by his father and stepmother. By court order, there is to be no contact with the father. A relative placement was made but due to the family having young children, he was moved to foster care. The youth wants to reunify with his father. His father has since left the stepmother but it is uncertain whether reunification can be successful since the father is awaiting an apology from his son after the son had asked for his BB gun. The last child was a 10 year old girl was reviewed. The mother is dealing with AODA issues and placed the child in foster care. She has maintained consistent contact with the child and is doing well in care. The goal is to reunify them in one year.

Mr. Radtke questioned if there are any statistics available as to whether or not reunification is the best goal. Mr. Riggerbach stated he didn't know of any statistics available regarding whether reunification is always the best goal or not. Mr. Przybelski stated a percentage of children ended up reunifying with their parents when they turn 18.

- 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. PROGRAM ISSUES

- A. Discussion/Information on First Quarter Program Statistics - Division of Children and Families

Mr. Riggerbach reviewed the quarterly statistics. The number of reports received for child protective services has increased significantly. It is possible this could be due to the new intake system which was implemented. The number of investigations has also increased which results in an increase in child welfare services. Substitute care placements show an increase in some areas but the most costly placement of child caring institutions remains low. The new applications for economic support have also increased. Mr. Rattke stated he noted an increase in third party liability collections. Mr. Riggerbach stated this is due to having an employee working on these cases.

Two handouts were distributed regarding the public assistance program. There are three primary areas of economic support. They include access, which is the first contact for individuals seeking economic assistance. One employee handles this area. The other two are the family section which includes one lead worker and six case workers. These individuals work with individuals with children who are receiving assistance. The last area is the elderly/blind/disabled which comprises of one lead worker and four case workers. These individuals work with individuals who are elderly, blind, or disabled and are receiving services. The state has put together statistics that show there are 11,285 recipients in Portage County receiving Medical Assistance and 6,248 receive foodshare assistance.

Ms. Kawlewski reviewed the changes to the family portion of the program. About 13 years ago, each worker handled about 175 cases. Now the average caseload is about 435 per worker. Some administrative changes were made. Individuals were required to be seen every three months but now a yearly contact is needed. Assets are no longer a factor in determining eligibility for some of the programs. BadgerCare was introduced in 1999.

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The program was expanded in 2008 to include childless adults. There is no income limit for children to be eligible for BadgerCare. This changed the type of client that was being seen. Prior to BadgerCare the clientele consisted of primarily extremely low income individuals. After BadgerCare the clientele runs the entire gambit of low income, middle income, to even higher income individuals. Eligibility is based on the federal poverty level (FPL). For a family of two, 100% of the FPL is gross income of \$1,225.83 per month, 185% of FPL would be \$2,267 per month. For those with a higher income, a premium is required for their children to receive coverage through BadgerCare. The highest premium cost is \$97.53 per month. Mr. Radtke questioned if an individual working full time at minimum wage would be eligible. Ms. Kawlewski stated they most likely would be eligible for all programs offered. Wisconsin is better off than most states since the BadgerCare program allows every child in the state to be insured. Dr. Numsen questioned whether soda and candy can be purchased with food stamps. Ms. Kawlewski stated they can. The program is considered a nutrition program by the federal government and dictates the item must be a food product in order to be purchased with food stamps. Additionally, seeds and produce plants can also be purchased with food stamps. County tax levy is included in the program but only to pay a portion of the workers' salary.

Ms. Porter reviewed the elderly/blind/disabled portion of the program. All assets must be verified to be eligible for services. The workers work closely with Family Care, attorneys, and nursing homes. These cases can get more complicated due to life leases and land contracts as well as other assets people accrue over their lifetime. There are spousal impoverishment protections in place that allow the spouse and dependent child to keep assets and income above the Medicaid limits when their spouse/parent is in a long-term care program. The Department provides the financial eligibility for Family Care while the Aging and Disability Resource Center provides the functional eligibility portion of Family Care. With the anticipated wait list for Family Care, this may become an issue with those individuals who have been spending down their assets in order to reach the eligibility for Family Care. Mr. Radtke questioned if abuse of divestments has been seen. Ms. Porter stated more and more has been seen. The time limit was changed from three years to five years. Divestment is giving away resources less than fair market value in order to enroll in Medicare.

Mr. Hanna distributed two handouts. One was the out-of-home cost report and the other was the quarterly budget status report for the Children and Families Division. Most accounts are on track. A few of the high cost accounts are slightly above budget.

III. FISCAL ISSUES

A. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated the regular accounts totaled \$202,112.12 and the high cost accounts totaled \$31,257.79. They include voucher number 20110328 for \$104,693.34, voucher number 20110329 for \$40,870.27, voucher number 20110345 for \$430, voucher number 20110352 for \$15, voucher number 20110362 for \$22,273.89, and voucher number 20110364 for \$65,087.41. There was no substitute care vouchers. Purchases totaled \$1,713.65. Portage House vouchers totaled \$458.97 and include voucher number 20110327 for \$458.97. A motion was made by Ms. Dodge and second by Mr. Radtke to place the vouchers on file. Motion carried.

B. Discussion/Action Regarding Annual On Call/Casual Relief Staff Wages at Portage House

Mr. Przybelski stated since there is no collective bargaining for these staff an annual review of wages is done. The wages are recommended to remain the same. A motion was made by Mr. Radtke and seconded by Mr. Kurzynski to keep the wages the same. Motion carried.

C. Discussion/Information on Contracts Less than \$25,000

Mr. Przybelski informed the Board of a contract for \$3,000 for a speaker at a worksite wellness conference. The funds come from a grant.

IV. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

Mr. Przybelski distributed information regarding a six month LTE investigator. In the near future there will be four dispositional workers and three investigators. There is a large backlog in entering information into the eWISACWIS system. Funding has been identified which would allow for an investigator to be hired for six months. This would allow "shut down" time

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to allow one of the other investigators time to clean up their old cases and enter the information into the system. The State has indicated a loss of federal and subsequently state funding for our child welfare programs for those counties not up to date with their eWISACWIS entries and closing of non-active cases. The workers are very diligent in meeting their contact standards with the families we work with. The Department has 100% of their contact standards met in March of 2011. Any LTE requests are forwarded to the County Executive and Human Resources Committee for action.

IV. NEXT MEETING

The next meeting of the Health and Human Services Board is scheduled for Tuesday, May 24.

V. ADJOURNMENT

The meeting adjourned at 6:20 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
May 24, 2011**

Present

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

Excused

Janis Borski

Also Present: Dawn Grasamkee, Recording Secretary; Ray Przybelski, Director; Bill Hanna, Business Manager; Amy Marcott, Community Programs Coordinator; Suzanne Oehlke, WIC Director; and Phil Idsvoog, County Board Chair.

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 May 10, 2011

Ms. Dodge stated on page 2, second paragraph, line 5, it should state "Corporation Counsel Office" rather than just Corporation Counsel. A motion was made by Mr. Krogwold and seconded by Dr. Numsen to approve the minutes as corrected. Motion carried.

B. Correspondence

Mr. Przybelski stated Ms. Prince submitted her observations of the reception area when she shadowed the employees last week. Ms. Prince stated the experience was enlightening and rewarding. The front desk staff represent the agency as a whole. They are very professional and have knowledge of the programs offered. Mr. Przybelski stated if other Board members would like to come and shadow staff in the various programs to feel free to call and something will be arranged.

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C. Director's Report

Mr. Przybelski stated the County Board has supported the resolution opposing the centralization of the Economic Support programs. Mr. Przybelski attended the Wisconsin County Human Services Association (WCHSA) conference last week. Meetings were held with the Department of Human Services (DHS) to discuss the centralization of the Economic Support program. It is anticipated the Joint Finance Committee will hear the proposals as early as Thursday or by next week. Both WCHSA and DHS are proposing to keep the Economic Support program local. The only difference is WCHSA proposed a regionalized "call center" for small changes to be handled whereas DHS is proposing a centralized "call center" for these changes. Additionally, the State is requesting the \$290,000 in funds provided in 2009 to be turned back to the State for redistribution. It is being proposed only a percentage of these funds be returned to fund a centralized call center. Mr. Radtke questioned if the funds are tax levy asking to be returned. Mr. Przybelski stated this would be a reduction in Basic County Allocation funds.

Mr. Przybelski stated there has been no update yet on the Family Care cap.

Mr. Przybelski stated all the paperwork has been drafted regarding the Woodlands Commission under statute 66.0103. This is for the Clark County Health Care Center. A draft version of the contract and resolution were submitted to Corporation Counsel. Once these are finalized, the resolution will be brought to the Board. It is anticipated the start-up date would be January 1, 2012. The voting member for this commission would most likely be the HHS Board Chair or designee. There is a one time fee of \$5,000. Once in the Commission, the agency will be allowed priority access to place difficult clients.

D. Reports from Board Appointed Committees/Activities

Mr. Clark attended the CAP committee meeting. No businesses have been written off due to bad debt. Finalization regarding the weatherization funds from the state and federal governments is forthcoming.

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. PROGRAM ISSUES

A. Discussion/Information on First Quarter Program Statistics - Division of Community Programs

Ms. Marcott distributed program updates for the Community Programs Division. A lot has changed in the Division over the last 1½ to 2 years. A psychiatric and counseling wait list has been initiated. The voucher statistics reflect how many visits have been approved/requested. New statistics be tracked are the unduplicated client count in psychological services and intensive in-home therapy program. Mr. Krogwold questioned if all the clients seen in the clinic are no fee clients. Ms. Marcott stated it is a mixture. Some are no fee, some MA, and some have insurance. The majority are MA or no fee clients. Mr. Clark questioned if an individual fails to show up for their appointment 3-4 times if they go back to the waiting list. Ms. Marcott stated there is a policy in place for no shows. After missing their appointments, they are required to contact the Coordinator for permission to resume services after a set time period. A word needs to be corrected on page 12 under the second division initiative. The word "replace" should be "reduce."

Ms. Marcott reviewed the handout she distributed. With the loss of the psychiatrist at Ministry Medical Group, our clinic had the only psychiatrists available in the community. This ended up creating a wait list with a year or more long wait for services. Over the past year and a half, this list has been reduced to 23 people on the list with an average wait time of two months. Ministry Medical Group now has a full-time psychiatrist with the possibility of two more psychiatrist being hired this summer. Unfortunately they are currently only taking referrals from the primary care physicians at this time. The mental health voucher program did not result in the amount of referrals anticipated for the program. As such, in 2010, the budget came in \$116,022 under budget. Only one complaint was received which was handled quickly. The mental health navigator position was eliminated due to lack of use of this service. Mr. Przybelski stated clients needed to find a provider for

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services prior to coming to us for the voucher to pay for the services. There were 65 clients served this quarter with the vouchers. Typically more requests for services are made when the weather is cold and dreary or during economic pressures. The CCS program serves children and adults. COP funds have been changed to be used as match for the CCS and CRS programs. This makes client services fully funded. Typically there is a 60/40 split between federal and state funding for services. COP funds are state funds. The third party administrator for SED children is still being developed at the state level. More information will be available in the future. It is anticipated this program will be functional by November 2011. State funds of \$80,000 were received to fund CLTS waivers for children with disabilities. This program is close to capacity and a wait list will begin shortly. The development of the mobile crisis unit has been effective in reducing emergency detention placements. About 30-40 emergency detentions have been made compared to 71, 65, and 59 placements made in the first quarter 2008, first quarter 2009, and second quarter 2009 respectively. There is more consistent and stronger relationships developed between St. Michael's Hospital, law enforcement, and community partners. Rather than automatically admitting someone for an emergency detention, the crisis team is contacted and assesses the client. In most cases an individual can be diverted to other placements rather than emergency detention. The high cost accounts have been reduced as well. We are trying to maintain our clients with increased outpatient care and short-term stays in crisis beds rather than placing them in CBRF care. For those that need CBRF long-term stays, we are screening them for eligibility into the CRS program. This is also a 60/40 split if functionally and fiscally eligible. The placement is fully funded for those eligible with CRS and COP funds. The intensive in-home therapy program was contracted out in prior years. This has been returned in house. Currently 20 families are being served. The families are seen twice per week. A wait list is being started for this service. Mr. Przybelski stated due to changes in how programs are being done, we are serving more people with less resources. It is essential that no "bodies" be lost in order to continue with this success.

B. Discussion/Action on Access for Farmer Market Nutrition Program Growers

Ms. Oehlke stated due to the construction in the town square, a request is being made to allow temporary farm stands in the Gilfry parking lot this summer. A pool of 6-7 farmers will be used and 1-2 farmers would set up two days a week in the parking lot starting in June. This would allow staff in the WIC program to show clients first-hand the produce and other items

allowed to be purchased with the farmer market vouchers. Additionally, clients would be able to come in and get their vouchers and utilize them immediately when leaving the building. A motion was made by Ms. Dodge and seconded by Mr. Radtke to approve the request. Motion carried.

III. FISCAL ISSUES

A. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated the regular accounts totaled \$410,099.98. There were no high cost vouchers. They include voucher number 20110363 for \$273,035.58, voucher number 220110403 for \$40,211.20, and voucher number 20110404 for \$91,070.35. Pre-authorizations totaled \$5,826.21. Portage House vouchers totaled \$2,602.98 and include voucher number 20110402 for \$1,122.61 and pre-authorizations totaling \$1,480.37. A motion was made by Mr. Radtke and second by Mr. Kurzynski to place the vouchers on file. Motion carried.

B. Discussion/Possible Action Regarding Survey of Portage County Supervisors as to Their Interest in Attending Two Informational Sessions Explaining the 2012 HHS Budget

Mr. Clark stated he spoke with Mr. Idsvoog regarding presenting the HHS budget to the County Board due to funds being tight and departments vying for funds. Mr. Idsvoog felt it would be more effective and better understood if a joint meeting was held with the HHS Board, Human Resources Committee, and Finance Committee. It could be held as a formal meeting. The remaining County Board Supervisors could attend the meeting as well. An update to the County Board could be done under the correspondence portion of the agenda at a future meeting. Mr. Przybelski stated the impact of the federal and state funding for programs is not known yet but it is anticipated that funds will be very tight. Mr. Clark stated many people do not understand what the Department does unless they need to receive services. Mr. Krogwold suggested showing examples of what we are doing and where cuts have occurred. Additionally, Mr. Przybelski stated the effect of elimination of programs will be included. Mr. Radtke stated mandate and non-mandated programs need to be included. Mr. Przybelski stated this would also be included. It is anticipated the meeting would be held at the Annex sometime in July or August, depending on how it works into the budget timetable. Patty Dreier, County Executive, will also be contacted.

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C. Discussion/Information on 2010 Carryover Request

Mr. Hanna distributed information regarding the request. Currently there is a \$366,794 surplus in the budget. Carryover funds totaling \$337,809 is requested to be carried over to the high cost reserve. The reserve total should be \$752,996.70. There may be additional funds that are forthcoming as well. Mr. Hanna has received notification of some additional funds that may also be available to the Department. The updated figures will be presented to the Finance Committee when the request is presented.

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 Tuesday, June 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
June 14, 2011

Present

Janis Borski
Dr. Gene Numsen
Jeanne Dodge
Lonnie Krogwold
Doug Radtke

Excused

Jim Clark
Sam Levin
Nancy Prince
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 May 24, 2011

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

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski stated that a resolution and agreement will be presented at the next meeting regarding the Woodlands Consortium. These items will also be sent to the Finance Committee for approval as well and to the full County Board in July. A \$5,000 fee will be assessed to join the Consortium. By joining the consortium, it will allow the County "first dibs" on placing an individual.

Mr. Przybelski stated small committees are working on the impact of the budget repair bill. It was reported that the Economic Support section will stay locally and the Change Centers will be centralized. The impact on the Basic County Allocation is still unknown.

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D. Reports from Board Appointed Committees/Activities

Ms. Borski attended the AODA Coalition meeting. Fundraising efforts were discussed. Jeff Whitrock is working on business contacts. Social norms is ended in the schools. There was only 85% compliance during the compliance checks this time around compared to 90% the last time. There were some irate bartenders/owners who insisted that the juvenile who entered their establishment be arrested for entering even with a sign posted – if you are under 21 not to enter.

Ms. Dodge attended the permanency plan reviews. There were six children reviewed. The first was a 15 year old girl with mood instability, ADHD, sibling rivalry, and a bad relationship with her mother. Mom has mental health issues. Currently unsupervised visits with mom are being done. A 9 year old girl and 11 year old boy siblings were reviewed. Guardianship is with the foster parents. Reunification with mother has fallen apart. Termination of parental rights is being considered. A 7 year old girl whose mother has addiction and mental health issues was reviewed. The mother is currently in jail and has been sober for one year. She will be returning to River Point when released. Reunification with mom or dad is being sought. A 17 year old male has been in the system since February 2009. He was abandoned and has truancy issues. He has had recent contact with his father via Facebook. It is anticipated he will remain in care until he graduates in June 2012. There is the possibility of reunification as well. The last child reviewed was a 16 year old male with AODA use. After he returns from home visits he tests positive for using marijuana. He is showing little progress in foster care. Reunification is scheduled for January 15, 2012. Mr. Radtke questioned what it means for a foster parent to have guardianship. Mr. Przybelski clarified under Chapter 48 foster parents can petition for guardianship in order to make certain decisions for a child, i.e., school, medical, etc. This allows for no delays when needing immediate treatment.

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/Information on First Quarter Program Statistics - Division of Community Programs

Mr. Przybelski stated the regular accounts totaled \$55,046.98 and high cost accounts totaled \$157,984.68. They include voucher number 20110440 for \$32,452.47 and voucher number 20110442 for \$48,062.26. Adult substitute care totaled \$35,599.17 and children's substitute care totaled \$96,358.14. Pre-authorizations totaled \$559.62. Purchases totaled \$2,254.94. There were no Portage House vouchers. A motion was made by Mr. Krogwald and second by Dr. Numsen to place the vouchers on file. Motion carried.

B. Discussion/Information on 2011 Contracts Less than \$25,000

Mr. Przybelski stated these are for adults placed in Community Based Residential Facilities. The Our Place placement is a new placement and the River City Estates placement is due to a foster home that lost their license so placement was necessary in this facility. The contracts are for the remainder of the year.

III. PROGRAM ISSUES

A. Discussion/Action on Transportation Program Procedure/Policy

Mr. Przybelski stated the changes to the transportation program were based in the previously biennial budget. This will require individuals to go through a transportation broker contracted with by the State. The provider is LogistiCare. The process will become quite cumbersome if the clients drives themselves. A motion was made by Mr. Krogwald and seconded by Mr. Radtke to approve the procedure/policy. Motion carried.

B. Discussion/Action 2011-2012 Capital Improvement Requests

Mr. Przybelski stated this request is the same proposal made last year. It is to make our Public Health Clinic ADA compliant. A motion was made by Mr. Radtke and seconded by Mr. Krogwald to approve the request. Motion carried.

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IV. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

Mr. Przybelski stated he received the resignation of an Environmental Health Sanitarian. The Child Welfare position has been offered to an individual from Alaska. She is very familiar with the system since Alaska and Wisconsin's system are very similar.

IV. NEXT MEETING

The next meeting of the Health and Human Services Board is scheduled for Tuesday, June 28.

V. ADJOURNMENT

The meeting adjourned at 5:35 p.m.

Submitted by:

Dawn Grasamke
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
June 28, 2011**

Present

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

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 14, 2011

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

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski stated some contracts are required to have an RFP or an RFQ. One example is the Achievement Center who provides our birth to three services. A meeting is scheduled with the Achievement Center on Friday to explain the process.

Mr. Przybelski stated on Friday the Family Care cap goes into effect. Whatever the enrollment number is on Friday will be the cap for enrollments. The effects of the cap remain to be seen.

Mr. Przybelski stated the MA transportation broker program goes into effect on July 1.

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Mr. Przybelski stated next Thursday a meeting is scheduled regarding the income maintenance consortium regarding the call centers. There can be no more than 10 consortiums in the State. Discussion regarding whether to go in as a 66.0103 or a less formal agreement will be determined along with which counties will be in which consortiums.

Mr. Radtke questioned whether the Governor vetoed increasing the funding to health and human services. Mr. Przybelski stated he had not heard as of yet. There were no cuts to the Division of Children and Families but 10% in cuts to the Division of Health Services. Additionally more leeway was given regarding disbursement of funds to the Department of Health Services.

D. Reports from Board Appointed Committees/Activities

Mr. Clark attended the CAP Board meeting. The impact of the Governor's budget is not known at this time. An audit will be conducted on Wednesday by Wipfli. Funds have been used to help Fox Valley Tech educate individuals in the welding field. There is a large demand for welders. A company is recruiting welders to work in Michigan.

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 there were no unusual payments. The regular accounts totaled \$150,566.66 and high cost accounts totaled \$134,204.37. They include voucher number 20110429 for \$691, voucher number 20110441 for \$31,679.58, voucher number 20110463 for \$240.75, voucher number 20110465 for \$29.50, voucher number 20110482 for \$25,010.90, and voucher number 20110485 for \$94,283.69. Adult substitute care totaled \$32,217.23 and children's substitute care totaled \$99,961.13. Pre-authorizations totaled \$657.25. Purchases totaled \$801.89. Portage House vouchers totaled \$1,622.77. They include voucher number 20110481 for \$786.34 and pre-authorizations of \$836.43. Mr. Radtke questioned how far

behind the Department is with the vouchers. Mr. Przybelski stated typically they are one month behind. A motion was made by Ms. Dodge and second by Mr. Levin to place the vouchers on file. Motion carried.

III. PROGRAM ISSUES

A. Discussion/Action on Resolution Authorizing Portage County to Join the Woodlands Enhanced Health Services Commission, a Commission Established by an Intergovernmental Agreement Charged with Operating the Former Clark County Health Care Center for the Benefit of Clients with Developmental Disabilities and Similar Conditions and to Add the Commission to the Code of Ordinances Sect. 3.1.46

Mr. Przybelski stated if the resolution is approved there will be an initial fee of \$5,000 to join the commission with a start date of October 1, 2011. Additionally, Portage County will also have a seat on the Board of Directors. It is required that the seat be filled with an elected official. The Health and Human Services Board Chair or designee would fill this seat. Basically, this allows Portage County to "buy" the opportunity to use beds at this facility at a reduced rate. Mr. Radtke stated the resolution date needs to be changed to July 19 since that would be the date of the County Board meeting. A motion was made by Mr. Radtke and seconded by Dr. Numsen to approve the resolution with the corrected date. Motion carried.

Mr. Radtke questioned the language on page 21 under section 3.1.46 a. The third line states "...which will enable Human Services to ..." Mr. Radtke questioned if this should Health and Human Services instead. Mr. Krogwold will check with the Executive Ops Committee when they meet to review the resolution.

B. Discussion/Possible Action on Public Hearing Date

Mr. Przybelski stated the Department is required to have a public hearing regarding the health and human services budget. This gives the public an opportunity to state what they feel should be included or excluded in the budget as well as what priorities should be set. After discussion, it was decided the meeting would be held on August 2 from 6:00 until 8:00 p.m. The location would be the library or annex if the rooms are available. Additionally, a request will be made to have the County Executive include the public hearing notice in the county newsletter as well as on the Portage County Matters program.

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IV. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

Mr. Przybelski stated the individual who submitted her resignation as an Environmental Health Sanitarian has rescinded her resignation. Additionally, the vacant Youth and Family Services Social Worker has been filled internally. Laura Drath has taken this position. Her position is not being filled currently as it will be redesigned as it did many different duties. The vacant Child Welfare Investigator position will be filled on July 18. The person who took this position is relocating from Alaska. Originally she is from the Bancroft area.

IV. NEXT MEETING

The next meeting of the Health and Human Services Board is scheduled for Tuesday, July 12.

V. ADJOURNMENT

The meeting adjourned at 5:20 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
July 12, 2011**

Present

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

Excused

Brian Kurzynski

Absent

Sam Levin

Also Present: Dawn Grasamkee, Recording Secretary; Ray Przybelski, Director; Bill Hanna, Business Manager; and Sue Chapman, Achievement Center EIP.

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 28, 2011

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

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski stated the annual public hearing regarding the budget will be held on August 8 at 6:00 p.m. at the Annex.

D. Reports from Board Appointed Committees/Activities

Mr. Clark attended the CAP Board meeting. The audit was conducted. One issue was cited. It was indicated that a bid should have been sought for one item. Due to time constraints a contractor that was used in the past was used for a project rather than bidding out the project. Otherwise, the audit went well. There are not a lot of new businesses starting up.

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Ms. Dodge attended the permanency planning reviews. Four children were reviewed. The first was a 13 year old male who has been in placement since September 2010 for aggressive sexual behavior toward his sister. He is residing with his paternal grandfather. His father lives in Texas and his mother has remarried. He is doing well. Reunification with his mother is anticipated by the start of the school year. Two brothers, ages 8 and 3, were removed in January 2010 due to neglect. They are currently residing with the maternal grandparents during the week and the paternal grandparents on the weekend. There has been little progress with the parents. The maternal grandparents will be taking guardianship of the boys. The last review was a 15 year old female who is currently placed at Tomorrow's Children. She has schizophrenia paranoid type and mild mental retardation. Medications were changed five weeks ago and she appears to be improving. The parents are low functioning parents. Reunification is anticipated in one 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

Sue Chapman stated she was here to listen about the state budget impact.

II. FISCAL ISSUES

- A. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated there were no unusual payments. The regular accounts totaled \$104,709.06 and high cost accounts totaled \$29,673.49. They include voucher number 20110484 for \$29,673.49, voucher number 20110512 for \$52,388.83, voucher number 20110518 for \$156.57, and voucher number 20110515 for \$50,127.22. Pre-authorizations totaled \$2,036.44. Purchases totaled \$6,035.66. Mr. Krogwold questioned how come the high cost accounts were so low. Mr. Hanna stated the substitute care vouchers hadn't been run since they came in after this voucher run. A motion was made by Ms. Borski and seconded by Dr. Numsen to place the vouchers on file. Motion carried.

B. Discussion/Information on Contracts Less than \$25,000

Mr. Przybelski stated the My Innovative Systems contract is for after hours observation of medication compliance. 60% of the cost is billed back to the CRS program. Applied Behavior Analysts LLC is for autism services. These are charged to the waiver program.

C. Discussion/Action on Electronic Monitoring Fee

Mr. Przybelski stated these are new fees. They are similar to the fees charged by the Sheriff's Department. Mr. Hanna stated this program is contracted out to Professional Services Group. A motion was made by Dr. Numsen and seconded by Ms. Borski to approve the request. Motion carried.

III. PROGRAM ISSUES

A. Discussion/Action Permanency Roundtable RFP

Mr. Przybelski state the Permanency Planning Review is a court ordered process. The Permanency Roundtable is a process beyond the statutory requirements. It would allow for brainstorming of out-of-home placements. It is being driven by the federal review of the state's child welfare system. A consortium of counties would be done. Currently Portage, Waupaca, Waushara, Adams, Green Lake, and Marquette are looking to partner. A grant will be written for \$50,000. No match is required. Green Lake will write the grant and be the fiscal agent. No new positions will be needed. The funds will be used for training and time. A motion was made by Mr. Krogwold and seconded by Ms. Dodge to approve the motion. Motion carried.

B. Discussion/Information Income Maintenance Consortium Update

Wood, Marathon, and Portage Counties are in a consortium. Contact has been made with Waushara, Lincoln, Langlade, Oneida, and Forest Counties to see if they would like to join the consortium. There are two types of models that can be done. One is the hub and spoke model and the other is the commission model. Descriptions are in the packet on page 26. It is anticipated the case loads for the workers will increase to 715 per worker. They will only be doing annual reviews and new cases. All changes will be done through a centralized call center.

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C. Discussion/Information State Budget Impact

Mr. Przybelski stated the state biennial budget contains \$500 million in Medicaid savings. The details are contained in the packet. Mr. Przybelski provided an overview of the impact to the Department. The savings are realized in various areas. The federal poverty level rate of 133\$ may be used for eligibility. Males are now excluded in the Family Planning Waiver. An enrollment cap is placed on Family Care services. There are currently law suits filed challenging this. A wait list has been put in place at this time for Family Care. Implementation of a photo ID for MA and FoodShare programs. A study is undergoing regarding the cost of this requirement. A reduction of \$20 a month in benefits for Wisconsin Works benefits. Kinship care will remain the same. Child Care changes don't affect the Department specifically since this is contracted out. JCI Daily Rates have increased to \$284 in 2011 and \$289 in 2013. Youth Aids will have a 10% reduction in funding. This amounts to \$30,000 in 2011 and \$60,000 in 2012. The amount of days of placement in the juvenile detention center may increase. There are now funds attached to the Program Improvement Plan. The Alternative Response program was for the same amount of work but without Court involvement. This is not a money savings but does create a better working relationship with the family. Third Party Claims will be discussed at the next meeting.

IV. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

There were no new position refills.

IV. NEXT MEETING

The next meeting of the Health and Human Services Board is scheduled for Tuesday, July 26. The public hearing will be August 2.

V. ADJOURNMENT

The meeting adjourned at 5:55 p.m.

Submitted by:

Dawn Grasamkee, Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
July 26, 2011**

Present

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

Excused

Brian Kurzynski

Also Present: Dawn Grasamkee, Recording Secretary; Ray Przybelski, Director; Amy Marcott, Community Programs Coordinator; Bill Hanna, Business Manager; Sue Chapman, Achievement Center EIP; and Kim Ford, Achievement Center Board.

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 12, 2011

Ms. Prince clarified the date of the public hearing regarding the budget. The date is August 2. A motion was made by Ms. Dodge and seconded by Ms. Borski to approve the minutes with the date correction. Motion carried.

B. Correspondence

Mr. Hanna distributed the second quarter budget status report.

C. Director's Report

Mr. Przybelski had nothing to report at this time.

D. Reports from Board Appointed Committees/Activities

Mr. Clark attended the CAP Board meeting. Funds are received from the Sisters of Racine at a 4% interest. These funds will be used to create jobs. Funds are also received from various banks in the community.

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Page 2

Mr. Radtke attended the Mental Health Services Coordinating Committee meeting. A home will be remodeled allowing access to the bathroom for a client. There are some problems with the transportation program ran by the state. They are not picking up people when they should. This is improving. The CRS program is saving funds by not placing individuals in group homes and using crisis beds instead. There were no serious complaints.

- 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

Sue Chapman asked to comment on issue III.C.

II. FISCAL ISSUES

- A. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated there were no unusual payments. The regular accounts totaled \$121,609.19 and high cost accounts totaled \$125,856.66. They include voucher number 20110514 for \$31,679.58, voucher number 20110533 for \$1,145, voucher number 20110540 for \$67, voucher number 20110562 for \$18,074.98, and voucher number 20110564 for \$70,642.63. Substitute costs were \$30,814.05 for adults and \$95,042.61 for children. Purchases totaled \$773.25. Portage House vouchers totaled \$1,634.10 and include voucher number 2011056 for \$642.87 and pre-authorizations totaled \$991.23. Some June bills are behind about a month. A motion was made by Ms. Dodge and seconded by Mr. Krogwold to place the vouchers on file. Motion carried.

III. PROGRAM ISSUES

- A. Discussion/Information on Second Quarter Program Statistics for Division of Community Programs

Ms. Marcott reviewed the statistics. The psychiatric wait list is reduced to a two month wait. A psychology wait list has been developed and currently has nine individuals on it. The mental health vouchers are steady. Currently 63 clients are using the vouchers with 15 visits allowed with each approval. These vouchers are renewable if the client still needs the services. Referrals for adult protective services are high. Emergency detentions remain steady

but down in comparison to past years. Currently only two commitments were done. The no show rate for psychiatric services is very good. There is only a 9% no show rate. Placement at Winnebago remains steady for inpatient services. Most individuals placed in community based residential facilities are on the CRS program. There are two beds kept open for crisis use. One bed is being used for hospital releases for two weeks. The bed is utilized for that time period and then the client is evaluated to see how they are doing and whether a continued stay at the CBRF is needed or a return to the community can be done. Currently there are two brothers in Trempeleau County. There are corrections to the report for the special needs programs. The first is under children referred. For ages 0-3 the number should be 43 instead of 11. For children served through DD and PD case management the number for ages 0-3 should be 74 instead of 84. The wait list should have 47 for number on the waiting list this quarter with a 3 year average time on the waiting list for the Family Support Program.

B. Discussion/Possible Action on Income Maintenance Consortium

Mr. Przybelski stated no action will be taken at this time. A meeting was held last Friday with the anticipated consortium partners of Portage, Wood, Marathon, Lincoln, Langlade, Oneida, Forest, Vilas and Taylor Counties. A contract templated being developed by the Wisconsin Counties Association is forthcoming. The first step will be to decide if we should join the consortium. The second step would be to get the details together. Each county will retain their own staff to handle income maintenance duties. The size of the staff will need to be determined. The guidelines are about 715 cases to each staff. For Portage County that means about 8.5 staff. The call center would have four staff. Billing could still be done to the federal government for the 50/50 cost. Mr. Hanna reported it would hurt the county financially not to continue to provide income maintenance services. Once you enter into the consortium you can get out in the future.

C. Discussion/Information on Changes to Birth to Three Program for 2012

Mr. Przybelski recapped the email sent to Board members. The county is mandated to provide birth to three services. A contract was done with the Achievement Center to provide most of these services. The county employs the service coordinator. The model we have is a great model. There is need for additional service coordinator time due to the high number of referrals being received. In order to get the additional time needed, the program was

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looked at and it was determined that there is some duplication in services. Primarily, this falls under the administrative services provided by the Achievement Center. The Achievement Center pays rent and we have space available here for staff. It is being proposed that the contract be taken in house and all staff such as the therapists be retained. Elimination would be in the support staff and administration staff at the Achievement Center. The contract is currently for \$262,000. We could run the program for about \$250,000 to \$270,000 and add an additional service coordinator.

Ms. Chapman made a statement to the Board. The Achievement Center has provided 47 years of services to children with special needs and their families. The partnership with Portage County began in 1966. Approximately 2,300 children and their families have been served. Without the county contract, the services would come to an end. It is hoped the families served and people providing the services would not be lost in the transition. It is hoped the services continue to be carried out with the same quality, humanity, and caring for our families and children of Portage County.

Mr. Radtke questioned what the entire budget is for the Achievement Center. The budget is \$360,000 with \$260,000 provided by the county and \$108,000 by the United Way. Mr. Clark questioned how many staff would lose their positions. It would entail two people – the administrative assistant and the director. The therapists and teacher would be contracted with to provide the same services they are currently providing along with adding an additional service coordinator. There is no wait list for services for birth to three. Referrals are received by physicians who tell the family and in turn they contact the Achievement Center. To qualify for services the child must have a 25% delay in any area of development.

IV. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

There are two retirements forthcoming in Economic Support. There will then be three vacancies. It is anticipated two will be filled.

IV. NEXT MEETING

The next meeting of the Health and Human Services Board is scheduled for August 2 at 6:00 p.m. at the Annex regarding the public hearing of the budget.

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

V. 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 2, 2011**

Present

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

Excused:

Brian Kurzynski

Also Present: Dawn Grasamkee, Recording Secretary; Ray Przybelski, Director; Bill Hanna, Business Manager; Patty Dreier, County Executive; Rhonda Krohn, Coordinating Services Team and consumer; and Betty and Ron Lorbecki, citizens.

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 introduced the Board. Ms. Krohn and Mr. and Mrs. Lorbecki indicated wishing to speak on services in the budget.

Ms. Krohn spoke regarding the CCS program. Ms. Krohn is both a committee member and a consumer of services for her son. The services received are very helpful. They have received respite services and home modifications in order to keep their son at home. Their son is 13 years old. Ms. Krohn stated prior to receiving the services, her and her husband were blaming each other for things happening in the home and with their son. Ms. Borski questioned where people go to receive the services. Mr. Przybelski stated people just need to call our Department and speak with the intake person for these services. The only issue Ms. Krohn experienced was due to where they live. They live close to the border of Wood and Portage Counties. Once it was determined they were Portage County residents the process went smoothly and quickly. They have currently been in the program for four years.

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Mr. and Mrs. Lorbecki spoke regarding the medical psychiatrist. They wanted to know if there is any cost share from the state received for these services. Mr. Hanna reported if a client has insurance, Medicare, or Medicaid they are billed for the services. So indirectly the state does pay when it is Medicare or Medicaid insurance. Additionally the Basic County Allocation from the state is used for a number of programs in the Department. The rest of the programs are funded through a combination of state funds, federal funds, and tax levy. Mr. Hanna further clarified that the Department of Health Services has the authority to make rules. They have not created any new rules to date. Mr. Przybelski stated there has always been a psychiatrist employed with the Department as far as he can remember. Over the years the psychiatrist has varied between being a contracted, locum, or county employee. Mr. Przybelski explained a psychologist does the diagnostic and testing. The psychiatrist has the expertise to manage symptoms and prescribe medications. Mr. Lorbecki questioned why a medical doctor in the area can't provide prescribing services. Mr. Przybelski stated the medical doctors in the area do prescribe medications in some areas such as depression or anxiety. When it comes to the more complex disease of schizophrenia or bipolar they do not have the expertise in the area to prescribe. The same could be said for an individual's physical health. Your general practitioner can handle most issues but when it comes to a specific area such as cardiology, they refer you to a cardiologist who specializes in that area. Mr. Lorbecki questioned if there are funds set aside for these services. Mr. Przybelski stated any savings realized are kept within the budget. Additionally, funds are saved by not needing to place individuals in inpatient stays. The Department only provides services to individuals 16 and older. There is a lack of adolescent psychiatrists in the community. Mr. Lorbecki stated he has been told one of the primary reasons for reduction in state and federal funds is due to counties may begin providing more expensive services than needed. Mr. Levin stated if the county did not provide services it should be held accountable. Mental health is a disease and is not curable. Mr. Przybelski stated the ability of an individual to pay should not be a deterrent to receiving services. The Department has been receiving cuts for five years now for services and we do not limit our access to services based on the ability to pay. The waiting list for services was nine months a year ago but has been reduced to two months currently. This is primarily due to the addition of hours to the psychiatrist. The psychologist sees individuals for an hour. The psychiatrist sees clients for medication monitoring for 15 minutes and new clients are seen for one hour for their first assessment.

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Ms. Dreier asked what the cost of inpatient care is. Mr. Przybelski stated acute care, or short-term, stays average \$650 to \$900 per day. These facilities are St. Michael's Hospital, Norwood, and North Central Health Care Center. The institutional, or long-term, stays are about \$1,100 for the first three days and then drop to \$995 per day. These facilities are Winnebago and Mendota. Trempealeau Health Care Center is also a facility utilized but they are what is known as an IMD facility. They cannot bill Medicaid for stays. Additionally private insurance and Medicare are very limited for inpatient stays whether it be short-term or long-term. The county is responsible for the balance. In some cases individuals avoid needing inpatient care by seeing the psychiatrist. This depends on the nature of their illness. Mr. Levin recalled in order for the county to bill Medicare and Medicaid they needed to be a certified clinic. Mr. Przybelski stated that was correct.

Mr. Lorbecki stated the county needs to do more lobbying to Madison to receive the funds they need. Ms. Dodge stated the county does lobby and advocate but unfortunately they do not listen. Mr. Radtke stated he too has been concerned with the lack of funding that comes with mandates by the State.

Mr. Lorbecki questioned the size of the budget. Mr. Radtke stated the entire human services budget was \$13,746,645 in 2010 and \$13,677,530 in 2011. The county share was \$4.7 million with \$7.1 million coming from state and federal funds. Ms. Dodge suggested speaking with Mr. Hanna regarding the finances for health and human services. Additionally any other specific questions regarding services and/or programs could be asked of the staff.

The public hearing adjourned at 7:20 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

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MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
August 9, 2011

Present

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

Excused

Brian Kurzynski
Lonnie Krogwold

Also Present: Dawn Grasamkee, Recording Secretary; Ray Przybelski, Director; Amy Marcott, Community Programs Coordinator; Bill Hanna, Business Manager; Sue Chapman, Achievement Center EIP; Kim Ford, Achievement Center Board; Patty Dreier, County Executive; Patricia Caro, Achievement Center Board; Suzanne Oehlke, WIC Director; Jodi Petersen, Youth and Family Services Supervisor; Jim Riggerbach, Children and Family Services Coordinator; Amy Brogan, Julie Wallace, Laura Drath, Jennifer Witkowski, Dannielle Eggers, Judith Lutz, Noalee Stublaski, Youth and Family Services social workers.

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 26, 2011 and August 2, 2011

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

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski distributed a list of the contracts under \$25,000. A placement was made at Affinity Medical Group at a cost of \$3,106 for two days. There were no treatment foster homes available for this placement for these days.

Mr. Przybelski stated a resolution is not needed to join the Income Maintenance Consortium. Corporation Counsel thinks it's a good idea to have a resolution. As such the resolution will be presented at the August 23

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meeting. Mr. Radtke commented having this as an action item bothers him as he feels this will set a precedent for all consortiums.

D. Reports from Board Appointed Committees/Activities

Mr. Clark attended the CAP Directors meeting. The losses were reviewed. Financially the program is in good shape.

Ms. Dodge attended the Permanency Planning Review meeting. Eleven children were reviewed. The first was a 16 month old female who is placed with the pre-adoptive parents. A petition for termination of parental rights is being pursued. The mother is a cocaine user and is currently incarcerated. A 17 year old male was reviewed. His father is abusive and his mother is gone. He is currently placed with his grandparents. He desires to return to his father when he turns 18. A 17 year old female was reviewed. She has been in 20 different placements and is a runaway. Her adoption was revoked. She has now bonded with her current foster parents and is asking to be adopted by them. A sibling set, a 12 year old female and 10 year old male, are residing with their maternal grandparents. The mother uses excessive discipline. Staff are working with the mother on parenting skills. Reunification is the goal. Another sibling set, 6 year old female and 4 year old male, were removed in February 2011 due to unsafe and unsanitary conditions in the home. Reunification is the goal. Another sibling set consists of a 6 and 4 year old female by one father, a 5 year old male by another father, and a 3 year old female by another father. The two older girls are placed with their grandmother. There are concerns about their long term care. The mother does not want them. Reunification is the goal. The boy has ADHD. The father has no contact and the mother has no desire to reunify with him. The youngest girl is with her father. The mother also has mental health issues and wishes to care for this youngest child. There is a concurrent goal of termination of parental rights.

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

Dr. Patricia Caro and Kim Ford asked to comment on issue III.B.

II. FISCAL ISSUES

A. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated the regular accounts totaled \$137,846.41 and high cost accounts totaled \$193,545.81. They include voucher number 20110580 for \$681.23, voucher number 20110585 for \$.63, voucher number for 20110597 for \$26,782.35, voucher number for 20110598 for \$49,207.01, voucher number 20110600 for \$29,121, voucher number for 20110610 for \$500, voucher number 20110601 for \$83,243.02. There were no substitute care vouchers. Pre-authorizations totaled \$4,010.57. Purchases totaled \$282.97. There were no vouchers for Portage House. A motion was made by Ms. Dodge and seconded by Ms. Borski to place the vouchers on file. Motion carried.

B. Discussion/Action to Approve Contract Greater than \$25,000

Mr. Przybelski stated a contract for \$43,323 with Mach Village is being requested. The bulk of the contract will be paid by the long term waiver. This is a treatment foster home. A motion was made by Ms. Dodge and seconded by Mr. Levin to approve the request. Motion carried.

III. PROGRAM ISSUES

A. Discussion/Information on Second Quarter Program Statistics for Children and Family Services Division

Mr. Rigenbach reviewed the statistics. Current caseloads for delinquency have increased from 118 up to 130 this quarter while Juveniles in Need of Protection or Services (JIPS) have decreased. Child protective services reports dropped this quarter from 190 to 160. The increase in child welfare services is due to the high number of contacts for child protective services in the previous quarter. This section is now fully staffed. Placements in Child Caring Institutions has gone down from 20 last year to six thus far this year with three leaving the institution soon. One foster home was closed this quarter. There is a need for more foster homes. Many of our foster homes are for relative placements. Youth and Family Services are in the process of recruiting a refill of a vacant position. Economic Support will have their caseloads increased to 520 per worker due to two retirements. Two vacant positions are in the process of being refilled but it takes six months to one year to train individuals.

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Ms. Petersen distributed the Gateway Report Center brochure along with an overview of the Youth and Family Services Section duties. The staff were introduced. They deal with children ages 10 and older. Once a juvenile turns 17, these cases are generally dealt with through the adult court system. This section deals primarily with Chapter 938. Referrals are received from the police. The social worker determines what recommendations to set. This can consist of counsel and releasing the juvenile, entering into a Deferred Prosecution Agreement for up to a year (no court action), or requesting a petition to be filed (court hearing required). If the final recommendation is done, the case is handed over to the District Attorney to file a petition and schedule a court date. The disposition of the case can be a consent decree or formal adjudication. Referrals consist generally of possession of drugs, theft, burglary, etc. Ms. Prince questioned if an AODA assessment is required who is responsible for the cost of this assessment. Ms. Petersen stated the family or insurance company. The drug screen is paid by us and done here. If a juvenile is adjudicated delinquent they will have a court record. If they are a sex offender, they can be placed on the sex offender registry but that is not public record since they are a juvenile. The other type of proceeding handled by this section is JIPS (Juvenile in Need of Protection or Services) proceedings. These are used for uncontrollable youth. The consequences can be the same as delinquency cases but there is no secure detention for these cases. The Gateway Program has been a source utilized in the community. This program is an after school program for youth as well as offers summer hours.

Mr. Hanna distributed the second quarter budget status report. The Division is currently within the set budget. The second quarter out-of-home cost report was distributed. Foster care costs are currently greater than budgeted although residential placements are under budget. Out-of-home placements are at 46% of the budget.

B. Discussion/Information on Achievement Center Contract

Mr. Przybelski stated the Achievement Center Board expressed a desire to respond to the proposed Achievement Center contract change. Ms. Ford read a response from the Board. This included the Board make-up and history of the Achievement Center. Dr. Caro expressed concern that there was no discussion regarding the contract. The only viable option was a nonrenewal of the contract. Concerns regarding a list of the current duties that need to be maintained was distributed. Mr. Przybelski stated by bringing the contract in-house, it would allow us to hire an additional social worker to

continue the quality of services. The support duties would be handled by our existing administrative/business staff. The other duties would be handled by the Yengyee Lor Yang, Special Needs Supervisor, and Amy Marcott, Community Programs Coordinator. Ms. Marcott stated the current team of therapists and the teacher are on board. Additionally, meetings will be held every week with the teams to review the cases. Ms. Dreier questioned why this change is being made now. Mr. Przybelski stated the awareness for a second service coordinator has been known for a number of years. There is also some duplication of services. County tax levy would be needed to hire a second service coordinator and there are no funds to do this if the contract is maintained. By bringing the contract in-house, this allows for the funds to be utilized to hire a second service coordinator. Ms. Marcott stated she has been collaborating with Ms. Chapman and the staff at the Achievement Center quite often to ensure a smooth transition.

C. Discussion/Action on 2012 New Position Requests

There are six new position requests being made for 2012.

The first request is a WIC Aide position. Ms. Oehlke stated this is a 5 hour permanent position. These hours would be added to two existing positions that will be combined after the retirement of an employee. These hours when added to the two existing positions would make a 30 hour position. The position would be funded with grant funds. A motion was made by Ms. Dodge and seconded by Mr. Levin to approve the request. Motion carried.

The second request is a 20 hour Public Health Technician. Mr. Przybelski stated this position existed in the past as a part-time position. It was eliminated due to budget concerns. This position would do simple hotel inspections, air quality issues, and licensing fee processing. The position would be paid for through funds received from the licensing fees. Mr. Radtke clarified if these duties are required for the county to complete. Mr. Przybelski stated they are state responsibilities but in order to ensure they are completed, counties are taking over these duties. A motion was made by Mr. Levin and seconded by Ms. Prince to approve the request. Motion carried with Mr. Radtke voting nay.

The third request is an increase to an existing HSS2 social worker in the Adult Protective Services section. This request would add 20 hours to an existing 20 hour position thus making it a full time position. Ms. Marcott stated referrals are increasing causing caseloads to increase. A reduction in

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the AODA services contract and rearranging of funds would pay for this request. A motion was made by Ms. Dodge and seconded by Dr. Numsen to approve the request. Motion carried.

The fourth request is for an second HSS1 social worker in the Birth to Three program. The large increase in referrals is causing the caseload to increase for the existing Birth to Three social worker. This position would be funded through the allocation from the state. A motion was made by Mr. Levin and seconded by Dr. Numsen to approve the request. Motion carried.

The fifth request is for an HSS1 Early Intervention Specialist or "teacher" position. This is a 26 hour per week position. It would be paid for from the Birth to Three allocation from the state. A motion was made by Ms. Borski and seconded by Ms. Dodge to approve the request. Motion carried.

The last request is for a 10 hour HSS1 social worker. These hours would be added to an existing part-time position. These duties are currently being contracted with Professional Services Group to fulfill. The include the intensive in-home program, electronic monitoring of juveniles, and aftercare programming for 15-20 juveniles. This does not include weekend coverage. A reduced contract with Professional Services Group would provide the weekend coverage. This would be paid for through the savings realized with the reduced contract. A motion was made by Mr. Levin and seconded by Ms. Borski to approve the request. Motion carried.

IV. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

There were no position refills.

IV. NEXT MEETING

The next meeting is scheduled for August 23, 2011.

V. ADJOURNMENT

The meeting adjourned at 6:40 p.m.

Submitted by:

Dawn Grasamkee, Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
August 23, 2011

Present

Jim Clark
Brian Kurzynski
Janis Borski
Dr. Gene Numsen
Jeanne Dodge
Sam Levin
Doug Radtke

Excused

Nancy Prince
Lonnie Krogwold

Also Present: Dawn Grasamkee, Recording Secretary; Ray Przybelski, Director; and Faye Tetzloff, Health Officer.

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 9, 2011

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

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski stated the budget was presented to Finance and the County Executive on August 22. It is anticipated the budget will be presented to the HHS Board on September 13. Mr. Radtke questioned what increase is being recommended. Mr. Przybelski stated overall there was a decrease. A slight increase in funding sources is anticipated, some contracts were brought in-house, and a 10% decrease in DHS is anticipated.

Mr. Przybelski stated the Income Maintenance consortium was to be a nine county consortium and is now down to three counties for a variety of reasons. The counties are Marathon, Langlade, and Portage. Oneida County will be deciding on joining the consortium this evening. Mr. Radtke stated discussion was held at the Legislative Committee regarding whether the state has the authority to force counties to go into consortiums. Mr.

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Przybelski stated there is debate going on regarding this and the state says they will assign counties to consortiums.

Mr. Przybelski stated work continues through the various committees on the human resources policies. Some of the policies will be department specific. These will be brought to the Board for their input and decision.

D. Reports from Board Appointed Committees/Activities

There were no reports.

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

There were no members of the public present.

II. FISCAL ISSUES

A. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated the regular accounts totaled \$81,250.20 and high cost accounts totaled \$122,823.87. They include voucher number 20110616 for \$801.11, voucher number 20110654 for \$19,888.20, and voucher number for 20110659 for \$59,310.89. Substitute care for adults totaled \$32,727.94 and for children totaled \$90,095.93. Purchases totaled \$1,333.53. Portage House vouchers totaled \$1,485.17. It includes voucher number 20110655 for \$1,485.17. A motion was made by Ms. Dodge and seconded by Ms. Borski to place the vouchers on file. Motion carried.

III. PROGRAM ISSUES

A. Discussion/Information on Second Quarter Program Statistics for Public Health Division

Ms. Tetzloff reviewed the quarterly statistics. Immunizations are par for the course. It is anticipated they will increase next quarter due to school starting. Prenatal Care Coordination referrals are still down. This program is now fully staffed and it is anticipated referrals will now increase. There was an outbreak reported by the CDC of Hepatitis C. This was investigated by the

CDC due to the outbreak occurring among a younger population group. The conclusion for the outbreak was due to IV drug use among youth. The largest group affected was in Lincoln County. Portage County had one in this group. One bacterial meningitis case was diagnosed. It is believed the individual is a carrier. The WIC farmers market program is currently happening. Growers have been located in the building parking lot on Tuesdays and Thursdays to allow participants to use their vouchers with mixed success. Transient noncommunity water testing is a priority at this time of the year. An increase in nitrates is being seen. Additionally, many temporary restaurant inspections have been occurring due to the various fairs and celebrations in the community. Mr. Radtke questioned if the communicable diseases listed are the only ones that are reportable. Ms. Tetzloff stated the list is quite extensive but only those that have been diagnosed are listed.

Ms. Tetzloff distributed a brochure developed by the Institute for Wisconsin's Health, Inc. The brochure describes the 10 essential services of public health. Ms. Tetzloff went through the 10 keys to a community's health. They include monitor, investigate, inform, mobilize, plan, enforce, link, assure, evaluate, and research. The five actions policy makers can take include conversation, assessment, vision, improvement, and being a voice.

B. Discussion/Action on Resolution Regarding Preliminary Authorization of Intent to Proceed with Contract to Form and Join Income Maintenance Administrative Consortium

Mr. Przybelski stated the resolution allows Health and Human Services to secure a spot in the consortium. The template for the resolution was developed by the Wisconsin Counties Association. The resolution was reviewed by Corporation Counsel. A motion was made by Mr. Radtke and seconded by Dr. Numsen to approve the resolution. Motion carried.

IV. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

There were no position refills.

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IV. NEXT MEETING

The next meeting is scheduled for August 30, 2011. This meeting will be a joint meeting with Executive Ops and Human Resources. The meeting is an educational meeting on the health and human services budget.

V. ADJOURNMENT

The meeting adjourned at 5:45 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
JOINT MEETING OF
HEALTH AND HUMAN SERVICES BOARD,
EXECUTIVE OPS COMMITTEE,
AND HUMAN RESOURCES COMMITTEE
August 30, 2011**

Present

Jim Clark
Brian Kurzynski
Janis Borski
Dr. Gene Numsen
Jeanne Dodge
Sam Levin
Doug Radtke
Phil Idsvoog
Dave Medin
Perry Pazdernik
Don Butkowski
James Krems
Tom Mallison
James Zdroik

Excused

Nancy Prince
Tony Patton

Absent

Also Present: Dawn Grasamkee, Recording Secretary; Ray Przybelski, Director; Patty Dreier, County Executive; Faye Tetzloff, Health Officer; Zach Bishop, Portage House Director; Dianne Koca, Office Manager; Yengyee Lor-Yang, Special Needs Coordinator; Amy Marcott, Community Programs Coordinator; Jim Riegenbach, Children and Family Coordinator; Blair Ward, Corporation Counsel; Mike McKenna, Corporation Counsel; Amanda Streicher, Human Resources; Ray Heitzinger, Human Resources; and Laura Belanger Tess, Human Resources.

I. CALL TO ORDER

The meeting was brought to order by Mr. Clark at 5:10 p.m.

II. MEMBERS OF THE PUBLIC WHO WISH TO ADDRESS THE BOARD ON SPECIFIC AGENDA ITEMS MUST REGISTER THEIR REQUEST AT THIS TIME, WITH SUCH COMMENTS SUBJECT TO THE REASONABLE CONTROL OF THE BOARD CHAIR AS SET FORTH IN ROBERT'S RULES OF ORDERS

There were no members of the public present.

III. DISCUSSION/INFORMATION ON HEALTH AND HUMAN SERVICES
MANDATED PROGRAMS

Mr. Przybelski stated the Department is divided into four divisions – Administration/Business, Public Health, Community Programs, and Children and Family Services. Mr. Idsvoog stated the budget in 2011 was \$13.7 to \$14 million for the Department with about \$4.8 million being tax levy. Mr. Hanna stated for 2012, the budget is \$11.3 million for both regular and high cost accounts. The tax levy is \$3.8 million. The pie charts show the sources revenues are received and how much is spent per division. The bar graph shows that there is tax levy in every division in the Department. Mr. Radtke questioned where the loss in revenues from 2011 to 2012 came from. Mr. Hanna stated there was a reduction in intergovernmental funds but the percent of tax levy remained the same. Mr. Clark clarified if a program needs more funding, the funds would need to come from tax levy. At this point in time the allocation meets the needs of the budget. Mr. Przybelski stated the tables provided in the packet are color coded. The programs in blue are mandated programs.

Ms. Tetzoff reviewed the Public Health programs. Public Health is audited by the State and it is clear what is expected. The catch all is the responsibility of public health to protect the health of the community. Communicable Disease has a specific timeframe in which the division needs to respond to a reported communicable disease. Additionally, the Health Officer has the ability to quarantine an individual to protect the health of the community. Human Health Hazards are handled by the Environmental Health staff. Orders to abate can be written by the Health Officer. Immunizations are provided by the State which in turn requires the local health departments to provide free or reduced price of immunizations on a sliding fee scale. Lead requires follow-ups. If a certain level of lead is found, then the Environmental Health staff become involved to abate and aid in fixing the problem. The Prevention budget is the Healthy People Portage County project. A community assessment is being done in conjunction with the hospital and United Way this year. This will address community identified issues. Preparedness was developed after 9-11. Mr. Radtke questioned how many people would be required in public health in order to do only what is required by state statutes. Ms. Tetzloff stated the number is set by the Board of Health. The Health Officer must be a nurse. Mr. Idsvoog questioned if the county hired only a Health Officer and a nurse what would the State do. Ms. Tetzloff stated the programs affected would include immunizations, communicable disease, and human health hazards. There would be a decrease in funding and response.

The programs listed in green are programs the State is required to provide. The State works with local agencies in order to run the programs. The Environmental Health Agent programs inspect and license public agencies. Portage County adopted an ordinance to provide these services. By providing these services, it allows the county to have a level 3 health department which in turn generates more funding. The Maternal/Child Health program works with high risk pregnant females. Grant funds are received to cover the cost of the program. The WIC program is required by the State to be available at a county level. Funding received covers the cost of the program. School Health is a program contracted with the school districts to provide. The only school district not involved in the program is the Tomorrow River School District. They have chosen to have their own nurse.

The programs listed in black are non-mandated programs. They include Wisconsin Well Women which is an income based program. Funds are received from the state to provide the program. The Dental services program is funded by a state grant and donations. There is a dental hygienist on staff to provide the service.

Ms. Marcott reviewed the programs under the Community Programs division. The mandated programs include Crisis Intervention, Adult Protective Services, SMI Case Management Services/SMI Contracted Services, Outpatient Services, Chemical Dependency, Intoxicated Driver Program, Children with Severe Emotional Disabilities, and Children with Disabilities. Crisis Intervention provides emergency mental health services. The development of a mobile crisis team has reduced our emergency detentions by a third and diverts individuals to less costly placements. Since the development of the mobile crisis team, there has been a 34% reduction in emergency detentions. Additionally, short voluntary admissions to St. Michael's Hospital, although not Mendota, are paid for in order to avoid paying a more costly admission to a more secure facility through an emergency detention. Adult Protective Services investigates abuse, neglect, and maltreatment of vulnerable adults. An increase in referrals has been seen in 2011. A 24 hour response to a report is required. Additionally, the staff help facilitate the guardianship process for incompetent adults. SMI services treat mentally ill individuals. In 2010, there were 210 consumers. Some prevention programs have been instituted. They include the ROCC Point drop in center and the mobile crisis team. The contracted portion of SMI is to support mentally ill individuals to reside in the least restrictive placement, preferably the community. Outpatient Services fund two part-time psychiatrists and one psychologist. The combination of hours is required to maintain certification. If certification is lost, the Department will not have the ability to bill to MA. The mental health voucher

system is used to provide psychological services sessions to other providers in the community. This is an income eligible program and allows up to 15 sessions. If additional sessions are needed, the individual can be renewed on the voucher system. The intensive in-home services portion of this program was brought in-house. This provides services to at-risk families where the child has mental health issues. Since 2011, none of the children involved in this program have been placed out-of-home. Mr. Przybelski stated originally the clinic had five psychologists employed and this was reduced to one since the services are available in the community. Chemical Dependency is funded primarily through a grant which requires that 20% is spent on prevention. The Intoxicated Driver Program fully funds itself. Children with Severe Emotional Disabilities (SED) is funded through multiple fund sources and is a source of some revenue. Children with Disabilities includes the Birth to Three Program. There are similar funding options as with the SED budget.

Non-mandated programs include Home and Financial Managers, Jail Support Services, and Portage House. The Home and Financial Managers provide support to the Community Support Team as well as provide court ordered supervised visitation. The Jail Support Services funds one social worker located at the jail to work with inmates to reduce recidivism. Portage House is done in collaboration with the Department of Corrections. The county would save \$50,000 by eliminating the program but would also lose \$310,000 of state funding. Portage House is a regional facility but 70% of placements are county residents. By law sex offenders must return to the county they were charged in once released from incarceration. Portage House allows them a place to assist them in transitioning back to the community.

The high cost accounts in this division include Community Based Residential Facilities, Inpatient Mental Health, and Chemical Dependency. There are two crisis beds identified in our Community Based Residential Facilities. One is use as a short term placement to assist an individual when they are in crisis. The other is for a longer term placement. Mr. Przybelski stated placement in these facilities can be ordered by a judge when the individual is under commitment status. Inpatient Mental Health is for emergency detentions. The average cost in a facility is \$1,200 per night. By having the mobile crisis unit, this has reduced the amount of emergency detentions. Additionally, the county now has more say in whether an individual needs to be emergency detained or not. Chemical Dependency is for inpatient detox services. The majority of the funds go to Ministry Behavioral Health. Mr. Medin asked what the balance is in the high cost accounts. Mr. Hanna stated currently there is \$800,000 in the reserve account.

Mr. Riggerbach reviewed the Children and Family Services Division. The budgets are split into three sections – Children's Services, Economic Support, and Juvenile Justice. In the children's services are there are the mandated programs of Child Protective Services, Child Welfare, Foster Care Coordinator, and Kinship Care. The non-mandated programs include Respite Child Care, Respite Foster Care, and Prevention/Intervention Funds. Child Protective Services investigates reports of abuse and neglect. If there is physical or sexual abuse, the investigation is done in conjunction with law enforcement. For neglect, law enforcement is called when their services are needed. The State determines the model followed by the counties. Child Welfare provides ongoing services to the family. In some cases it involves removing the child from the home. All ongoing court work is done as well. Mr. Idsvoog questioned who determines the recommended caseload size. Mr. Riggerbach stated a national organization sets the standards. Foster Care Coordination is responsible for recruiting, training, and licensing foster homes. By the county having its own licensed foster homes it allows for more immediate access to placing a child and keeps costs down. Additionally, the worker in this budget also does court ordered stepparent adoptions and provides training and education to youth transitioning from out-of-home placement to independent living. There are federal funds to provide this training. Kinship Care are relative placements. There are references in the statutes to "reasonable efforts to prevent removal ..." The use of Respite Child Care and Respite Foster Care allow the agency to give "breaks" to the parents or caregivers of a child due to their level of needs and problems. The Prevention/Intervention budget allows the agency to provide assistance to help prevent removal of a child or hinders their return home. These funds are used to help with basic needs such as a car repair, gas, etc.

Economic Support programs include the mandated programs of Economic Support, Fraud and Program Integrity, Energy Assistance, and Child Care Certification. The nonmandated programs include Wisconsin Works, Contracted Child Care, and Housing Assistance Program. Economic Support is an eligibility determination program. A consortium is being developed to provide these services with three other counties – Marathon, Langlade, and Oneida. Fraud is handled through a consortium of about 40 counties. Energy Assistance is done through a contract with Energy Services. Child Care Certification is handled through a contract with Child Care Resource and Referral of Central Wisconsin. Wisconsin Works is done through a consortium with Wood and Adams Counties. This program is done through a competitive bid process with the State. The Contracted Child Care (Wally J's) is a day care that is located in the lower level of the building that allows parents to drop off their children to be cared for when they are conducting business in the department. A grant from the state pays for this service. The Housing Assistance program is funded through grants.

The Juvenile Justice programs include the mandated programs of Juvenile and Family Services. Non-mandated programs include Gateway, Intensive Supervision and Electronic Monitoring Services, Shelter Care, and Custody Studies. Juvenile and Families Services work with delinquent and uncontrollable youth. Youth involved generally have to pay fines, pay restitution, complete community service, as well as receive services. Youth can also be placed out-of-home if needed. Gateway is a service that provides after school services for at-risk youth in order to prevent out-of-home placement. Intensive Supervision was contracted for through Professional Services Group. This program will be brought in-house in 2012. Electronic monitoring services (ankle bracelet) are done through this budget as well as close monitoring of high risk youth. By providing the service, out-of-home placements are reduced. Shelter Care provides immediate placement outside the home. The Family Crisis Center provides this shelter. Custody Studies are ordered by the judge for the county to complete.

The high cost account in this Division is the Children's Substitute Care. They include foster homes, treatment foster homes, group homes, and residential care facilities. The cost for placement ranges from \$800 to \$10,000 per month. Currently there are two individuals placed at Lincoln Hills with one individual to be released shortly.

IV. ADJOURNMENT

The meeting adjourned at 6:45 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
September 13, 2011**

Present

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

Excused

Doug Radtke

Also Present: Dawn Grasamkee, Recording Secretary; Ray Przybelski, Director; Faye Tetzloff, Health Officer; Zach Bishop, Portage House Director; Jim Riggerbach, Children and Family Services Coordinator; Bill Hanna, Business Manager; Amy Marcott, Community Programs Coordinator; Dianne Koca, Office Manager; and Jan Lutz, NAMI representative.

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 23 and August 30, 2011

A motion was made by Ms. Dodge and seconded by Mr. Kurzynski to approve the August 23 minutes as presented. Motion carried. A motion was made by Mr. Levin and seconded by Dr. Numsen to approve the August 30 minutes as presented. Motion carried.

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski stated work continues on the budget and IM Consortium

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D. Reports from Board Appointed Committees/Activities

Ms. Dodge reported on the permanency planning review. There were three children reviewed. The first was a 10 year old boy in care since 2005. His mother has AODA issues and his father is not in the picture. The child has pervasive developmental disabilities. Guardianship will be transferred to the foster parents. The second was a 16 year old boy with oppositional defiant behavior, ADHD, bipolar disorder, depression, and encopresis. He is currently in a Level II foster home. The goal is to return him home. The last was a 14 year old girl under a JIPS order. She was referred to care by the judge. She was placed in foster care in April 2011, ran away a few weeks later, was placed again, ran away again six days later, was placed for two days in foster care, and then was placed with her grandmother. Since being with the grandmother, she has done well with supervision. The goal is to return her home within six 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.

II. FISCAL ISSUES

A. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated the regular accounts totaled \$150,639.14 and high cost accounts totaled \$15,156.54. They include voucher number 20110658 for \$31,679.58, voucher number 20110680 for \$53,754.48, voucher number for 20110687 for \$246.42, voucher number 20110679 for \$25,138.14, and voucher number 20110681 for \$54,676.13. There were no substitute care vouchers. Purchases totaled \$2,479.72. Pre-authorizations totaled \$300.93. Portage House vouchers totaled \$1,761.20 for pre-authorized purchases. A motion was made by Ms. Borski and seconded by Dr. Numsen to place the vouchers on file. Motion carried.

B. Discussion/Action on Resolution Authorizing to Enter Into a Contract with Energy Services, Inc., for Administration of the Wisconsin Home Energy Assistance Program

Mr. Przybelski stated a resolution is needed since the contract would be over \$100,000. Energy Services run the Home Energy Assistance Program for the Department. A motion was made by Mr. Krogwold and seconded by Ms. Dodge to approve the resolution. Motion carried.

III. PROGRAM ISSUES

A. Presentation of the 2012 HHS Budget

Mr. Przybelski thanked the staff for their hard work on the budget. The supplementary schedules were distributed. Mr. Hanna distributed a recap sheet of the budget highlighting the major changes. Additionally, Mr. Hanna stated the budget is still a draft as preliminary numbers of funds are just coming in from the State. The total budget for the agency reflects a \$1.7 million decrease in the regular accounts. The state has changed the way programs are administered primarily with the CLTS Waivers. Authorizations are sent to the State, the vendor bills the State, and the State pays. Previously, the vendor billed the counties, the counties paid, then the State was billed, and the State then reimbursed the counties. Basically, the funds no longer run through the counties. Additionally, staff costs are down \$378,000 due to retirements. The high cost accounts saw little change. The tax levy was decreased \$230,000.

The Administration/Business Services division reflects the decrease in CLTS administration revenue due to the third party administration implementation. More funds can be claimed through administration than initially thought.

The major changes in the Public Health programs include a 10% decrease to the lead grant. In the Public Health Preparedness/Bioterrorism budget, the Northwoods Consortium has dissolved and carryover funds were still present. As such those funds were given back to the counties in the consortium. Licensing fees were increased 1% in the Environmental Health budget. Additionally the half time Public Health Technician position has been added to this budget. The fee schedule will be presented at the next meeting. The Public Health Nutrition budget includes the 5 hours per week WIC Aide position. The Prevention Block Grant budget reflects the elimination of the DHS Prevention funds. There are funds totaling about

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\$143,000 left. If no other funding is found, the position will be eliminated. The Community Health budget reflects a 10% decrease to the MCH grant. Ms. Borski questioned the large increase in Hepatitis B immunizations. Mr. Hanna stated the budget was based on what actually has happened.

The Community Programs budgets were reviewed. The Crisis Intervention budget reflects a 10% decrease of matching funds to FFP. The Adult Protective Services budget includes the additional 20 hours of an adult protective services social worker. The SMI Case Management Services budget reflects a decrease in COP funds since most clients are now enrolled in CCS or CRS. The Chemical Dependency budget reflects the combination of the AODA block grant funds into one budget and the elimination of the chronic case manager position contracted through Ministry. The Children's Waiver Programs budget combines all the case management for children's services into one budget. The Home and Financial Managers budget has been moved to the Children and Family Services Division. The Children with Disabilities Service Coordination and Contracted Services budget is where the waiver funds used to be. The state will now pay for services. The Birth to Three budget is a new budget for 2012. One full time social worker and 26 hours per week of an Early Invention Specialist as well as four contracts for therapy are included in this budget. The Achievement Center contract will end in 2011 and these services will be brought in-house.

The Children and Family Services budgets were reviewed. The Home and Financial Managers budget is added to this division. The Children's Services budget has the a supervision visitation line expense added. This funds the cost of foster parents providing supervised visitation when staff are unavailable. The Juvenile and Family Services budget reflects a 10 hour per week position to provide intensive supervision. The Department will provide this supervision during the week. The Juvenile Intervention Services budget reflects the decrease to the Professional Services Group contract for intensive supervision services during the week. The contract will remain for weekend services only. The Income Maintenance/Wisconsin Works Cost Pool reflects a full time position decrease. Details are still being worked on with the consortium and how state funds will be shared.

The High Cost budgets were reviewed. The Mental Health Inpatient budget reflects the expenses to Clark County Health Care Center for the Woodlands Commission. The Clark County HCC line reflects the \$5,000 initial payment plus the fees for clients currently in the center in 2012. Additionally, the IMD nursing home expenses reflect two individuals currently placed in the facility.

The Children's Substitute Care budget reflects a shift in the funding based on the utilization of the facilities. These changes are primarily in treatment foster care and residential care. Overall the budget is about the same.

The Portage House budget reflects the use of no reserves in 2012. Additionally, positions will be decreased to save funds. One counselor will be decreased from full time to part time (20 hours per week), one counselor will be decreased from full time to 36 hours per week, and one program assistant will be decreased from full time to 36 hours per week.

IV. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

There were no position refills.

IV. NEXT MEETING

The next meeting is scheduled for September 27, 2011. Mr. Clark stated it is possible the meeting will need to start earlier due to a possible conflict with a County Board meeting that may need to be held. Mr. Przybelski stated if this is the case, the meeting will be held at the Annex at the earlier time.

V. ADJOURNMENT

The meeting adjourned at 6:05 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
September 27, 2011

Present

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

Absent

Lonnie Krogwold
Sam Levin

Also Present: Dawn Grasamkee, Recording Secretary; Ray Przybelski, Director; Faye Tetzloff, Health Officer; Zach Bishop, Portage House Director; Jim Riggerbach, Children and Family Services Coordinator; Bill Hanna, Business Manager; Amy Marcott, Community Programs Coordinator; Dianne Koca, Office Manager; Sue Wilcox and Patti Cahill, United Way; and Tina Peters, Right From the Start.

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 September 27, 2011

Mr. Radtke asked for clarification where the funds from the Northwoods Consortium are coming from. Mr. Hanna reported the State took the grant and gave the funds to consortiums. Ms. Tetzloff stated each county was required to join a consortium and it made sense to join the Northwoods Consortium due to its location. Once the consortium was dissolved, there were funds remaining and it will be split among the counties in the consortium. Mr. Hanna stated funds will still come from the State but will be going to the counties and will be less than received before. Mr. Radtke questioned when the Public Health Technician position was approved. Mr. Przybelski stated this was one of the new position requests brought before the Board that were approved. Mr. Radtke questioned the progress on the Woodlands Commission. Mr. Przybelski stated the paperwork was just signed. Additionally, Mr. Clark was appointed the voting member. A motion was made by Ms. Dodge and seconded by Mr. Radtke to approve the minutes.

B. Correspondence

There was no correspondence.

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C. Director's Report

Mr. Przybelski distributed a list of contracts under \$25,000. My Innovative Services and ABA of IL, LLC, are new contracts. My Innovative Services provides ILS services and ABA provides autism services. The contracts are for the balance of 2011. Mr. Przybelski at the next meeting, the Board will set the hours of operation policy. Additionally, a department policy regarding compensation time has been developed. Compensation time will no longer be allowed at the Department. Employees will receive paid overtime when needed. A policy regarding breaks and lunches will be forthcoming.

D. Reports from Board Appointed Committees/Activities

Mr. Clark attended the CAP Services meeting. Business continues to be very good thus far.

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/Possible Action on In-Home/Education Program for High Risk Families

Ms. Wilcox distributed the proposed new parenting education program to meet community needs. After much discussion, it was decided that Family Connections would no longer be funded. The \$60,000 allocated to that program would instead be put toward in-home education for high risk families. Referrals would come from Child Protective Services. Additionally, there is an additional \$40,000 from the county that will be added to this program to allow 40 weeks of parenting education to be available to everyone in the community. A Request for Proposal will be developed. Mr. Przybelski clarified the \$40,000 from the county are funds that were in the non-county budget that Ms. Dreier has earmarked for health and human services. The program will be similar to the POCAN program formerly done through human services. This was a very successful program and the State discontinued the funding. Mr. Radtke questioned if there will be fees for the

program. The in-home education for high risk families will be a voluntary program. The 40 week education program will have a fee but it will be on a sliding fee scale. Mr. Kurzynski questioned if the impact of the classes will be tracked. Ms. Wilcox stated a pre and post survey will be conducted. Mr. Radtke questioned if the budget will need to be changed to reflect this program. Mr. Przybelski stated we will coordinate the program but the budget will remain in the non-county budget administered by the County Executive. A motion was made by Ms. Dodge and seconded by Mr. Kurzynski to approve the program as proposed. Motion carried.

III. FISCAL ISSUES

A. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated the regular accounts totaled \$132,222.41 and high cost accounts totaled \$137,983.34. They include voucher number 20110705 for \$1,361, voucher number 20110727 for \$10,721.57, voucher number for 20110729 for \$53,393.52, voucher number 20110765 for \$17,867.58, and voucher number 20110767 for \$45,840.56. Adult substitute care totaled \$32,566.68 and children's substitute care totaled \$105,416.66. Purchases totaled \$957.04. Pre-authorizations totaled \$3,038.18. Portage House vouchers totaled \$2,253.26. They include voucher number 20110763 for \$842.27 and pre-authorizations totaling \$1,410.99. A motion was made by Dr. Numsen and seconded by Ms. Borski to place the vouchers on file. Motion carried.

B. Discussion/Follow-up Questions on 2012 HHS Budget

Mr. Hanna distributed updated budget sheets to replace those previously presented in the budget. Allocation figures were received from the State concerning some of the programs. Mr. Hanna reviewed the changes. The Administration budget reflects the increase to the Waivers. The Administrative Services budget reflects the \$5,000 needed to pay for the audit. There was an increase in Birth to Three. The Foster Care budget reflects the increase in independent living. The Children's Services budget reflects the increase in kinship care. The Juvenile and Family Services budget reflects the 10 hour position that was inadvertently left out of the budget. The IM/W2 Cost Pool budget reflects the consortium agreement on state funding. Overall there was a \$30,000 increase to the budget but it still balances.

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Mr. Radtke questioned the increase to the Environmental Health budget. Mr. Hanna stated there was a 20 hour position that was approved by the Board that is now included in the budget. Mr. Radtke feels there is no reason to have these services since they are mandated for the State to perform. Mr. Radtke feels a savings of \$110,000 in indirect costs could be realized by eliminating the program. Mr. Hanna stated we contract with the State to perform these services for the State. The indirect costs would remain whether or not the program existed or not. Mr. Przybelski stated we would lose all the licensing revenue generated. Additionally, there are services that are mandated the county provide such as human health hazards. Ms. Tetzloff stated another "perk" of doing the program is that the response is quicker then the State can provide. If a restaurant has problems, our technicians can respond immediately compared to the State needing a few days to respond.

Mr. Radtke questioned the change to the narrative from the 2011 budget book to the 2012 regarding school contracts in the Community Health budget. Mr. Hanna stated the figures represented in the 2011 budget book for the 2011-2012 school year were projections. When the 2012 budget is developed, the figures are known for the 2011-2012 school year and are thus corrected. The figures for the 2012-2013 school year are projections, not actual figures and will be adjusted once the figure is known in the 2013 budget. Mr. Radtke stated in direct costs could also be saved in this program but not providing the services. Mr. Przybelski stated once again, the indirect costs would not be realized in large amounts even if the staff would go away.

IV. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

Mr. Przybelski stated there are two social work positions in the Special Needs Division that will need to be refilled.

IV. NEXT MEETING

The next meeting is scheduled for October 11, 2011. Mr. Przybelski stated the meeting will be held at 4:00 p.m. at the Annex but to watch the agenda for the appropriate meeting place.

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
October 11, 2011**

Present

Jim Clark
Lonnie Krogwold
Doug Radtke
Sam Levin
Janis Borski
Dr. Gene Numsen
Jeanne Dodge

Excused

Nancy Prince
Brian Kurzynski

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 27, 2011

Ms. Borski questioned what the official title will be of the in-home program. Mr. Przybelski stated there is no official title yet. Ms. Borski asked for clarification regarding the use of the additional \$40,000 for the in-home program. Mr. Przybelski stated the minutes need to be corrected to reflect the \$40,000 will be added to the \$60,000 for the program which will also include the 40 weeks of parenting education. A motion was made by Ms. Dodge and seconded by Dr. Numsen to approve the minutes with the correction made.

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski distributed a list of contracts under \$25,000. The contracts for Center for Communication, Hearing, and Deafness and Penney Johns reflect contracts through the end of the year.

Mr. Przybelski stated the Wisconsin Counties Association convention talked about the human services redesign. Mr. Przybelski distributed a copy of the presentation. They are looking at ways to make changes systematically

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what works with limited resources. It allows for counties to be on the front side of making changes rather than being told how to do make the changes. The state government, DFS, DHS, legislators, etc., are all represented at the table to discuss potential changes. The goal is to have plans in place for the next biennial budget that would make transitions more smoother and more cost effective.

Mr. Przybelski stated the official title of the income maintenance consortium is IM Central Consortium. The consortium is with Portage, Marathon, Langlade, and Oneida Counties. Currently no consortias have signed the contract with the state due to the contracts being extremely one sided.

D. Reports from Board Appointed Committees/Activities

Mr. Clark attended the CAP Services meeting. John Buza, the attorney for CAP Services, updated the Board on the responsibilities of the board and the need to be at meetings. Overall, a very positive report was given.

Ms. Dodge attended the permanency plan reviews. Nine children were reviewed. The first were half brothers, ages 6 and 7, who have been in care since May. The mother's boyfriend was abusing the children. The mother is homeless. The father of the 7 year old is irresponsible. The father of the 6 year old wishes contact with him after four years of no contact. The goal is to reunification but if there are no changes by the next review the termination of parental rights will be added. A 16 year old female with ADHD and making threats at school was reviewed. The home is now stabilized and a trial reunification will be done. A 15 year old female was removed in July 2010 due to mom's mental health issues and the child has ADHD and behavioral issues. A trial reunification was to be done in August but had to be postponed. The father attended but has no home or ability to care for the child. An 11 year old boy and his 9 year old sister were removed in April 2011 due to mom's aggression to an older sister. The father of the boy is uncooperative. Currently they are placed with the father of the older sister. A 17 year old female is placed with her grandparents. She is currently at the Challenge Academy and doing well. She will return to her grandparents in May 2012. A 2 year old boy and his 3 year old sister were under a CHIPS order since March 2009. Mom is currently out of jail but addicted to cocaine. The panel recommended termination of parental rights. One more review was scheduled but the child returned home.

Ms. Borski reported she worked at the AODA Coalition's booth during Polish Days/Harvest Days.

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

There were no members of the public present.

II. FISCAL ISSUES

A. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated the regular accounts totaled \$190,576.92. There were no high cost account voucher runs. They include voucher number 20110764 for \$50,478.35, voucher number 20110766 for \$31,679.58, voucher number for 20110785 for \$100, voucher number 20110787 for \$1,508, voucher number 20110808 for \$45,864.28, and voucher number 20110810 for \$59,536.46. Pre-authorizations totaled \$248.01. Fuel cards total \$1,162.24. Purchases totaled \$598.14. Portage House had no vouchers. A motion was made by Ms. Borski and seconded by Mr. Levin to place the vouchers on file. Motion carried.

B. Discussion/Action to Adopt 2012 Fee Schedule

Mr. Przybelski stated there were no changes to the human services fees except for a 1% increase in environmental health license fees. Mr. Radtke requested the fee schedule be split into two votes – one for the human services fees and the other for the environmental health fees. Mr. Krogwold moved to approve the human services fees with a second by Mr. Radtke. Motion carried. Mr. Radtke stated the \$12.70 surcharge, for example, on the pre-packaged restaurant is only collected the one time and does not appear again. It was clarified the surcharge changes, depending upon the type of food establishment, size, etc. Mr. Krogwold commented if the Department did not provide the services, it is unknown how often the State would be around to do the inspections. Dr. Numsen questioned what happens if the fee schedule is not adopted. Mr. Przybelski stated they would remain the same as the 2011 fee schedule. A motion was made by Ms. Dodge and seconded by Mr. Levin to approve the environmental health license fee schedule. Motion carried with Mr. Radtke voting nay.

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C. Discussion/Action on Approval of Contracts over \$25,000 but Less Than \$99,999.99

Mr. Przybelski stated the CAP Services contract is from July 2011 through June 2012 for \$44,543. They provide emergency shelter, transitional housing, and homeless prevention services. A motion was made by Mr. Krogwold and seconded by Dr. Numsen to approve the contract. Motion carried.

III. PROGRAM ISSUES

A. Discussion/Action on Department Hours of Operation

Mr. Przybelski stated per the Human Resources Policies certain policies need to be set by each Department. The Hours of Operation of Human Services is one such policy. The hours of operation will be Monday, 8:00 to 4:30; Tuesday, 8:00 to 6:00; Wednesday, 8:00 to 5:00; Thursday, 8:00 to 4:30; and Friday, 8:00 to 3:00. These are the hours the building is open to the public. A motion was made by Mr. Krogwold and seconded by Ms. Dodge to approve the hours of operation. Motion carried.

B. Discussion/Action on Board Representation for Agency Request for Proposal Process

Mr. Przybelski stated a representative is needed to participate in the RFP process. Ms. Borski volunteered to be the representative. A motion was made by Ms. Dodge and seconded by Mr. Clark to appoint Ms. Borski as the board representative. Motion carried.

IV. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

Mr. Przybelski stated there are two Birth to Three positions that offers have been made on. The WIC interpreter position is still being worked on.

IV. NEXT MEETING

The next meeting is scheduled for October 25, 2011.

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V. ADJOURNMENT

The meeting adjourned at 4:45 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
October 25, 2011**

Present

Jim Clark
Lonnie Krogwold
Brian Kurzynski
Doug Radtke
Sam Levin
Janis Borski
Dr. Gene Numsen

Excused

Nancy Prince
Jeanne Dodge

Also Present: Dawn Grasamkee, Recording Secretary; Ray Przybelski, Director; Bill Hanna, Business Manager; Suzanne Oehlke, WIC Director; Melanie Baehr, Public Health Supervisor; and Faye Tetzloff, Health Officer.

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 11, 2011

A motion was made by Ms. Borski and seconded by Mr. Kurzynski to approve the minutes with the correction made.

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski reported a public hearing regarding the Medicaid cuts was held by DHS. The agency is watching to see what direction the talks go.

Mr. Przybelski stated the IM Consortium is moving along nicely.

Mr. Przybelski reported the Woodlands Commission officially starts on January 1, 2012. Mr. Clark is the representative for Portage County on the Woodlands Commission Board.

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D. Reports from Board Appointed Committees/Activities

Mr. Clark attended the CAP Services meeting. On Friday all the consortiums will be meeting at the Holiday Inn to do an inservice on what is happening in government. Promotion of the Fox Valley Tech continues for individuals wishing to attend schooling to learn welding.

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 Third Quarter Statistics for the Division of Public Health

Ms. Tetzloff reported not a lot of highlights for the third quarter. The division is now fully staffed. As such, more Prenatal Care Coordination (PNCC) clients are being served. Food and water borne investigations are up due to the statistics reflecting the summer trends. Wisconsin Well Women Program (WWWP) is getting to women earlier for treatment.

Ms. Oehlke presented the Fit Families program. Fit Families is a successful behavior change program for families with children 2 to 4 years of age. The goal is to prevent childhood overweight and obesity.

Mr. Hanna distributed the third quarter budget status report for the Division of Health.

B. Discussion/Action on Health and Human Services Break/Lunch Policy

A motion was made by Mr. Krogwold and seconded by Mr. Radtke to adopt the policy. Motion carried.

C. Discussion/Action on Health and Human Services Comp Time Policy

Mr. Przybelski stated concerns were raised for new employees and the ability to accrue comp time since they receive little vacation time when first hired (two weeks for the first two years of employment). Currently there is a max of 40 hours of comp time that can be accrued. Mr. Levin questioned whether the start date of the policy should be November 1 rather than October 1. Mr. Przybelski stated the policies were put in place by the Human Resources Committee to begin October 1. During their last meeting, the Committee felt the policies should be approved by individual Boards in addition to Department Heads. The date of October 1 was approved by Department Heads but just needs Board approval. To change the date would create a payroll "nightmare" for the month of October. A motion was made by Mr. Levin and seconded by Mr. Radtke to approve the policy. Motion carried.

III. FISCAL ISSUES

A. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated the regular accounts totaled \$134,045.33 and high cost accounts totaled \$171,090.38. They include voucher number 20110809 for \$31,679.58, voucher number 20110829 for \$56, voucher number 20110849 for \$46,535.04, and voucher number 20110851 for \$77,522.27. Adult substitute care totaled \$33,059.25 and children's substitute care totaled \$112,996.85. Pre-authorizations totaled \$1,767.52. Fuel cards total \$1,519.20. Purchases totaled \$478.96. Portage House vouchers totaled \$11,021.79 and include voucher number 2011084 for \$11,021.79. A motion was made by Mr. Krogwold and seconded by Mr. Levin to place the vouchers on file. Motion carried.

B. Discussion/Action on Resolution for 2012 Contracts over \$100,000

Mr. Przybelski stated the resolution is okay without needing changes due to the action taken on agenda item III.C. A motion was made by Mr. Krogwold and seconded by Mr. Radtke to approve the resolution with amendments made to the attachments as stated in agenda item III.C. Motion carried.

C. Discussion/Possible Action Regarding Setting Contract Limits

Mr. Hanna reported most of the contracts are in the high cost budget which we have little control over. Mr. Hanna is requesting to have the contract amounts amended to set higher contract limits without having to come back each time a contract exceeds the amount originally set. Mr. Hanna would like to set all the residential care facility contracts up to \$500,000. Currently there are three facilities in this group. It is understood that the total of all three contracts would not exceed \$500,000 without coming back to the Board. The Department has no control over which facility a judge may order an individual placed in. Additionally Mr. Hanna would like the contracts for CBRF's, treatment foster homes, and autism services also increased. The contract amounts would be \$500,000 for residential care facilities (three in total), \$400,000 for CBRF's (two in total), \$280,000 for treatment foster homes (three in total), and \$250,000 for autism services (two in total). The contract summary sheets would be amended to reflect the changes as well. A motion was made by Mr. Radtke and seconded by Mr. Krogwold to approve the request as stated with no change to the budget as it has been presented. Motion carried.

IV. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

There were no position refills.

IV. NEXT MEETING

The next meeting is scheduled for November 8, 2011.

V. ADJOURNMENT

The meeting adjourned at 6:20 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
November 8, 2011

Present

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

Excused

Nancy Prince

Also Present: Dawn Grasamkee, Recording Secretary; Ray Przybelski, Director; and Amy Marcott, Community Programs 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 25, 2011

A motion was made by Ms. Borski and seconded by Mr. Levin to approve the minutes with the correction made.

B. Correspondence

Mr. Przybelski distributed the Compression Planning Summary concerning the Human Services Redesign. Basically the plan is to afford counties having input into the organizing and implementation of the next big changes coming from the State.

Mr. Przybelski stated an updated Glossary of Terms and Acronyms is available for Board members at their places.

C. Director's Report

Mr. Przybelski reported work continues on the IM Consortium. The consortium is made up of Marathon, Langlade, Oneida, and Portage Counties. The largest issues are with the state contract. The points of contention include performance standards. It is hoped that these standards could be put off for one month until all the "kinks" are worked out with the call centers. Additionally, a single consortium audit is being requested.

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Currently each county supplies an audit and it is hoped that rather than having to perform an additional audit the state would accept the individual audits. Conflict resolution is another area of concern. Essentially the contract as it is written states if there is a conflict between the state and the consortium, the state will decide what is correct. There is no opt out clause available in the contract. The federal government provides funding incentives if a goal is reached. The contract basically states any incentives received would be retained by the state and not forwarded to the counties that reached the goal. There are also language issues concerning the IMAC team and training. Mr. Przybelski stated an Memorandum of Understanding will be developed with Marathon County to handle the state reporting. Our consortium will not be co-mingling their dollars. Mr. Radtke questioned if it is mandated that a county join a consortium. Mr. Przybelski stated it is mandated. If you do not join, then you will be appointed to a consortium.

D. Reports from Board Appointed Committees/Activities

Mr. Clark attended the CAP Services meeting. The low income housing building projects are on track. Most of the buildings are occupied and those being constructed already have individuals on the list to occupy them once they are completed. Additionally, a vehicle is donated every year by Pat's CarStar Auto Body. Applications for the vehicle are being taken by CAP Services and the car will be given to the selected individual.

Ms. Dodge attended the permanency planning review. Three children were reviewed. The first was a 2 year old girl whose parents are on custody on drug charges. Her mother has moved in with a drug dealer. The father is following through on visitation but has relapsed a few times on AODA issues. The girl is currently placed with her maternal grandparents who are very supportive of reunification with her father. The second was a 13 year old girl whose parents have AODA issues. Her father suicided in March. She is currently placed with a paternal aunt and uncle. The child is very defiant and doesn't respect authority. Reunification is the goal for next year. The last was a 6 year old girl. Her mother is deceased and her father is in jail. She is currently with her grandparents but her grandfather has recently passed away. She is now with her uncle and adjusting well.

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

There were no members of the public present.

II. PROGRAM ISSUES

A. Discussion/Information on Third Quarter Statistics for Division of Community Programs

Ms. Marcott stated the psychiatric wait list has gone up a bit. Ministry now has three psychiatrists but accessing them is challenging since an individual must be referred by a Ministry primary care doctor. Emergency detentions remain steady. Mr. Clark questioned what happens when there is a no show. Ms. Marcott explained a no show is not showing for an appointment or cancelling two hours or less prior to an appointment. If an individual has multiple repeat occurrences of no showing, a policy is in place that states once an individual has three no shows in a row they are put on hold for three months and must speak with Ms. Marcott prior to being put back on the schedule. Inpatient mental health admissions were made to Winnebago and Mendota which affects high cost. This is the first admission to Mendota this year. Recent admits to these facilities have been unavoidable. The contracts have been secured for the birth to three program coming in house for 2012. The Family Care cap is impacting adult protective services. There are several individuals on the wait list that still need services - these services have fallen to APS. There is \$12 million available statewide for emergency slots and thus far only four slots have been used. The definition for using an emergency slot is cumbersome and making use of these slots challenging.

Ms. Marcott distributed information regarding adult protective services. A half time position will be added through the budget process. There are 19-45 referrals per month with only two full time employees responding to the cases. All responses must be within 24 hours of report. There has been a lot of financial abuse being found in these cases. There are Memorandums of Understanding in place with the financial institutions in the county to help aid in investigating these cases. Anyone can call in a referral to adult protective services.

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A budget status report for the Division of Community Programs was distributed.

B. Discussion/Action on Health and Human Services Work Schedule/Flex Time Schedule Policy

Mr. Przybelski distributed an updated copy of the policy. There was a slight modification made to the policy. The title was corrected and the policy split out flex time and flexible work schedule. A motion was made by Mr. Radtke and seconded by Dr. Numsen to approve the policy. Motion carried.

III. FISCAL ISSUES

A. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated the regular accounts totaled \$80,931.17 and high cost accounts totaled \$62,768.05. They include voucher number 20110850 for \$47,898, voucher number 20110883 for \$40,691.90, and voucher number 20110885 for \$54,918.14. There were no adult substitute care vouchers or children's substitute care vouchers. Pre-authorizations totaled \$191.18. Purchases totaled \$176.36. There were Portage House vouchers. A motion was made by Ms. Dodge and seconded by Mr. Kurzynski to place the vouchers on file. Motion carried.

IV. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

There were no position refills.

IV. NEXT MEETING

The next meeting is scheduled for November 22, 2011.

V. ADJOURNMENT

The meeting adjourned at 6:00 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
November 22, 2011**

Present

Jim Clark
Jeanne Dodge
Brian Kurzynski
Doug Radtke
Sam Levin
Janis Borski
Dr. Gene Numsen

Excused

Nancy Prince
Lonnie Krogwold

Also Present: Dawn Grasamkee, Recording Secretary; Ray Przybelski, Director; Jim Riggerbach, Children and Family Services Coordinator; Cheryl Butkus, Accounts Receivable Supervisor; Teresa Kovach, Child Protective Services Supervisor; Danita Docka, Child Welfare Social Worker; and Bill Hanna, Business Manager.

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 November 8, 2011

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

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Hanna introduced Cheryl Butkus as the new Accounts Receivable Supervisor at Human Services.

Mr. Przybelski stated the Department has an opportunity to apply for a grant. The grant is due December 1. The grant is for \$10,000 and would be used to pay for staff at the United Way working on the Community Health Improvement Plan. This plan is being put together in conjunction with the United Way, Health and Human Services, and Ministry. Due to the timing of the grant, it will be submitted with approval coming from the Board after the grant is submitted. If the Board wishes not to approve applying for the grant, the grant request can be withdrawn.

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D. Reports from Board Appointed Committees/Activities

Mr. Clark, Mr. Levin, and Ms. Borski attended the AODA Coalition meeting. A presentation was given by an individual from UW Milwaukee legal. The presentation was very good. Compliance checks were done in the Almond/Bancroft area. Four of the five establishments in the outskirts did sell to the underage individuals sent in. In town, six of the 13 establishments checked did sell to underage individuals.

Mr. Clark, Dr. Numsen, and Ms. Dodge attended an appeal hearing regarding substantiated neglect findings.

Mr. Clark and Mr. Przybelski attended a presentation on staffing the crisis center. In 1995, they held a shelter facility license. In 2009 it was changed to a group home license. The State is now stating that another staff person needs to be present to comply with state rules regarding group home placements.

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 Third Quarter Statistics for Division of Children and Families

Mr. Riggerbach reviewed the statistics. Child Protective Services reports have gone down slightly but investigations have gone up. Substitute care placements are up. Placements in group care and child caring institutions have gone down. These two are very high cost placements. Calls to this Division regarding referrals, questions, etc., have increased this quarter. Additionally, Economic Support applications have increased. Emergency Services referrals have decreased. The Division has filled the Child Protective Services investigator and the delinquency worker vacancies. Work continues on the Income Maintenance Consortium. Mr. Hanna distributed the budget status report for the third quarter of this Division as well as the out-of-home cost report for the third quarter.

Ms. Kovach distributed information regarding Children in Need of Protection or Services (CHIPS) as well as the steps involved when a case is transferred to Ongoing Services after a CHIPS petition has been filed. Ms. Kovach and Ms. Docka reviewed the steps involved after a case is transferred to an ongoing social worker. There are deadlines that must be met such as meeting with the family within one week, preparing a court report within 30 days or setting a fact finding hearing within 30 days of a contested plea hearing, completing a permanency plan within 60 days, and holding monthly face-to-face contacts with a family. If a termination of parental rights is necessary, this process can take anywhere from two up to nine months to complete, in rare circumstances longer. The time spent for each step was also included on the handout. Currently there are four ongoing social workers with an average of 20 cases per worker. Those 20 cases average 45 children involved. The average time the ongoing social worker is working is 45-50 hours. Mr. Radtke questioned who worries about the parents' rights during this process. Ms. Kovach stated the parents are responsible to obtain and pay for any legal representation they feel they need. A Guardian ad Litem is appointed for the child(ren). Ms. Kovach stated there are many levels of protection for the parents through the court process and permanency plan reviews where other individuals outside the agency have input regarding case activities.

III. FISCAL ISSUES

A. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated the regular accounts totaled \$119,004.72 and high cost accounts totaled \$173,228.53. They include voucher number 20110884 for \$31,679.58, voucher number 20110906 for \$194.76, voucher number 20110929 for \$16,582.85, and voucher number 20110930 for \$102,757.42. Adult substitute care totaled \$36,775.30 and children's substitute care totaled \$103,340.32. Pre-authorizations totaled \$492.50. Fuel cards totaled \$410.52. Purchases totaled \$2,667.17. Portage House vouchers included voucher number 20110928 for \$1,024.45. Purchases totaled \$190.66. A motion was made by Ms. Dodge and seconded by Mr. Kurzynski to place the vouchers on file. Motion carried.

B. Discussion/Action on Resolution for Authorization for 2011 Amended Contracts Over \$100,000

Mr. Przybelski stated additional placements were made to these providers. A motion was made by Mr. Radtke and seconded by Mr. Numsen to approve the resolution. Motion carried.

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C. Discussion/Action on Approval of 2012 Contracts Greater than \$25,000 but less than \$99,999.99

A motion was made by Ms. Dodge and seconded by Mr. Kurzynski to approve the 2012 contracts. Motion carried.

D. Discussion/Action on Resolution for Authorization for 2012 Contracts Over \$100,000

Mr. Przybelski stated there are two contracts. An updated list of the contracts was distributed. Ms. Dodge approved the resolution with a second by Mr. Levin. Motion carried.

E. Discussion/Action on 2011 Contract Amendments for Contracts Greater than \$25,000 but less than \$99,999.99

A motion was made by Mr. Levin and seconded by Dr. Numson to approve the contracts. Motion carried.

IV. PERSONNEL ISSUES

A. Discussion/Action on Extension of LTE Hours

Mr. Przybelski stated this is an LTE that was approved last spring. A request is being made to extend the LTE hours an additional 320 hours to assist in clearing up the backlog of cases. Funding is available in two areas – administrative donations and child welfare donations. These funds cover all but about \$2,000 to \$3,000 of the cost of the extension. Dr. Numsen moved to approve the request and forward to Human Resources Committee with a second by Ms. Borski. Motion carried.

B. Discussion/Information on Position Refills

Mr. Przybelski stated the Department is waiting on things to come from Human Resources. A request was made to assume two positions from the Achievement Center in 2012 when the birth-to-three program is moved in-house.

V. NEXT MEETING

The next meeting is scheduled for December 13, 2011.

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VI. ADJOURNMENT

The meeting adjourned at 6:30 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
December 13, 2011

Present

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

Excused

Nancy Prince

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 November 22, 2011

Ms. Borski stated on page 2, section D, the presentation was given by an individual from UW Madison, not UW Milwaukee. A motion was made by Ms. Borski and seconded by Ms. Dodge to approve the minutes as amended. Motion carried.

B. Correspondence

Mr. Przybelski stated he received a letter from Nancy Prince requesting a leave of absence from the Board effective for one year. There is currently no guidance on how this should be handled.

C. Director's Report

Mr. Przybelski distributed a copy of the tentative meeting dates for 2012.

Mr. Przybelski stated the Income Maintenance Consortium is comprised of Marathon, Oneida, Langlade, and Portage Counties. Marathon County will be the lead agency and will be responsible to sign the contract with the State as well as handle contract negotiations. A Memorandum of Understanding will be signed between the other counties for the services, risk sharing, etc. No funds will be pooled.

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Mr. Przybelski reported an opt out provision has been added to the contract. No performance standards will be utilized from January to March while the implementation is occurring. After March there will be performance standards to meet. There will be an ability to submit a 30 day corrective action plan. Any foodshare bonus money received in the state will be shared based on caseload percentages. An Advisory Committee will be developed to deal with issues. This committee will be made up of state and county representatives. An audit of the consortia will not be required. They will accept each county's individual audit. Mr. Radtke questioned who hears disputes between consortia members. Mr. Przybelski stated a dispute resolution process is in the Memorandum of Understanding.

D. Reports from Board Appointed Committees/Activities

Mr. Clark attended the CAP meeting. The housing unit in Waupaca is up and running. There are 17 units and 4-5 units are already spoken for.

Dr. Numsen attended the Family Support Program Committee meeting. The funding for this program is the same in 2012 as it was in 2011. The program provides non-essential services such as cell phones and internet to eligible participants. The yearly amount for 2012 per family is \$1,200 which is a decrease from \$1,300 in 2011.

Ms. Dodge attended the permanency plan reviews. Eight children were reviewed. The first was a 9 year old girl and her 11 year old brother. A termination of parental rights was completed on November 15 and the foster parents are adopting them. A 2 year old boy whose parents are on drugs is placed with his grandmother. His father was released from jail in June and has been visiting his son and going to school. A trial reunification is being done. Sisters, ages 4 and 5, are living with their maternal grandparents. The mother has drug issues. She does see her children often. She is currently unemployed and has no housing. Reunification is the goal. A 6 month old girl, who was positive for THC at birth, is placed with the maternal grandparents. Mom has AODA and domestic abuse issues. Dad has visitations. Reunification is the plan. A 16 year old male is currently at Rawhide due to AODA issues, theft, stole a car, etc. A psychiatric evaluation was done and medications were recommended. He has stabilized and Rawhide is requesting he be released. The judge has placed him at Rawhide. The worker will be going back to Court to see if he can be placed

in treatment foster care with a structured environment. The last was a 17 year old male who is in treatment foster care. He has drug issues, legal issues, refused counseling, etc. Since in treatment he has done well in school. He turns 18 next year and is being encouraged to stay and finish school.

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

There were no members of the public present.

II. FISCAL ISSUES

- A. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated the regular accounts totaled \$65,332.81 and high cost accounts totaled \$65,752.81. They include voucher number 20110950 for \$40,944.96 and voucher number 20110954 for \$23,232.14. There were no adult substitute care but children's substitute care totaled \$420. Pre-authorizations totaled \$575.51. Fuel cards totaled \$1,000. Purchases totaled \$1,893.50. Portage House vouchers included pre-authorizations totaling \$1,317.63. Mr. Krogwold questioned the \$1,000 in fuel cards. Mr. Przybelski stated this is for gas cards for the W-2 program. A motion was made by Ms. Dodge and seconded by Mr. Kurzynski to place the vouchers on file. Motion carried.

- B. Discussion/Action on Division of Public Health CDC Mini Grant - \$10,000

Mr. Przybelski stated due to time limits on this grant, the grant has already been submitted. The grant will be for \$10,000 and used to offset the cost of United Way staff hired to complete the community assessment. A motion was made by Mr. Krogwold and seconded by Mr. Radtke to approve the request. Motion carried.

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C. Discussion/Action on Division of Public Health CYSHCN WIC Grant - \$2,000

Mr. Przybelski distributed a copy of the grant request. He stated the grant request is for \$2,000. This would cover the cost of training for those working with special needs children on their nutritional needs. A motion was made by Ms. Dodge and seconded by Mr. Levin to approve the request. Motion carried.

III. PROGRAM ISSUES

A. Discussion/Action on Agreement Between Portage County and the Achievement Center for the Transfer of Personnel from the Achievement Center to Portage County

Mr. Przybelski stated a request is being made of Human Resources to allow two employees of the Achievement Center be transferred over as Portage County employees effective January 1, 2012. An exemption is being requested to the Human Resources policy. A motion was made by Dr. Numsen and seconded by Ms. Borski to approve the request. Motion carried.

IV. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

Mr. Przybelski stated Robyn Gibson, a public health nurse, is retiring.

V. NEXT MEETING

The next meeting is scheduled for January 10, 2012. Mr. Clark stated both he and Ms. Dodge will be unavailable for the meeting. As such, he is appointing Mr. Krogwold to serve as the chairperson for that meeting.

VI. ADJOURNMENT

The meeting adjourned at 5:45 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P