

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
January 10, 2012

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; William Hanna, Business Manager; and Jim Riggerbach, Children and Family Services Coordinator.

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

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

A. Approval of Meeting Minutes of December 13, 2011

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

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski stated there were a lot of changes for 2012. Individuals retired and new employees started. Additionally, changes in programs included in the budget will be implemented in 2012. The Birth to Three program are now located in the building. The agreement has been signed and sent out by Ms. Ford.

D. Reports from Board Appointed Committees/Activities

Mr. Clark attended the CAP meeting. Due to the weather, the meeting was held via conference call. The meeting centered around the closing of Colligan's Bakery.

- 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 IM Central Consortia Update

Mr. Riggerbach distributed a map of the various call center consortias. Additionally, a spreadsheet indicating the general calls received for each consortia was distributed. The spreadsheet does not include the elderly, blind, disabled calls or the long term care calls. The consortium Portage County belongs to is the IM Central Consortium. The data collected shows that some of the call centers are doing very well. Some of the consortias were already operating call centers in the past so were familiar with the set up. Additionally, Oneida County had to change their entire phone system and it is still not working yet. While individuals are waiting for their call to be answered, a recorded message plays indicating different services available, how to replace their Forward cards, etc. No time is given on how long the wait time will be. Additionally, all cases that were done by the State have now been transferred back to the counties. New applications are also being handled by the counties.

- B. Discussion/Information on Human Services Redesign

Mr. Przybelki stated the major changes were to W-2, long term care, and income maintenance programs by the State with little input from the counties. The Wisconsin County Human Services Association is looking to become pro-active regarding any future program changes coming from the State. Most programs are not sustainable with the changes being imposed by the State. Outcomes are being developed as well. Mr. Przybelki stated it is expected the redesign will have some opposition or "turf wars" when it comes to funding as well as other issues. Funds can come from state, federal, or local levels. Additionally, some programs can be run better in consortias while some are better being handled by each county independently. The redesign is still a "work in progress." Input is gathered from various local and state government, human services departments, and others.

III. FISCAL ISSUES

A. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated the regular accounts totaled \$220,686.04 and high cost accounts totaled \$201,931.34. They include voucher number 20110953 for \$31,679.58, voucher number 20110992 for \$68.96, voucher number 20111025 for \$21,908.71, voucher number 20111026 for \$114,584.46, voucher number 20111050 for \$72,725.83, and voucher number 20111057 for \$19,185.62. Adult substitute care totaled \$50,700.18 and children's substitute care totaled \$107,407.83. Pre-authorizations totaled \$4,356.21. Purchases totaled \$6,344.41. Portage House vouchers included voucher number 20110993 for \$631.95 and voucher number 20111047 for \$4,074.31. Pre-authorizations totaled \$1,160.95. A motion was made by Mr. Krogwold and seconded by Mr. Levin to place the vouchers on file. Motion carried.

B. Discussion/Action on Public Health Division Grant Request Cribs for Kids Program

Mr. Przybelski stated this is a grant funded program. The grant request is for \$500. There is very minimal staff time associated with this program. The program is associated with the Prenatal Care Coordination program. The funds would be used to purchase Graco Pack-n-Play cribs. The cribs are then used for eligible clients. A motion was made by Dr. Numsen and seconded by Mr. Krogwold to approve the request. Motion carried.

IV. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

Mr. Przybelski stated the public health nurse position is being advertised for to fill the vacancy by a retired nurse. Just the public health technician position is still unfilled.

V. NEXT MEETING

The next meeting is scheduled for January 24, 2012.

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VI. ADJOURNMENT

The meeting adjourned at 5:55 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
January 24, 2012

Present

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

Excused

Nancy Prince
Jeanne Dodge
Brian Kurzynski

Also Present: Dawn Grasamkee, Recording Secretary, Ray Przybelski, Director; William Hanna, Business Manager; Faye Tetzloff, Health Officer; and Gary Garske, Public Health Planner.

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 10, 2012

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

B. Correspondence

Mr. Przybelski received an email from Ms. Prince. She is planning on returning to the Board on February 28.

C. Director's Report

Mr. Przybelski and Mr. Clark attended the Woodlands Enhanced Health Commission meeting. There are plans to expand the behavioral health beds and possibly open a CBRF on the grounds. The CBRF would house difficult to treat clients who are CRS eligible. There would be 12 beds in this facility.

Mr. Przybelski stated the County Executive is looking at moving child support under the pervue of Health and Human Services effective January 1, 2013. A study of the transition is being completed. Mr. Radtke questioned if this will need to go through the County Board. Mr. Przybelski stated he does not know. Mr. Levin questioned if there is any financial liability to Human Services. Mr. Przybelski stated there isn't. They are hoping to capture additional federal dollars as well as looking at efficiencies.

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D. Reports from Board Appointed Committees/Activities

Mr. Clark attended the Woodlands Commission meeting. A request to join the commission was received from Barron County. There are 188 beds available and 171 are being used. Two residents are from Portage County and one is a CCCW resident. The entire mental health floor is vacant right now so beds are available.

Mr. Clark and Mr. Levin attended the AODA meeting. Mr. Levin stated compliance checks were done and a 67% selling rate was found. A presentation was given. Prescription drug trading and selling is up. Heroin use is also on the rise.

Mr. Clark attended the CAP meeting. The housing unit in Waupaca is one-third filled up. The other units are on schedule to be filled.

Mr. Radtke attended the Mental Health Service Coordinators meeting. There were no COP requests. There are six individuals in long-term programs. CCS needs certification in January. Goals are being written at this time. Discussion occurred on how to get clients to attend the meeting. There was more client attendance when the meetings were in the implementation phase. Now that they are ongoing meetings to maintain, there is less client participation.

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 Fourth Quarter Statistics for Division of Public Health

Ms. Tetzloff reviewed the statistics. Immunization clinics are higher due to flu shots being given. Mr. Clark questioned if there are problems with children not getting vaccinated. Ms. Tetzloff stated it is happening. There is a decrease in the rate of immunizations nationwide. Parents are choosing not to follow standard schedules for immunizations. Some parents are not

convinced immunizations are necessary. Parents cannot opt out if their children attend a licensed day care. Children who are home schooled are not monitored since they are not attending public schools. Ms. Tetzloff stated WIC is experiencing a steady enrollment. The WWWP always gets busy during the fourth quarter with screenings. Environmental Health has received a lot of inquiries about restaurants opening. One rabies submittal of a bat came back positive. The veterinary tech who processed the bat received prophylaxis. Ms. Tetzloff stated Ms. Prince had a question about the cases of CDC and whether or not they include the suspected cases or just the confirmed cases. The statistics only include the confirmed cases. Suspect or negative cases are not counted. Mr. Przybelski stated the \$10,000 CDC grant was received. The request will go to the Finance Committee for acceptance. The funds will be used to help with our portion of the Life Report.

Ms. Tetzloff distributed information regarding NALBOH (National Association of Local Boards of Health). PCHHS would join as a member. The cost would be \$175. Board members would receive a quarterly journal, additional updates, and email updates if they choose.

Mr. Garske gave a presentation on other tobacco products. These new problems are targeting young people to initiate use of tobacco products. Some of the new products include: Orbs which look like small mints with nicotine levels equal to about half a cigarette, dissolvable strips with nicotine levels equal to a whole cigarette, chewable stick with nicotine levels equal to three cigarettes, and SNUS, a tea bag like pouch that is placed by the cheek and gum. Currently only SNUS is available in Wisconsin. All of these products are packaged to look similar to other products already on the market such as mints and gum. These items are not taxed like cigarettes. Placement of these items at retail establishments is not regulated. They can be put out in the same area as mints, gum, and candy are located.

III. FISCAL ISSUES

A. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated there are two voucher runs, one for 2011 and the other for 2012. The regular accounts for 2011 totaled \$94,564.21 and high cost accounts totaled \$154,791.14. They include voucher number 20111064 for \$1,030, voucher number 20120002 for \$10, voucher number 20120020 for \$24,675.80, and voucher number 20120021 for \$68,056.95. Adult substitute

care totaled \$45,835.24 and children's substitute care totaled \$108,488.40. Fuel cards totaled \$1,258.96. There were no Portage House vouchers. The regular accounts for 2012 totaled \$24,268.48. There were no high cost vouchers. They include voucher number 20120025 for \$16,492.85 and voucher number 20120003 for \$7,775.63. There were no adult substitute care or children's substitute care vouchers. Purchases totaled \$842.61. There were no Portage House vouchers. Mr. Levin questioned \$1,000 in gas cards. Mr. Przybelski stated this is for \$10 gas cards for Economic Support clients. Mr. Radtke asked how the percentage spent compares to previous years. Mr. Hanna stated with the change halfway thru the year regarding retirement, it is pretty similar. A motion was made by Mr. Krogwold and seconded by Mr. Radtke to place the vouchers on file. Motion carried.

B. Discussion/Information on 2012 Contracts Less than \$25,000

Mr. Przybelski distributed a listing of the contracts. Sentinel Services needs to be added to the list. They provide electronic monitoring for juveniles and the contract is \$4,000. Mr. Radtke questioned how frequently we use Corporation Counsel. Mr. Przybelski stated this is for IV-E funding to be claimed from the state. It is required that a contract be with Corporation Counsel in order to acquire this funding.

IV. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

Mr. Przybelski stated two public health nurse positions need to be refilled due to retirements. There is also a vacant Public Health Technician position. Additionally, a request for a job share will go to the County Executive in the Community Programs area.

V. NEXT MEETING

The next meeting is scheduled for February 14, 2012.

VI. ADJOURNMENT

The meeting adjourned at 6:05 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
February 14, 2012

Present

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

Excused

Nancy Prince
Brian Kurzynski

Also Present: Dawn Grasamkee, Recording Secretary, Ray Przybelski, Director; William Hanna, Business Manager; Jim Riggenschach, Children and Family Services Coordinator; Tammy Porter and Cheryl Kawlewski, Economic Support 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 January 24, 2012

A motion was made by Mr. Krogwold and seconded by Dr. Numsen to approve the minutes. Ms. Borski stated on page 2 Section D, second paragraph, is a 67% selling rate. Mr. Przybelski stated this should be a 67% compliance rate. Motion carried with changes as indicated.

Ms. Borski distributed a copy of information posted on Ms. Dreier's political facebook page concerning the integration of the Child Support Department with Health and Human Services.

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski stated in December 2011, a local business, Today's Furniture, volunteered to provide beds for youth. They will provide up to there beds a month. This is a program this company has done since their inception in Appleton. With the new branch in Portage County, they have offered the same generous program to the Department.

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D. Reports from Board Appointed Committees/Activities

Mr. Clark stated he missed the CAP Director's meeting. Ms. Dodge missed the February 1 Permanency Planning Review meeting.

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

There were no members of the public present.

II. PROGRAM ISSUES

A. Discussion/Information on Fourth Quarter Statistics for Division of Children and Families

Mr. Riggerbach stated referrals for delinquency and child protective services have increased. There are fewer children in child welfare being served. Substitute care placements have decreased. When comparing this year to last year's substitute care placements, a decrease in child caring institutions has been realized. Foster placements are higher, but these are less costly placements compared to child caring institutions. Most of the new homes for foster care are for relative placements. Economic Support new applications have increased. Mr. Radtke questioned if any additional restrictions are being applied. Mr. Riggerbach stated not at this point. More restrictions on foodshare would cause more burden on local pantries and partners.

Mr. Riggerbach distributed call center statistics from January and February. The call statistics have gotten better progressively since the center was started. On Thursdays, the call center opens at 10:15 a.m. due to staff meetings held in the consortium. Marathon County had a lot of staff retire at the end of the year and so the remaining partners are struggling to keep up until the new staff can be trained. The software for the call center tracks the statistical information. Mr. Clark asked what type of questions are being asked. Ms. Porter stated many are reporting change of address, new job, a raise, etc. Additionally calls are made to schedule appointments for the required review. Mr. Krogwold questioned if a lot of calls are bunched during certain timeframes. Mr. Riggerbach stated they are. There are more calls on Mondays and Tuesdays, during lunch hours, etc. The call center is active from 8:15 a.m. to 4:15 p.m. When a caller is calling in, a message is played

while they are on hold waiting for a live body. It gives information such as the hours of the call center, the ability to go online to apply, etc. There are eight individuals taking calls every day with two duty people. There have been problems with the documents being sent to Madison. They are being scanned into the wrong files which causes delays when an individual calls into the call center and their information cannot be found.

III. FISCAL ISSUES

A. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated there are two voucher runs, one for 2011 and the other for 2012. The regular accounts for 2011 totaled \$83,883.31 and high cost accounts totaled \$33,748.88. They include voucher number 20120055 for \$25,376.67, voucher number 20120058 for \$84,318.09, voucher number 20120093 for \$500, voucher number 20120094 for \$4,629.28, and voucher number 20120118 for \$264.09. There were no adult substitute care vouchers or children's substitute care vouchers. Pre-authorizations totaled \$2,544.06. Portage House vouchers totaled \$2,618.54. They include voucher number 20120056 for \$1,143.05 and voucher number 20120092 for \$455.28. Pre-authorizations totaled \$1,020.21. The regular accounts for 2012 totaled \$44,804.96 and high cost accounts totaled \$160,324.13. They include voucher number 20120045 for \$942.70, voucher number 20120046 for \$12,442.18, voucher number 20120059 for \$1,393.80, voucher number 20120063 for \$2,178.09, voucher number 20120069 for \$114, voucher number 20120116 for \$5,705.51, and voucher number 20120120 for \$22,675.68. Adult substitute care totaled \$48,143 and children's substitute care totaled \$110,206.13. Fuel cards totaled \$1,328. Purchases totaled \$669.03. Portage House vouchers totaled \$621.30. They include voucher number 20120044 for \$126.52 and voucher number 20120099 for \$494.78. A motion was made by Ms. Dodge and seconded by Mr. Levin to place the vouchers on file. Motion carried.

B. Discussion/Information on 2011 Out-of-Home Cost Report for Division of Children and Families

Mr. Hanna stated the Department spent less than budgeted on out-of-home placements. Foster care had more children placed than budgeted. Kinship placements were slightly over budget. Residential placements only used 50% of the budgeted amount. It is anticipated additional grant funding will be realized in corrections since fewer children were placed. The Department

will get to keep these additional funds. Mr. Radtke questioned when the final numbers will be ready. Mr. Hanna stated probably after March but maybe not until June. Ms. Dodge questioned if the savings will be allocated to the high cost reserve. Mr. Przybelski stated historically any surplus in the high cost accounts go to the high cost reserve. If there are savings in the regular accounts, the Department asks to be able to keep those funds to help offset any shortfalls that may be realized in the future.

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

Mr. Przybelski stated this contract with Northwest Counseling and Guidance Clinic needs Board approval. The contract allows the agency to provide mentoring to children in the community and provide social skills training to children. The training is held at Health and Human Services. A motion was made by Ms. Borski and seconded by Mr. Levin to approve the contract. Motion carried.

D. Discussion/Action Establishing a Fee for Multiple Family Group Therapy and Including it in the 2012 Fee Schedule

Mr. Hanna stated this a new fee for 2012 due to the in-home therapy program. The fee is \$80 for multiple family group therapy. A motion was made by Ms. Dodge and seconded by Dr. Numsen to approve the fee. Motion carried.

Mr. Radtke questioned the fee per page for records requests. Mr. Przybelski stated the agency follows the County Clerk's fee they charge for records. Mr. Radtke felt this fee was high. Mr. Przybelski stated he would follow-up on this.

IV. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

Mr. Przybelski stated Mr. Riggerbach has announced July 5 as the date of his retirement. Mr. Radtke questioned if there is a policy that would allow us to hire a replacement while Mr. Riggerbach is still employed to allow for an overlap of individuals for training purposes. Mr. Przybelski stated it has always been a budget issue.

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V. NEXT MEETING

The next meeting is scheduled for February 28, 2012.

VI. ADJOURNMENT

The meeting adjourned at 5:45 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
February 28, 2012**

Present

Excused

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

Also Present: Dawn Grasamkee, Recording Secretary, Ray Przybelski, Director; Amy Marcott, Community Programs Coordinator; Yengyee Lor-Yang, Special Needs Supervisor; Suzanne Oehlke, WIC Director; and Sue Chapman, Birth to Three Service 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 February 14, 2012

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

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski stated an invitation will be extended to new County Board Supervisors, as well as existing supervisors, to attend a brief orientation of the services provided by the Department.

Mr. Przybelski stated they have been meeting with CAP Services regarding the foster care license for the youth side of the Family Crisis Center. The

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license is set to expire in November. After talking with the State, it was determined a change in the legislative language needs to be made in order to allow the license to continue. After the license expires, an attempt will be made to license them through waivers until the legislative language can be changed.

D. Reports from Board Appointed Committees/Activities

Mr. Clark stated the cap on CCCW enrollment is anticipated to be lifted. Mr. Canales informed Mr. Clark that the Senate and House have approved lifting the enrollment cap and the Governor is expected to approve this as well.

Mr. Clark and Mr. Przybelski met with Patty Dreier regarding the possibility of combining Child Support with Health and Human Services. These are still preliminary discussions. It is anticipated no reduction in staff would be needed. Additional revenue can be captured by combining the departments. The federal government allows up to 66% of levy to be claimed. These funds would in turn be given to child support to help with the reductions they received from the State. There are still many areas to look at such as space issues, reception staff, and the part-time work provided by staff from Corporation Counsel.

Mr. Clark attended the CAP Services meeting. All the housing projects are full with the exception of the project in Waupaca County. The project is not yet complete but there is strong interest from individuals in occupying the housing once it is completed. Loans are also being paid on.

Ms. Dodge attended the permanency plan reviews. The first was an eight year old girl who was removed in August 2011 and placed with her maternal grandmother. Her mother has drug issues. The mother has shown little to no progress. The goal is to place the child with a relative and have guardianship established. The next child is an infant boy. Mom is homeless. The father is in the process of being determined. The child is currently with the maternal grandparents. Guardianship is the goal. The next review was a 3 year old girl who was removed due to mom abusing drugs. She is with the maternal grandfather. Mom does well when inpatient but when released she slips back. Currently she is at Destiny Point. Destiny Point has agreed to be flexible with their rules regarding visitation. As such a year has been set for reunification. The next review involved two children - a 13 year old boy and a 3 year old girl. The children were removed due to neglect, mom's mental health issues, and drug issues. The boy is with the mother's parents.

The father is currently in jail. The parents are afraid she will come after them once she is released from jail. The goal is to give guardianship of the boy to the grandparents. The 3 year old girl is currently in foster care. The foster parents are interested in adopting the child. The father is not interested in the child. Additionally, an aunt is also interested in the child but is afraid of the mother as well. The goal is to terminate parental rights to the girl. The last review was on a 17 year old boy. He will turn 18 in August. He has been in the system since September 2008. He has illegal behavior. The mother has made very little attempt to connect with the boy. There is no involvement by the father. He has recently allegedly stolen an iPod. It is unknown at this time whether or not charges will be filed. If charges are filed, he will be charged as an adult.

- 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 Portage County Breastfeeding Coalition Worksite Survey

Ms. Oehlke stated a survey of employers on their breastfeeding practices at the worksite will be done. Only those employers who employ more than 50 individuals will be served. In compliance with the Affordability Act, employers need to set aside a place to allow women who are breastfeeding a place to express breast milk. Education and guidance will be offered to employers.

- B. Discussion/Information on Fourth Quarter Statistics for Division of Community Programs

Ms. Marcott stated referrals to the Community Support Program are increasing. Caseload sizes remain steady. Adult Protective Service referrals are also high but manageable. Emergency Detentions are down. The use of the voucher program is significantly less than anticipated. The no show rates for the doctor and clinicians is quite low. Higher cost inpatient facilities needed to be utilized due to beds being full and no other options available.

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Ms. Marcott reported two brothers were placed at Trempeleau IMD. One brother has been moved into foster placement a \$95 per day, which is considerably less than the IMD placement. The other brother is anticipated to be placed in a less costly placement shortly as well. Ms. Marcott stated the Medical Detox/Inpatient Chemical Dependency number at St. Michael's Hospital for the fourth quarter should be 139 rather than 38. A wait list has been started for SED kids. The worker caseloads are now full. There are two children currently on the wait list. The home and financial manager services will be transferred to the Children and Family Division in 2012. Mr. Radtke questioned the difference in the wait list numbers for psychiatric services compared to the caseloads of the psychiatrists. Ms. Marcott stated in some cases individuals on the wait list found services elsewhere, no longer needed the appointment, or were in crisis and the crisis was dealt with. This in turn would reduce the wait list and in some cases the psychiatrists' caseloads as well.

Ms. Lor-Yang distributed a synopsis of the Birth to Three Program. The transition has been smooth and most families have not noticed or complained of any difference in services. Having the second service coordinator position has allowed the existing worker to reduce the caseload size from 56 down to 32-36 cases. The second service coordinator picked up the 20 cases from the existing worker and an additional 15 cases were added. Since January 2012, there were 27 additional children referred. Mr. Przybelski asked if there is any move from the legislature to reduce the percent of disability needed to be eligible for the service. Ms. Lor-Yang stated at this time there have been talks but no change has been made. Ms. Borski questioned if the Achievement Center Board has been dissolved. Mr. Przybelski stated not yet. Ms. Borski questioned if the report can be shared with them. Mr. Przybelski stated there is no obligation to share the information but it can be done.

III. FISCAL ISSUES

A. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated there are two voucher runs, one for 2011 and the other for 2012. The regular accounts for 2011 totaled \$4,622.84 and high cost accounts totaled \$19,474.02. They include voucher number 20120134 for \$23,262.46, voucher number 20120141 for \$444.40, and voucher number 20120158 for \$390. There were no adult substitute care vouchers or children's substitute care vouchers. Portage House had no vouchers. The

regular accounts for 2012 totaled \$102,837.11 and high cost accounts totaled \$25,684.13. They include voucher number 20120119 for \$56,537.50, voucher number 20120157 for \$60,064.74, and voucher number 20120153 for \$9,442.26. There were no adult substitute care vouchers or children's substitute care vouchers. Pre-authorizations totaled \$2,476.74. Purchases totaled \$1,112.40. Portage House vouchers totaled \$293.32. They include voucher number 20120140 for \$293.32. Mr. Levin questioned the difference in the total for bus passes. Mr. Przybelski stated he would find out and get back to the Board. A motion was made by Ms. Dodge and seconded by Ms. Borski to place the vouchers on file. Motion carried.

IV. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

Mr. Przybelski stated interviews are being done for the part-time reception position.

V. NEXT MEETING

The next meeting is scheduled for March 13, 2012.

VI. ADJOURNMENT

The meeting adjourned at 5:55 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
March 27, 2012**

Present

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

Excused

Brian Kurzynski

Also Present: Dawn Grasamkee, Recording Secretary, Ray Przybelski, Director; Bill Hanna, Business Manager; Patty Dreier, County Executive; Jan Piltz, UW Extension - Healthy Beginnings Program; and Amy Bakken, St. Michael's Hospital - Welcome Home Baby Program.

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 28, 2012

A motion was made by Ms. Borski and seconded by Ms. Dodge to approve the minutes. Ms. Printz stated on page 3, Item II A. The second sentence should say surveyed instead of served. Motion carried with correction.

Ms. Borski posed a question regarding having information given in reports to the Board concerning what are generally closed meetings. Mr. Przybelski will check into whether the report should be given, how much information can be provided, etc.

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski stated a contract of less than \$25,000 was entered into with My Innovative Services. The contract is for \$10,000 and provides after hours medication management services.

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D. Reports from Board Appointed Committees/Activities

Mr. Clark and Mr. Levin attended the AODA Coalition meeting. Due to the recent drowning of a 21 year student, plans of action were looked at. One recommendation was to see if family members could be with individuals for their 21st birthday. Further discussion will be held.

Mr. Clark and Mr. Przybelski met with Patty Dreier to discuss the possibility of merging the Child Support Unit and Economic Support Unit.

Mr. Clark attended the CAP Services meeting.

Ms. Dodge attended the permanency plan reviews.

Dr. Numsen attended the Family Support Program quarterly meeting.

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

There were no members of the public present.

II. PROGRAM ISSUES

A. Discussion/Action on Quarterly Report from Healthy Beginnings Program. Welcome Home Baby Program

Ms. Bakken distributed a handout for the Welcome Home Baby Program. Ms. Piltz provided handouts regarding the Healthy Beginnings Program. Ms. Bakken stated the Welcome Home Baby program is part of Right From the Start. There were 512 births in 2011. Of these births, 75% qualified for a visit and of those, 75% accepted a visit. The program is strictly voluntary. The service informs families of programs available, assess the support system in place for the family, and answers questions. A welcome basket is provided to the family. Additionally, the family is encouraged to get their birth certificates at the local Register of Deeds office rather than through the state to help keep the funds local.

Ms. Piltz stated the Healthy Beginnings program focuses on first time parents with multiple stressors in their life. They help give tools to the family

to have the best baby possible. This is a strength-based effort. Nutrition education is also provided for half of the visit. Follow up visits are done every six months. These visits also provide socialization for the parent. Mr. Levin stated the brochure states the program is funded by the Portage County Board of Supervisors and suggests that it be changed to funded by Portage County. There are currently 65 families in the program. The majority of the parents they work with are mothers. There were three fathers that were offered services since the inception in 1997. Fathers do not tend to stay in the program as long as the mothers do. There are currently six home visitors with some doing work in the nutrition education area as well.

III. FISCAL ISSUES

A. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated the regular accounts totaled \$115,582.83 and high cost accounts totaled \$286,010.19. They include voucher number 20120180 for \$25, voucher number 20120202 for \$7,561.24, voucher number 20120203 for \$28,268.75, voucher number 20120204 for \$27,841.58, voucher number for 20120227 for \$5,473.28, and voucher number 20120228 for \$53,719.48. Adult substitute care vouchers totaled \$45,037 and children's substitute care vouchers totaled \$116,780.27. Pre-authorizations totaled \$1,303.59. Purchases totaled \$1,933.18 Portage House vouchers totaled \$5,457.41. They include voucher number 20120222 for \$2,589.94. Pre-authorizations totaled \$2,867.47. Mr. Levin questioned why utilities were paid twice for the same period. Mr. Przybelski explained one sheet is the summary and the other sheet is the detail, but the account is only paid once. A motion was made by Ms. Borski and seconded by Mr. Krogwold to place the vouchers on file. Motion carried.

B. Discussion/Action to Approve OJA Technical Assistance Grant

Mr. Przybelski stated this grant will pay for training on the PACT assessment. The PACT is a tool used to determine the level of risk for recidivism. The grant requires a 10% match from the agency. The grant is for \$3,725 and the match would be \$372.50. A motion was made by Ms. Prince and seconded by Mr. Levin to approve the request. Motion carried.

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C. Discussion/Action on Contracts Over \$25,000 but Less Than \$100,000

Mr. Przybelski stated there is no new contract. Two residents that were placed at an IMD have been moved. One was moved to a CBRF. The CBRF is run by the same agency that runs the IMD. As such no new contract is needed.

IV. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

Mr. Przybelski stated the 20 hour receptionist position has been filled.

V. NEXT MEETING

The next meeting is scheduled for April 10, 2012.

VI. ADJOURNMENT

Mr. Krogwold thanked Mr. Clark for his many years of service to the County.

The meeting adjourned at 6:05 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
April 10, 2012**

Present

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

Excused

Dr. Gene Numsen

Also Present: Dawn Grasamkee, Recording Secretary, Ray Przybelski, Director; Bill Hanna, Business Manager; Patty Dreier, County Executive; Melanie Baehr, Public Health Supervisor; Suzanne Oehlke, WIC Director; Jenni Jossie, Finance Director; Mike McKenna, Corporation Counsel; Nick Paulson, Stevens Point Journal; and Scott Steuck, Portage County Gazette.

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 27, 2012

A motion was made by Ms. Borski and seconded by Mr. Krogwold to approve the minutes. Ms. Prince requested the spelling of her name be corrected on the first page. Motion carried with correction.

B. Correspondence

Mr. Przybelski stated Dr. Numsen called and is doing better.

Mr. Przybelski stated a rough draft of the new Child Welfare Standards was received. These standards were changed on October 1, 2012.

Mr. Przybelski stated a letter was sent from Ms. Tetzloff indicating the highlights of the Health Division during the course of her employment as Health Officer.

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C. Director's Report

Mr. Przybelski stated Ms. Tetzloff tendered her resignation last Friday. Mr. Przybelski stated the minutes will now reflect that the permanency plan report was given but no details will be included. Ms. Borski questioned if the report should be done in closed session. Mr. McKenna stated its possible this could be done. It will be looked into. Mr. Przybelski presented certificates of appreciation to Mr. Kurzynski and Mr. Clark for their years of service to the Health and Human Services Board.

D. Reports from Board Appointed Committees/Activities

Mr. Clark and Ms. Dodge attended a maltreatment hearing.

Mr. Clark met with Ms. Dreier regarding the Child Support merging with Health and Human Services.

Mr. Clark attended the CAP Services meeting.

Ms. Dodge attended the permanency plan reviews.

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 \$22,243.59. There were no high cost vouchers. They include voucher number 20120269 for \$11,287.17, voucher number 20120255 for \$25, voucher number 20120272 for \$29,691.85. Purchases totaled \$462.40. Portage House vouchers totaled \$509.23. They include voucher number 20120270 for \$509.23. A motion was made by Mr. Krogwold and seconded by Mr. Levin to place the vouchers on file. Motion carried.

III. PROGRAM ISSUES

A. Report Regarding Internal Audit of Public Health Preparedness Set-Aside Funds

Ms. Jossie conducted an internal audit of the Public Health Preparedness Set-Aside funds regarding the effectiveness and efficiency of the processes. A recommendation was made to evaluate what fits best and what is cost effective to do. Ms. Jossie reviewed the summary of findings and recommendations. No formal action was taken to join the consortium. Formal action should be taken by the County Board of Supervisors when it joins or participates in a consortium. A payment agreement schedule should be set up in order to track expenses and file reimbursement claims. To procure necessary items, the best practice would be to use the county's purchasing procedures. Employee reimbursements should be made by the employer. Notes were attached regarding whether reimbursements were made through Portage County, Marathon County, or the consortium. The laptop has been returned. The tuition expenses were reimbursed by Marathon County since Portage County has no policy. The Portage County ordinance needs to be updated to address tuition or educational reimbursements. An annual reconciliation also needs to be completed when in a consortium at the end of each fiscal year. The report was shared with the Board and County Executive as well as Marathon County. It was also given to the Department of Health Services audit staff as an informational tool.

B. Discussion/Action on Resolution Ratifying and Confirming Interim Health Division Coordinator/Health Director

Mr. Przybelski distributed an updated copy of the resolution. The changes were in second whereas. This corrected the statute number. The fiscal note was changed to reflect no additional appropriation to the 2012 budget. The last paragraph had the words "and confirmed" added to the end. A motion was made by Ms. Dodge and seconded by Mr. Kurzynski to approve the resolution as amended. Motion carried.

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C. Discussion/Update on Child Support and Health and Human Services Integration

Mr. Przybelski stated discussions continue with Ms. Dreier and Mr. Clark regarding the integration. A resolution will be presented to the full County Board regarding the integration. There are no details yet regarding the location of Child Support. The advantages and processes are being looked at. Mr. Radtke questioned if any duplication of efforts is being done or if the same individuals are being served. Mr. Przybelski stated some the individuals being served by Child Support are also served by Economic Support. Internally payroll, mail, etc., would not be duplicated if they are relocated into our building.

IV. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

There were no position refills.

V. NEXT MEETING

To be determined.

VI. ADJOURNMENT

The meeting adjourned at 5:45 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
May 1, 2012**

Present

Jeanne Dodge
Nancy Prince
Lonnie Krogwold
Doug Radtke
Sam Levin
Janis Borski
Scott Winn
Joanne Suomi

Excused

Dr. Gene Numsen

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

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

I. BOARD ORGANIZATION

A. Introduction of Board Members and Staff

The Board members introduced themselves as did the staff present.

B. Election of Chairperson

Mr. Przybelski called for nominations for Chairperson. Mr. Levin nominated Jeanne Dodge. Ms. Borski seconded the nominations. Nominations were called for three times. No other nominations were received. The Board voted to approve Ms. Dodge as Chairperson.

C. Election of Vice-Chairperson

Ms. Dodge called for nominations for Vice-Chairperson. Ms. Borski nominated Mr. Radtke. Nominations were called for three times. No other nominations were received. Mr. Krogwold called for Mr. Radtke to be appointed Vice-Chairperson. The Board approved Mr. Radtke as Vice-Chairperson.

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D. Discussion/Action to Set Meeting Times and Dates

Mr. Przybelski stated historically the Board has met on the second and fourth Tuesday of each month at 5:00 p.m. After much discussion the Board moved to continue meeting on the second and fourth Tuesday of each month at 5:00 p.m.

E. Committee Assignments

Mr. Przybelski stated a correction needs to be made to the Permanency Planning committee dates and time. This committee meets the first Wednesday of each month from 8:30 a.m. to 11:30 a.m. The third Wednesday is also a possibility if there are a number of cases to review.

Ms. Dreier stated Paula Cummings will be performing the coordinating duties for the Community Development Block Grant. This committee will be meeting more regularly due to a number of changes that are coming from the State. Ms. Dreier felt continuity of individuals that have served on this committee would be especially helpful during the upcoming transition period.

Committee assignments are:

Permanency Plan - Jeanne Dodge. Alternates are Janis Borski and Sam Levin.

Mental Health Services Coordinating Committee - Doug Radtke.

Family Support - Mr. Przybelski believes Dr. Numsen will continue. Joanne Suomi will be an alternate.

Community Development Block Grant - Jeanne Dodge.

Risk Management Team - Jeanne Dodge.

Portage County Coalition for Alcohol and Drug Abuse - Janis Borski, Sam Levin, and Scott Winn.

Liaison to CAP Agency Board - Jeanne Dodge.

Woodlands Enhanced Health Services Committee - Lonnie Krogwold.

II. MINUTES, GENERAL REPORTS, AND COMMENTS

A. Approval of Meeting Minutes of April 10, 2012

Ms. Borski amended page 1, section B, last paragraph to include "all Board members received, read, and acknowledged receipt of the letter from Ms. Tetzloff." On page 3, section B, Ms. Borski stated Mrs. King's name should be included as the Interim Health Division Coordinator/Health Director. A motion was made by Ms. Borski and seconded by Mr. Levin to approve the minutes as corrected. Motion carried.

B. Correspondence

Mr. Przybelski stated he will be sending a link to an article regarding Lyme Disease Awareness Month, which is the month of May.

Mr. Przybelski informed Board members on the follow-up regarding the permanency plan report. The Corporation Counsel stated the Board may go into closed session to present the report if they so desire. It is also legal to give the report in open session. Ms. Borski expressed her concern regarding if public is present and the report is given they may be able to figure out who is being reported on. Ms. Borski expressed her preference that this report be given in closed session. Both Mr. Winn and Ms. Suomi stated they believe consistency is the key. It would prevent the public from questioning why sometimes the report is in closed session and why sometimes it is in open session. Mr. Przybelski stated the item could be listed as "may" go into closed session to present the report.

C. Director's Report

Mr. Przybelski stated he attended the Governor's Subcommittee on Permanence for Children.

Mr. Przybelski received correspondence from the Human Resources Director regarding a resolution that will be presented to the County Board regarding an exception to the Human Resources policy. The resolution is regarding a job share request. Due to the timing of the HHS Board meeting and the County Board packet needing to go out, the resolution will be presented to the County Board without the HHS Board signing it. As such the resolution

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will be presented next week to the HHS Board for review and possible concurrence. County Board members could then express their support at the County Board meeting.

Mr. Przybelski distributed a membership list of the Board and asked them to review it and make any changes as appropriate. This list is an internal document.

D. Reports from Board Appointed Committees/Activities

Mr. Radtke attended the Mental Health Services Coordinating Committee meeting. A letter soliciting client/citizen input was reviewed. No Community Option Program requests were made. The majority of Community Option Program funds are spent on autism.

Ms. Dodge attended the permanency plan reviews.

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 \$92,005.03. The high cost accounts totaled \$221,090.68. They include voucher number 20120305 for \$13,846, voucher number 20120271 for \$28,268.75, voucher number 20120307 for \$28,711.58, voucher number 20120313 for \$211, and voucher number 20120308 for \$63,392.14. Adult substitute care vouchers totaled \$48,849.79 and children's substitute care totaled \$132,911.42. Pre-authorizations totaled \$5,588.02. Fuel cards totaled \$1,000. Purchases totaled \$1,600.66. Portage House vouchers totaled \$1,399.28. They include voucher number 20120304 for \$390.97. Pre-authorizations totaled \$1,008.31. A motion was made by Mr. Krogwold and seconded by Mr. Radtke to place the vouchers on file. Motion carried.

III. PROGRAM ISSUES

A. Discussion/Action on Carryover Request for Regular Accounts

Mr. Przybelski stated by policy this request does not need to come to the Board but he wanted to make the Board aware of the request. The regular accounts will leave a surplus of \$63,662. A request will be made for an LTE Child Welfare position. Due to the decentralization of the intake system, an increase in referrals has been realized. This has resulted in an increase in caseload size for the dispositional workers. An LTE would support the dispositional workers. The position would be looked at in the future to be made permanent in 2013 if the caseloads continue to increase. Mr. Krogwold questioned if any of the cases being reported have gone through the Healthy Beginnings program. Mr. Przybelski stated he would follow-up. Additionally \$5,000 would be used in the truancy abatement program. This program has been a great success. These funds would be used in conjunction with funding from the Stevens Point School District and surrounding school districts to continue the program. A motion was made by Mr. Radtke and seconded by Ms. Prince to approve the request. Motion carried.

B. Discussion/Action on Carryover Request for High Cost Accounts

Mr. Hanna reported a surplus of \$417,427 will be realized in the high cost accounts. The surplus was about \$300,000 was from foster care and \$100,000 from mental health inpatient. Adding this to the reserve will leave a \$1.1 million balance to the reserve. Mr. Przybelski stated every out of home placement for an individual, both children and adults, are staffed by the agency. When at all possible shifts to lower high cost placements are made. Mr. Levin moved to approve the request with a second by Mr. Krogwold. Motion carried with Mr. Radtke voting nay.

IV. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

There were no position refills.

V. NEXT MEETING

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

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VI. ADJOURNMENT

The meeting adjourned at 6:10 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
May 8, 2012**

Present

Jeanne Dodge
Dr. Gene Numsen
Lonnie Krogwold
Doug Radtke
Sam Levin
Janis Borski
Scott Winn
Joanne Suomi

Excused

Nancy Prince

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

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

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

A. Approval of Meeting Minutes of May 8, 2012

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

B. Correspondence

Mr. Przybelski distributed the tentative meeting schedule, an updated Board member listing with contact numbers, and the committee assignments.

C. Director's Report

Mr. Przybelski stated Al and Chris Tessman, foster parents for Portage County, are going to receive the Governor's Award on May 14. May is Foster Care month. Letters were sent to foster parents thanking them for their service to the county. Ms. Borski asked to see a copy of the letter sent.

Mr. Przybelski stated a search has begun to fill the Health Officer vacancy. Ten applications were received. Interviews will be conducted next week. The Health Officer from Wood and Marathon Counties, a representative from the State Department of Health Services, as well as the Chair or designee from the Board will be included in the interview process. Mr. Radtke will be representing the Board in the interviews.

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

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 \$41,339.55. The high cost accounts totaled \$12,220. They include voucher number 20120325 for \$67.50, voucher number 20120329 for \$245.30, voucher number 20120357 for \$7,255.21, voucher number 20120359 for \$45,671.04, voucher number 20120361 for \$280, and voucher number 20120360 for \$40.50. There were no adult substitute care or children's substitute care vouchers. Purchases totaled \$725.25. Portage House vouchers totaled \$793.35. They include voucher number 20120351 for \$793.35. A motion was made by Ms. Borski and seconded by Ms. Suomi to place the vouchers on file. Motion carried.

III. PROGRAM ISSUES

A. Presentation on 2011 Year End Report

Mr. Hanna stated the 2011 books are now closed. Savings were realized in personnel which resulted in savings in fringe benefits as well. Savings were realized in the administration/business budget due to an increase in child waivers. The public health budget had savings due to a decrease in grants. The Community Programs budget was on target. The Children and Families budget was slight under budget as well. Overall the regular accounts had a savings of about \$76,000. The High Cost Accounts reflect a wash on the Residential Care budget. Less was spent on placements which means less revenues were generated. The Chemical Dependency budget was higher than anticipated due to higher than anticipated detox stays. Savings were realized in the Inpatient budget due to Medicaid, private insurance, and private pay revenues higher than anticipated. The Children's Substitute Care budget had savings due to less than anticipated placements or placing children in less expensive placements. Overall a \$417,000 savings was realized in the High Cost Accounts. Mr. Przybelski stated every child to be placed or moved to a different placement is reviewed by a team to ensure it

is the best placement for the child as well as the most cost effective placement for the agency. Mr. Radtke clarified whether budget savings go into the general fund. Mr. Hanna stated not necessarily. Generally savings in the High Cost accounts go into the reserve account for the high cost accounts since these are very volatile accounts with very little control by the agency. A motion was made by Dr. Numsen and seconded by Mr. Levin to approve the report. Motion carried.

B. Discussion/Action Regarding Portage County Vote on Human Services Collaborative and Statutory Language Changes

Mr. Przybelski stated WCHSA would like to explore a human services collaborative. This would look at various programs and develop better ways or collaborations that could be developed to deliver programs throughout the State. Currently other states such as Iowa, Minnesota, Colorado, and New Mexico are looking at human services programs and looking at where a collaborative approach would work and where it would not. A motion was made by Mr. Krogwold and seconded by Mr. Winn to approve the yes vote for Portage County to be cast at the WCHSA meeting on the 23rd. Motion carried.

C. Discussion/Action/Concurrence on Resolution Regarding Exception to Portage County Ordinance 3.11.97 Sick Leave Conversion

Mr. Przybelski stated the resolution was defeated at Human Resources. As such it is now a dead issue. Human Resources will be looking at this as a policy change to make it a more permanent solution rather than exceptions.

D. Reports for Board Appointed Committees/Activities - May Go Into Closed Session Pursuant to Section 19.85(1)(f) to Consider Cases Which Involve Social or Personal Histories of Specific Persons Which If Discussed in Public Would Be Likely to Have a Substantial Adverse Affect Upon the Person's Reputation

The Board did not go into closed session.

Ms. Dodge present her permanency plan review report.

E. Return of Open Session (If Necessary)

The Board did not go into closed session.

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IV. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

There were no position refills. Dr. Numsen questioned the status of refilling Mr. Riegenbach's position. Mr. Przybelski stated they are still awaiting the combination of Child Support and Children and Family Services to see what the position would entail.

V. NEXT MEETING

The next meeting will be on Tuesday, June 12, at 5:00 p.m.

VI. ADJOURNMENT

The meeting adjourned at 6:05 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
June 12, 2012**

Present

Excused

Jeanne Dodge
Nancy Prince
Dr. Gene Numsen
Lonnie Krogwold
Doug Radtke
Sam Levin
Janis Borski
Scott Winn
Joanne Suomi

Also Present: Dawn Grasamkee, Recording Secretary, Ray Przybelski, Director; Jim Riggerbach, Children and Family Services Coordinator; Zach Bishop, Portage House; Amy Marcott, Community Programs Coordinator; Suzanne Oehlke, WIC Director; Ross Dick, Juvenile Detention Administrator; and Ken Prince, citizen.

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

ROLLCALL - a quorum was present and the meeting was properly posted.

I. MINUTES, GENERAL REPORTS, AND COMMENTS

A. Approval of Meeting Minutes of May 8, 2012

Ms. Borski stated she has not yet received a copy of the letter sent to foster parents. Additionally, Ms. Borski asked that acronyms be spelled out. On page 3 item B, WCHSA stands for Wisconsin County Human Service Association. Page 3, item D, the word should be presented rather than present. A motion was made by Ms. Suomi and seconded by Ms. Borski to approve the minutes with the corrections noted. Motion carried.

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski informed the Board of a contract with Meta House for less than \$25,000. This is for services for a Child Protective Services client. Additionally, contracts for school health are being worked on.

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Mr. Przybelski informed the Board a replacement Health Officer has been hired and will start on July 9. Her name is Jenny Gafke. She is relocated from Tampa, Florida. She is originally from Minnesota.

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

There were no members of the public present.

II. PROGRAM ISSUES

- A. Presentation/Information on Community Cognitive Services Program

Mr. Dick presented on the Community Cognitive Services Program. The Department of Corrections is developing programming for offenders. Requests for Proposals (RFP) were sent out but no one was selected. As such, Portage County was selected as a good fit for this program. A system called COMPAS (Correctional Offender Management Profiling for Alternative Sactions) will be used. It is a tool that will assess risks and needs in the offender population, standardize the method used to assign offenders to rehabilitative programming, and ensure offenders are recommended to only those programs that will diminish their risk to reoffend and address their needs. An evidenced based program will be used. It is hoped to get the low risk offenders out of the system and not expose them to medium or high risk offenders. Referrals will be received from the court, probation and parole, and the jail. There will be four program areas: cognitive behavioral, alcohol and drug abuse, life skills, and mental health. A mentor will be assigned to the offender and they may meet up to three times a week. It is anticipated an offender would be in the program 12-16 weeks. The funding is for two years with an option of five one-year extensions (as stated in the RFP). Reasonable program costs are covered per the state. A resolution is being presented to the County Board on June 19.

- B. Presentation of First Quarter HHS Program Statistics

Mr. Riggerbach presented on the Children and Family Services Division. Referrals have increased for youth and family services although caseloads have decreased. Child protective service reports continue to increase. Ongoing child welfare cases have remained steady. More foster homes are

needed in Portage County. The state will be privatizing the W2 program in January 2013. Economic Support caseload is high. This is due to economic reasons as well as foodshare and childless adults are now being handled at the county level. These cases were centralized by the state before. There is no longer a child protective services backlog of older reports. These have all been caught up. Mr. Levin voiced concerns individuals are having with the call center. Mr. Riegenbach distributed the statistics on the call center. Mr. Riegenbach would like to see the elderly population removed from needing to call the call center. Unfortunately nothing can be done until the contract expires.

Ms. Marcott reviewed the Community Programs Division. The psychiatry wait list has grown. Additionally, emergency detentions have increased as well. The no show rate for the clinic is exceptional. Unfortunately, Winnebago Mental Health Center has seen more use due to the other facilities being full. Birth to Three referrals have increased. The Third Party Administration for CLTS waivers will be discussed at a future meeting.

Ms. Oehlke reviewed the Health Division statistics. Pertussis has demanded a lot of time in the second quarter of 2012. The statistics provided show one case of pertussis. Since then, there have been 58 confirmed cases, and 139 suspected cases. Due to a change in reporting from Marshfield Clinic, it now requires a staff member to come in on the weekend to receive the faxes. The Farmers Market Nutrition Program has started in WIC. There were five rabies submittals in Environmental Health.

Mr. Przybelski stated the budget status report was included in the packet.

II. FISCAL ISSUES

A. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated the regular accounts totaled \$131,076.12. The high cost accounts totaled \$239,742.64. They include voucher number 20120358 for \$28,268.75, voucher number 20120390 for \$13,723.92, voucher number 20120391 for \$70,319.59, voucher number 20120392 for \$108.20, voucher number 20120408 for \$1,183.10, voucher number 20120426 for \$4,061.22, voucher number 20120428 for \$52,830.48, voucher number 20120446 for \$40, and voucher number 20120441 for \$8,557.73. Adult substitute care totaled \$47,621.90 and children's substitute care totaled \$160,218.24. Purchases totaled \$1,408.35. Prior authorizations totaled \$1,728.29. Fuel

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cards totaled \$1,000. Portage House vouchers totaled \$1,532.58. They include voucher number 20120415 for \$653.19. Prior authorizations totaled \$879.39. Purchases totaled \$114.04. A motion was made by Mr. Krogwold and seconded by Dr. Numsen to place the vouchers on file. Motion carried.

B. Discussion/Action on Application for Community Transformation Grant

Ms. Oehlke stated the Center for Communicable Disease is looking at targeting three strategic areas: tobacco free living, healthy food systems, and active communities. Counties can apply for the full grant or for smaller ones. Portage County will be submitting the application for \$450,000 for 26 months. A motion was made by Mr. Krogwold and seconded by Ms. Prince to approve the grant request. Motion carried.

C. Discussion/Action on Contracts Over \$25,000 But Less Than \$100,000

Mr. Przybelski stated one of the contracts is for Birth to Three physical therapy. The amount of time has increased. The second contract was for a residential care center for a court ordered placement of a child. A motion was made by Mr. Radtke and seconded by Ms. Borski to approve the contract. Motion carried.

IV. REPORTS FROM BOARD APPOINTED COMMITTEES/ACTIVITIES

A. Reports for Board Appointed Committees/Activities - May Go Into Closed Session Pursuant to Section 19.85(1)(f) to Consider Cases Which Involve Social or Personal Histories of Specific Persons Which If Discussed in Public Would Be Likely to Have a Substantial Adverse Affect Upon the Person's Reputation

The Board did not go into closed session.

Mr. Levin presented on the Portage County Coalition for Alcohol and Drug Abuse Prevention. Both he and Ms. Borski attended the quarterly meeting. A concern was addressed regarding no phone apps to use. Ms. Borski stated UWSP is looking at a mobile phone app course. The Vice Chancellor presented at the meeting.

Ms. Dodge present her permanency plan review report.

E. Return of Open Session (If Necessary)

The Board did not go into closed session.

V. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

There were no position refills.

VI. NEXT MEETING

The next meeting will be on Tuesday, June 26, at 5:00 p.m.

VII. ADJOURNMENT

The meeting adjourned at 6:50 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
June 26, 2012**

Present

Jeanne Dodge
Nancy Prince
Dr. Gene Numsen
Lonnie Krogwold
Sam Levin
Janis Borski
Scott Winn
Joanne Suomi

Excused

Doug Radtke

DRAFT

Also Present: Dawn Grasamkee, Recording Secretary, Ray Przybelski, Director; Paula Cummings, Planning and Justice Programs; and Gordon Hamilton, citizen.

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

ROLLCALL - a quorum was present and the meeting was properly posted.

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

A. Approval of Meeting Minutes of June 12, 2012

On page 3 second paragraph the words "exceptionally low" should be added so the sentence says "The no show rate for the clinic is exceptionally low." Ms. Borski stated she shared with the chancellor the UW Mobile Apps Committee. A motion was made by Ms. Borski and seconded by Mr. Krogwold to approve the minutes with the corrections noted. Motion carried.

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski stated Senator Lazich is proposing changes regarding children placed out-of-home. The proposed change would be to reduce the placements prior to termination of parental rights from 15 out of 24 months down to six months for children under the age of 8.

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June 26, 2012
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- D. Members of the Public Who Wish to Address the Board on Specific Agenda Items must Register Their Request at this Time, with Such Comments Subject to the Reasonable Control of the Board Chair as Set Forth in Robert's Rules of Orders

There were no members of the public present.

II. PROGRAM ISSUES

- A. Discussion/Action on Resolution Ratifying and Confirming the Appointment of Jenny Gaffke as Health Division Coordinator/Health Officer for Portage County

Mr. Przybelski stated the resolution is a statutory requirement. Ms. Suomi questioned whether there will be a mentor for the position. Mr. Przybelski stated there will be two - one from Wood County and one from Marathon County to assist Ms. Gaffke with the various duties of the position. A motion was made by Mr. Krogwold and seconded by Dr. Numsen to approve the resolution. Motion carried.

- B. Discussion/Possible Action on Resolution Authorizing an Agreement Between Portage County and CAP Services, Inc., for Administration of the Portage County Community Development Block Grant Housing Program Revolving Loan Funds

Ms. Cummings distributed a corrected resolution. This is a current program. Regionalizing the program will bring new money to the region. This resolution will give certain responsibilities to the County Executive so there would be no need for the committee to meet. The County Board established the committee and it would report to the Health and Human Services Board. A motion was made by Ms. Suomi and seconded by Dr. Numsen to approve the amended resolution. Motion carried.

- C. Discussion/Possible Action on Resolution Agreeing to Participate in the Central Wisconsin Housing Consortium

Ms. Cummings stated the state is moving a lot of programs around to regional programs. Mr. Przybelski informed the Board the state would rather only deal with nine contracts than 72 contracts. Mr. Levin questioned why the Housing Authorities are not involved. Ms. Cummings stated these funds are different funds. The Housing Authorities received HUD funding. The

funds for this program will be used to assist low and middle income families in the more rural areas. A motion was made by Mr. Krogwold and seconded by Dr. Numsen to approve the resolution. Motion carried.

D. Discussion/Possible Action on Resolution Amending 3.1 of the Structures and Responsibilities Code of Ordinances as Relates to the Community Development Block Grant Housing Committee by Adding the Appointment of a Member to the Central Wisconsin Housing Consortium Oversight Board

Ms. Cummings provided an amended resolution. Ms. Cummings stated this resolution also allows the member appointed to the Board would be able to designate another individual to attend in their stead if they could not make a meeting. Mr. Levin questioned why Ms. Dreier would be the appointee. Ms. Cummings stated prior to the a County Executive, the Board of Supervisors Chair signed all the documents, now the County Executive has the authority to take the position. A motion was made by Ms. Suomi and seconded by Mr. Winn to approve the resolution as amended. Motion carried.

E. Discussion/Action on Adaptive Aid Policy

Mr. Przybelski stated the policy is one that is already being followed, it is now in writing. Ms. Suomi suggested a change on page 25, question 11. The terminology should be changed from OT/technology evaluation to OT/assistive technology evaluation. A motion was made by Dr. Numsen and seconded by Mr. Levin to approve the policy. Motion carried.

F. Discussion/Action to Replace Appointment of Board Member to the CAP Services Board of Directors

Ms. Dodge stated CAP Services currently administers local funds and has the potential to be the regional administrator as well. Ms. Dodge felt it was more important for her to be on the local committee. Mr. Winn expressed a willingness to serve on the Board of Directors. A motion was made by Mr. Krogwold and seconded by Ms. Suomi to approve Mr. Winn as the Board member to the CAP Services Board of Directors. Motion carried.

III. FISCAL ISSUES

A. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated the regular accounts totaled \$82,027.96. The high cost accounts totaled \$204,173.38. They include voucher number 20120427 for \$28,268.75, voucher number 20120455 for \$989.12, voucher number 20120469 for \$16,304.81, voucher number 20120471 for \$37,072.28, and voucher number 20120476 for \$140.50. Adult substitute care totaled \$47,304.01 and children's substitute care totaled \$155,121.87. Purchases totaled \$947.49. Fuel cards totaled \$1,000. There were no vouchers for Portage House. A motion was made by Mr. Krogwold and seconded by Dr. Numsen to place the vouchers on file. Motion carried.

B. Discussion/Action on Best Buy Community Grant

Mr. Przybelski stated the agency is not eligible to apply for this grant. As such the grant request has been pulled.

IV. REPORTS FROM BOARD APPOINTED COMMITTEES/ACTIVITIES

A. Reports for Board Appointed Committees/Activities - May Go Into Closed Session Pursuant to Section 19.85(1)(f) to Consider Cases Which Involve Social or Personal Histories of Specific Persons Which If Discussed in Public Would Be Likely to Have a Substantial Adverse Affect Upon the Person's Reputation

The Board did not go into closed session.

Mr. Levin and Ms. Borski attended an appeals hearing. The individual who requested the hearing did not show up.

E. Return of Open Session (If Necessary)

The Board did not go into closed session.

V. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

There were no position refills.

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VI. NEXT MEETING

The next meeting will be on Tuesday, July 10, at 5:00 p.m.

VII. ADJOURNMENT

The meeting adjourned at 5:55 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
July 24, 2012**

Present

Jeanne Dodge
Nancy Prince
Dr. Gene Numsen
Lonnie Krogwold
Sam Levin
Janis Borski
Scott Winn

Excused

Joanne Suomi

Also Present: Dawn Grasamkee, Recording Secretary, Ray Przybelski, Director; William Hanna, Business Manager; Jennifer Gaffke, Health Officer; Beth Hanna, Public Health Educator; Brandi Makuski, Stevens Point City Times; and Maria Coakley, Rochelle Kizewski, and Patti Cahill of the Family Outreach and Support Services Program.

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

ROLLCALL - a quorum was present and the meeting was properly posted.

I. MINUTES, GENERAL REPORTS, AND COMMENTS

A. Approval of Meeting Minutes of June 26, 2012

On page 2 Ms. Borski requested the start date for Ms. Gaffke be included. At the time of the meeting, the start date was not known so was not included. On page 3 item D, Ms. Borski requested the words "would be able" be deleted and the word "stead" be changed to "instead." On page 4 item IV-A regarding the appeals hearing, Ms. Borski requested the outcome of the appeals hearing be included. A motion was made by Mr. Krogwold and seconded by Mr. Levin to approve the minutes with the corrections noted. Motion carried.

B. Correspondence

There was no correspondence.

Mr. Przybelski introduced Ms. Gaffke as the new Health Officer. Ms. Gaffke started on July 9, 2012.

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July 24, 2012
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Mr. Przybelski informed the Board of the death of Mr. Radtke. As such a new vice-chair will need to be elected at the next meeting as well as committee assignments made.

C. Director's Report

Mr. Przybelski stated the budgeting is being worked on. It is anticipated the budget will be presented to the Board on August 28. Work continues on the child support merger. Upcoming contracts are also being worked on. Mr. Przybelski is temporarily filling in for Mr. Riggenbach since his retirement. The second quarter out-of-home report was distributed.

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

There were no members of the public present.

II. PROGRAM ISSUES

A. Presentation on Family Outreach and Support Services Program

Mr. Przybelski stated the need to have a program in place to work with preventing additional reports of child abuse and neglect. Funding was provided by the county as well as the United Way. Ms. Coakley stated Rochelle Kizewski was hired to work with the program. Ms. Kizewski sees screened out referrals to child protective services. The program has been in place since May 11. To date there were 16 referrals made. One family declined services and three are on the waiting list. Ms. Kizewski stated she assists families in organizing goals and setting up a case plan. A parenting curriculum is provided. Assessments are completed and the results show where the family needs help or is doing well. The focus is strength based and on needs. In order to be referred to the program, the family must be high risk and in danger of having the children removed. Mr. Przybelski stated data will be gathered to see how the program is doing.

B. Presentation of Second Quarter Statistics - Division of Children and Families

Mr. Przybelski stated a correction on page 6 regarding the number of investigations for child protective services needs to be done. The number

should be 97 for this quarter. There are currently 81 children in substitute care. The majority are in foster care which is the least costly option. The active caseload for economic support shows two numbers. The first is duplicated and the second is unduplicated. The large jump was due to the transfer of cases from the state back to the counties. The emergency services referral number for the second quarter is 2,412. The drop in active cases for home and financial manager services is due to the retirement of one of the home and financial managers. The number of individuals on the kinship wait list should be 3.

Mr. Hanna reviewed the out-of-home cost report. These are high cost accounts. They are over budget currently. Foster care has spent about 60% thus far. Corrections is doing better. Level II foster homes stayed the same as last year but they are maxed out for placements. Residential placements have doubled in the second quarter from last year.

III. FISCAL ISSUES

A. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated the regular accounts totaled \$149,040.33. The high cost accounts totaled \$221,927.20. They include voucher number 20120503 for \$7,218.76, voucher number 20120506 for \$91,981.81, voucher number 20120528 for \$1,378.50, voucher number 20120554 for \$16,114.47, voucher number 20120557 for \$69,127.28, voucher number 20120561 for \$186.88, and voucher number 20120562 for \$69.94. Adult substitute care totaled \$44,055.70 and children's substitute care totaled \$152,403.24. Purchases totaled \$5,634.05. Pre-authorizations totaled \$9,131.60. Fuel cards totaled \$1,000. Portage House vouchers totaled \$6,994.99. They include voucher number 20120502 for \$4,613.83 and pre-authorizations \$2,381.16. A motion was made by Ms. Borski and seconded by Mr. Winn to place the vouchers on file. Motion carried.

B. Discussion/Action on Community Transformation Grant (CTG) Small Communitites Program

Ms. Gaffke stated the grant is offered by the federal Centers for Disease Control and Prevention. The grant total is \$1.4 million over two years for two counties. Wood County will have fiscal responsibility for the grant. The focus of the grant is on proper nutrition and changes in physical activity. A

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

IV. REPORTS FROM BOARD APPOINTED COMMITTEES/ACTIVITIES

A. Reports for Board Appointed Committees/Activities - May Go Into Closed Session Pursuant to Section 19.85(1)(f) to Consider Cases Which Involve Social or Personal Histories of Specific Persons Which If Discussed in Public Would Be Likely to Have a Substantial Adverse Affect Upon the Person's Reputation

The Board went into closed session at 5:50 pm. A roll call vote was taken with all voting aye.

E. Return of Open Session (If Necessary)

The Board returned to open session.

V. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

There were no position refills.

VI. NEXT MEETING

The next meeting will be on Tuesday, August 14, at 5:00 p.m.

VII. ADJOURNMENT

The meeting adjourned at 6:20 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
August 14, 2012**

Present

Excused

Jeanne Dodge
Joanne Suomi
Nancy Prince
Dr. Gene Numsen
Lonnie Krogwold
Sam Levin
Janis Borski
Scott Winn

Also Present: Dawn Grasamkee, Recording Secretary, Ray Przybelski, Director; William Hanna, Business Manager; Jennifer Gaffke, Health Officer; Melanie Baehr, Public Health Supervisor; Amy Marcott, Community Programs Coordinator.

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

ROLLCALL - a quorum was present and the meeting was properly posted.

I. MINUTES, GENERAL REPORTS, AND COMMENTS

A. Approval of Meeting Minutes of July 24, 2012

Mr. Levin questioned if a time and action should be included on page 4 when the Board returned to open session. Mr. Przybelski will check. A motion was made by Mr. Levin and seconded by Dr. Numson to approve the minutes. Motion carried.

Ms. Borski distributed a handout regarding Transform Wisconsin. Ms. Borski questioned whether this was something we received as well. Mr. Przybelski stated we did not. Ms. Borski would like to see the Department receive more recognition when they are successful in getting grants.

B. Correspondence

There was no correspondence.

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August 14, 2012
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C. Director's Report

Mr. Przybelski stated a public hearing will be held on Wednesday, August 22, at 6:00 p.m. at the Annex in rooms 1 and 2 regarding the budget. Additionally, the Board will review the budget on Tuesday, August 28.

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

There were no members of the public present.

II. PROGRAM ISSUES

A. Discussion/Action on Election of Vice-Chair for Health and Human Services Board

Ms. Dodge called for nominations for Vice-Chair. Mr. Krogwold nominated Mr. Levin with Ms. Borski seconding the nomination. Ms. Dodge called three times for nominations. No other nominations were made. A unanimous ballot was cast to elect Mr. Levin as Vice-Chair. A question arose whether citizen members can serve as Vice-Chair. Mr. Przybelski will check to see if a citizen member can serve as Vice-Chair.

B. Discussion/Action on HHS Board Representative to Mental Health Coordinating Committee

Mr. Przybelski stated this committee meets quarterly on either Tuesday or Thursday mornings. Dr. Numsen volunteered to sit on this committee.

C. Presentation of Second Quarter Statistics - Division of Community Programs and Division of Public Health

Ms. Marcott presented the statistics for the Division of Community Programs. The psychiatric services wait list has decreased. This is primarily due to Dr. Leahy changing her schedule and allowing a little more time for emergencies. Referrals for Community Support and Adult Protective Services have increased. Additionally, emergency detentions have also increased. Without the mobile crisis team, emergency detentions would have increased even more dramatically. There are more individuals being

placed at Winnebago due to the type of treatment they need as well as no room at St. Michael's. Additionally, they are more individuals in detox a well which is not the norm. Birth to Three referrals have increased but is going well. Ms. Marcott informed the Board the Mobile Crisis program received the Hope Award for 2013. The Walk for Hope/Run for Awareness event will take place on September 8.

Ms. Gaffke presented the Division of Public Health statistics. Prenatal care coordination services have increased from the same quarter last year. There is no wait list currently. Portage County has had 63 pertussis cases in the second quarter. As of August 9, there were 77 cases. There will be an immunization blitz being held. It will consist of three clinics scheduled for August 25, September 6, and September 27. The clinics will be held at SPASH. No additional school based clinics will be held as it is hoped the students will be immunized prior to school starting. Walgreens also offers the immunization. The cost is \$128. Our clinic charges \$5. Ms. Borski questioned with the return of the UWSP students, will any clinics be held for this population. Ms. Gaffke stated they will contact UWSP and make an offer of holding a clinic.

Mr. Hanna reviewed the high cost report for community programs. Two individuals were moved from an IMD to a CBRF which is a less costly placement. Right now 58% of the high cost budget has been used. State hospitals are at 125% of the budget. About half of those served have been youth with mental health issues.

III. FISCAL ISSUES

A. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated the regular accounts totaled \$96,583.04. The high cost accounts totaled \$217,889.61. They include voucher number 20120584 for \$6,625.39, voucher number 20120586 for \$55,065.54, voucher number 20120605 for \$200, voucher number 20120639 for \$30,375.28, and voucher number 20120642 for \$13,673.48. Adult substitute care totaled \$48,570.15 and children's substitute care totaled \$164,717.96. Purchases totaled \$934.49. Pre-authorizations totaled \$609.10. Portage House vouchers totaled \$803.23. They include voucher number 20120583 for \$803.23. A motion was made by Mr. Levin and seconded by Mr. Winn to place the vouchers on file. Motion carried.

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B. Discussion/Action on Grant Application to Community Foundation for Seal a Smile Program - \$4,000

Mr. Przybelski stated the Seal a Smile program is totally grant funded. The program primarily is targeted to those schools with a 35% or more free and reduced hot lunch rate. This grant, if received, will serve students in the four schools that do not meet the 35% or more free and reduced hot lunch rate. A motion was made by Mr. Krogwold and seconded by Dr. Numsen to approve the grant application. Motion carried.

C. Discussion/Action on Grant Application to Community Foundation for Suicide Prevention and Mental Health Awareness - \$3,300

Mr. Przybelski stated this grant would fund the Question, Persuade, Refer (QPR) training for mental health/suicide prevention. This training will be targeted specifically to hairdressers. The grant would cover the materials and lunch for this training. A motion was made by Mr. Winn and seconded by Ms. Borski to approve the grant application. Motion carried.

IV. REPORTS FROM BOARD APPOINTED COMMITTEES/ACTIVITIES

A. Reports for Board Appointed Committees/Activities - May Go Into Closed Session Pursuant to Section 19.85(1)(f) to Consider Cases Which Involve Social or Personal Histories of Specific Persons Which If Discussed in Public Would Be Likely to Have a Substantial Adverse Affect Upon the Person's Reputation

The Board did not go into closed session.

Ms. Dodge reported on the permanency plan reviews. Mr. Winn will be attending the CAP Services meeting.

E. Return of Open Session (If Necessary)

The Board did not go into closed session.

V. PERSONNEL ISSUES

A. Discussion/Action on New Position - Community Health Assistant 1 (Dental Health)

Ms. Gaffke stated the Healthy Smiles program will be expanding its services to include sixth graders. The grant funding has been increased to allow this expansion. In order to expand the program, a 16 hour per week position is being requested. It is anticipated the position would start October 1. A motion was made by Ms. Suomi and seconded by Ms. Borski to approve the request.

Mr. Przybelski informed the Board a Request for Proposal (RFP) is being written regarding court ordered supervised visitation. Two volunteers are needed to help score the RFP's. Ms. Dodge and Ms. Borski volunteered to assist in this scoring process.

B. Discussion/Information on Position Refills

Mr. Przybelski stated the part-time receptionist has resigned her position. Additionally, the mental health clinician, Cate Bard, will be retiring on August 31. Both positions will be refilled.

VI. NEXT MEETING

The Board will meet on Wednesday, August 22, at 6:00 p.m. at the Annex in Rooms 1 and 2 regarding the public hearing for the Department budget.

The next meeting will be on Tuesday, August 28, at 5:00 p.m.

VII. ADJOURNMENT

The meeting adjourned at 6:05 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

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**MINUTES
HEALTH AND HUMAN SERVICES BOARD
PUBLIC HEARING
August 22, 2012**

Present

Jeanne Dodge
Sam Levin
Lonnie Krogwold
Gene Numsen
Janis Borski
Nancy Prince
Scott Winn
Joanne Suomi

Also Present: Dawn Grasamkee, Recording Secretary; Ray Przybelski, Director; Bill Hanna, Business Manager; Zach Bishop, Portage House; Emily Fiedler, NAMI; Julie Tremi, Dave Morgan, and Pete Matthai, YMCA.

The meeting was brought to order by Ms. Dodge 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

Ms. Tremi spoke on behalf of the YMCA Drop-in Child Care Center also known as Wally J's Place to Play. The program has been in place since 1998. Parents are very appreciative of having a safe place for their children to stay while they are meeting with staff in the building. Additionally, this is also the only opportunity some children have to do some activities since they don't have some items at home. When the center is slow, they also help out staff by folding items, stapling things together, collating materials, etc. The center serves on average about 100 to 120 children per month with the summer months being busier. The hours of the center are the same as when the Gilfry building is open, except the center is closed on Fridays due to lack of use. A large majority of the people served are here for the WIC program. Additionally, the center is also used when emergency child care is needed. An example was a four year old child had wandered from his home. Law enforcement brought the child to the building and the drop-in center provided supervision to the child while the workers located the parents. The center has also been used to supervise children who were removed from their parents care while a foster home was being located.

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August 22, 2012
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Mr. Przybelski stated the center was developed as a result of the W2 program. The service allowed anyone coming to the agency to use the drop in center while meeting with their worker(s). This meant the meetings were faster and more productive due to less disruptions. Due to the state privatizing the W2 program, the funding has been lost. The funding for the drop-in center totaled \$52,000 with the YMCA putting in about \$8,000 in additional funds. There are two employees that work in the drop-in center. This allows for one employee to take a child to the restroom while the other continues to supervise the other children in the center. The ratio of children to staff is about one to three or four.

Discussion occurred regarding the other possible funding sources for the drop-in center. Suggestions included approaching the United Way for funds, applying for a grant through the Community Foundation, checking with UWSP regarding their internship program, or possibly using volunteers or the Foster Grandparent program. Additionally, there may be funds available through the new W2 program provider. It is unknown at this time where the service will be provided as the new provider will be responsible for 16 counties.

Mr. Krogwold questioned if there are other issues with the budget as well. Mr. Przybelski stated funding for a Child Welfare Dispositional Worker is not available. This is a top priority. The agency has lost \$125,000 in AODA juvenile funding which will affect a juvenile social worker position and \$45,000 in out of home care for adolescents. The LTE Access Worker position will be eliminated in 2013. At this point in time the Children and Family Services Division Coordinator position will be refilled. If the merging of Child Support happens there will be additional funds coming in which will help reduce the caseload size for the child support workers. Space is an issue if Child Support moves into the building. The budget will be presented to the Board at the August 28 meeting.

The public hearing adjourned at 6:55 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

HHSBUGHEAR2012.SAV

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
August 28, 2012**

Present

Excused

Jeanne Dodge
Joanne Suomi
Nancy Prince
Dr. Gene Numsen
Lonnie Krogwold
Sam Levin
Janis Borski
Scott Winn

Also Present: Dawn Grasamkee, Recording Secretary, Ray Przybelski, Director; William Hanna, Business Manager; Jennifer Gaffke, Health Officer; Amy Marcott, Community Programs Coordinator; Zach Bishop, Portage House; Dianne Koca, Business Manager; Jodi Petersen, Youth and Family Services Supervisor; Teresa Kovach, Child Protective Services Supervisor; Cindy Mews, Child Support; and Patty Dreier, County Executive.

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

ROLLCALL - a quorum was present and the meeting was properly posted.

I. MINUTES, GENERAL REPORTS, AND COMMENTS

A. Approval of Meeting Minutes of August 14 and August 22, 2012

A motion was made by Ms. Borski and seconded by Ms. Dodge to approve the minutes of August 14. Dr. Numsen asked if the total of 77 cases of pertussis was cumulative for the year. Ms. Gaffke stated it was. Motion carried.

A motion was made by Mr. Winn and seconded by Ms. Borski to approve the minutes of August 22. Motion carried.

B. Correspondence

Mr. Przybelski introduced the staff present at the meeting. Mr. Przybelski distributed an invitation to the Life Report forum. This forum is scheduled for September 21 at 7:30 a.m. at the Sentry Theater.

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August 28, 2012
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C. Director's Report

Mr. Przybelski stated the Village of Whiting has been selected to participate in a survey of the health of Wisconsin. There is a three part process and 36 households will be involved. This survey is being done in collaboration with the National Health Institute and the University of Wisconsin.

Mr. Przybelski stated the Human Resources Committee will be considering amending the county ordinance regarding overtime hours for holiday weeks.

Mr. Przybelski stated the emergency services contract with Energy Services is up for approval.

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

There were no members of the public present.

II. PROGRAM ISSUES

A. Discussion/Action on Resolution Regarding Authorization of New Position 0.4 FTE Grant Funded Community Health Assistant Dental Health Position

Mr. Przybelski stated this position was approved as a new position. The fiscal note was changed on the resolution. A resolution now needs to be approved regarding the new position. A motion was made by Ms. Suomi and seconded by Mr. Winn to approve the resolution with the fiscal note change. Motion carried.

B. Discussion/Action on Resolution Authorizing New Positions for Reallocation of FTE's for WIC

Mr. Przybelski there is currently a 10 hour vacant position. This position would be added to two existing positions. The hours added would make one 24 hour position and one 30 hour position. A motion was made by Mr. Krogwold and seconded by Ms. Borski to approve the resolution. Motion carried.

C. Discussion/Action on Letter of Support for Marathon County's Application to Robert Wood Johnson Foundation

Ms. Gaffke stated Marathon County is applying for the grant. The grant will assess where there are opportunities for cross-jurisdictional sharing and what steps to take to implement programs to make services more efficient and to allow more variety of services. The grant would be \$125,000 to be divided among 18 counties. The Robert Wood Johnson Foundation deals with health initiatives. Mr. Przybelski stated if the grant application is successful the particulars of the grant will be brought back before the Board. A motion was made by Mr. Krogwold and seconded by Ms. Prince to approve the letter of support. Motion carried.

III. FISCAL ISSUES

A. Discussion/Presentation of 2013 Health and Human Services Budget

Mr. Przybelski provided an overview of the budget. The Administration budgets reflect the loss of the W2 administrative funds but some of the funds will be replaced with the FSET administrative funds. We may be allowed to keep the day care on a part-time basis but it is not known how much time as of yet. Talks are ongoing with the new provider of W-2. Increases in the budget were due to the addition of a 1.0 FTE Administrative Secretary from Child Support. A 1.0 FTE Typist II from Child Support would be lost. The representative payee fee will be set on the fee schedule. Supervised visits are not charged for. Ms. Kovach stated these are ordered by the Court but will explore whether a fee can be charged.

The Public Health budget reflects a decrease in the Bioterrorism/Preparedness budget. An increase of 1% is being done to the Environmental Health fees. The WIC and Wisconsin Well Women positions are combined to improve flexibility. A 10 hour vacant position will be eliminated and the hours will be added to two existing positions, changing them from 24 and 20 hours to 30 and 24 hours respectively. A 0.6 FTE Public Health Educator position will be eliminated since the grant is ending. A 1.0 LTE Public Health Planner position will be added and funded by the public health reserves. If no funding is available the position will be eliminated. There is currently \$69,900 in the reserves. A 0.4 FTE Public Health Dental Aide position will be added and funded through increased state grants.

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The Community Programs budgets reflect a \$15,000 savings due to the regional grant funding the crisis line. The supported apartment on Wisconsin Street has been eliminated due to lack of use. There are still four units on Frontenac and two beds on Water Street. The Mental Health Clinician II individual retired. This position will be posted as a Mental Health Clinician I position. The position is still needed for licensing purposes. The position cannot do psychological evaluations but can do mental health assessments. The Mental Health Voucher budget will be reduced since requests are leveling off. Collections from the Clerk of Courts for OWI's have gone down. There is a large increase in Comprehensive Community Services as well as increased productivity from Children's Long Term Support. There is a decrease in revenues for Birth to Three. We are waiting for the State Plan Amendment from the state. Rather than sending in one therapist, a team of therapists are going in. This is best practice. We will be able to bill all the therapists when the State Plan Amendment is approved.

The Child Welfare and Juvenile Justice budgets reflect the refilling of the vacant Coordinator position for Children and Family Services. There has been a significant increase in overtime based on the first six months of 2012. Mr. Pryzbelski is asking for an additional dispositional worker. This has not been added to the budget. Supervised visits will be looked at. There is a vacant home and financial manager position which will be eliminated. An RFP has been sent out regarding supervised visits. A LTE in child welfare will also be eliminated. Out of home placement numbers are up and the lack of foster home resources is an issue. A campaign to recruit foster homes will be done. The target of these homes would be for 12-17 year old adolescents. Economic Support supervisor position would be added. A LTE position will be eliminated along with a 0.15 FTE employment counselor. The addition of the FSET program along with the loss of the W2 program will mean a decrease from 40 hours to 35 hours for the employment counselor. The HUD grant for rental assistance will be taken over by CAP Services.

The Child Support budgets reflect the elimination of the Child Support Director but creating a Child Support Supervisor instead. Additional a 1.0 FTE Child Support Specialist position would be added.

The Portage House budget reflects the elimination of the AODA contract with Ministry. The services will be provide by the AODA Counselor employed by Health and Human Services. Additionally a counselor position will have four additional hours added to the position, changing from 20 hours to 24 hours.

The High Cost accounts were reviewed by Mr. Hanna. Longer term averages were looked at to establish the budget. A 3% increase to expenses for Residential Services was budgeted. Two individuals were moved into this budget. Chemical Dependency/Inpatient/Detox budget has averaged about \$60,000 over the years. This budget remains the same for 2013. The Mental Health Inpatient budget reflects the two individuals moved into the Residential Services budget. This budget also includes children placed in inpatient as well. The Children's Substitute Care budget reflects the increase seen in 2012 for placements. Expenses over time showed a 1.35% increase, the 2013 budget for expenses reflects a 1.38% increase. The General Assistance budget is for indigent funerals. This budget remains the same for 2013.

B. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated the regular accounts totaled \$107,450.35. The high cost accounts totaled \$28,574.06. They include voucher number 20120585 for \$28,268.75, voucher number 20120638 for \$28,268.75, voucher number 20120647 for \$21.25, voucher number 20120663 for \$14,396.43, voucher number 20120670 for \$70,371.14, and voucher number 20120674 for \$17.84. There were no substitute care for adults or children. Purchases totaled \$1,533.05. Pre-authorizations totaled \$4,074.37. Fuel cards totaled \$1,000. Portage House vouchers totaled \$1,005.18. They include voucher number 20120661 for \$1,005.18. A motion was made by Ms. Suomi and seconded by Dr. Numsen to place the vouchers on file. Motion carried.

IV. REPORTS FROM BOARD APPOINTED COMMITTEES/ACTIVITIES

A. Reports for Board Appointed Committees/Activities - May Go Into Closed Session Pursuant to Section 19.85(1)(f) to Consider Cases Which Involve Social or Personal Histories of Specific Persons Which If Discussed in Public Would Be Likely to Have a Substantial Adverse Affect Upon the Person's Reputation

The Board did not go into closed session.

Mr. Krogwold reported on the Woodlands Commission. Ms. Dodge reported on the permanency plan reviews.

E. Return of Open Session (If Necessary)

The Board did not go into closed session.

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V. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

There were no position refills.

VI. NEXT MEETING

Due to the time constraints in order to get an agenda item on the County Board agenda, the next meeting will be on Monday, September 10, at 4:30 p.m.

VII. ADJOURNMENT

The meeting adjourned at 6:35 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
September 10, 2012**

Present

Excused

Jeanne Dodge
Joanne Suomi
Nancy Prince
Dr. Gene Numsen
Lonnie Krogwold
Sam Levin
Janis Borski
Scott Winn

Also Present: Dawn Grasamkee, Recording Secretary, Ray Przybelski, Director; William Hanna, Business Manager; and Jennifer Gaffke, Health Officer.

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

ROLLCALL - a quorum was present and the meeting was properly posted.

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

A. Approval of Meeting Minutes of August 28, 2012

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

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski stated budget questions will be discussed at the September 25 meeting.

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

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 \$49,987.54. The high cost accounts totaled \$2,768.50. They include voucher number 20120679 for \$25, voucher number 20120681 for \$612, voucher number 20120710 for \$7,584.50, voucher number 20120713 for \$43,242.83, voucher number 20120714 for \$382.50, and voucher number 20120715 for \$46.62. There were no substitute care for adults or children. Purchases totaled \$1,785.68. Fuel cards totaled \$1,000. Portage House vouchers totaled \$649.40. They include voucher number 20120711 for \$649.40. Mr. Krogwold questioned if the percentages were off due to outstanding bills. Mr. Hanna stated that is correct. A motion was made by Mr. Krogwold and seconded by Dr. Numsen to place the vouchers on file. Motion carried.

B. Discussion/Action on Adjustments to 2012 Contracts Greater than \$25,000 but Less than \$100,000

Mr. Przybelski stated the Gemini Cares contract is adjusted due to the additional hours for Healthy Smiles. The River City Estates contract is adjusted due to a second individual being placed in the facility. A motion was made by Ms. Suomi and seconded by Mr. Levin to approve the contract adjustments. Motion carried.

C. Discussion/Action on Resolution to Contract with Energy Services, Inc., for Administration of the Wisconsin Home Energy Assistance Program

Mr. Przybelski stated the contract is due on September 24. Energy Services is the only provider for this program. Mr. Levin questioned if people in mobile homes are covered as well. Mr. Przybelski stated he was not sure but does know it is more difficult to cover those structures. Ms. Suomi requested corrections to the resolution in the third Whereas. The word should be "Whereas" instead of "Wheras" and the word "wok" should be "work." Mr. Hanna made the corrections and reprinted the resolution. A motion was made by Mr. Krogwold and seconded by Mr. Winn to approve the resolution with the corrections. Motion carried.

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D. Discussion/Information on 2013 Contracts Less than \$25,000

Mr. Przybelski stated the contract with Corporation Counsel is for \$10,000 and is for eligible IV-E Services such as the termination of parental rights. Ms. Dodge questioned why it takes so long for termination of parental rights to be completed. Mr. Przybelski stated that is not uncommon in the State. Some of the delay is due to identifying a home for the child(ren).

E. Discussion/Action on Grant Application to Central Wisconsin Electric Co-op Roundup Grant for the Healthy Smiles Program

Mr. Przybelski stated this is a small grant of \$500 that would be used to offset costs for the Healthy Smiles program. Ms. Gaffke stated the funds would be used specifically for Rosholt School. Mr. Krogwold questioned if any other schools qualified. Ms. Gaffke stated four schools do not and a Community Foundation grant was written for those. Ms. Borski questioned when the Department would hear if they are successful. Mr. Przybelski stated policy is when a grant is applied for it must be approved by the Board and forwarded to Finance for approval. When a grant is received, Finance is informed. A motion was made by Ms. Borski and seconded by Ms. Prince to approve the grant application. Motion carried.

III. REPORTS FROM BOARD APPOINTED COMMITTEES/ACTIVITIES

A. Reports for Board Appointed Committees/Activities - May Go Into Closed Session Pursuant to Section 19.85(1)(f) to Consider Cases Which Involve Social or Personal Histories of Specific Persons Which If Discussed in Public Would Be Likely to Have a Substantial Adverse Affect Upon the Person's Reputation

The Board did not go into closed session.

Ms. Dodge and Ms. Borski reviewed the Request for Proposal bids.

Mr. Winn attended the CAP Services Board meeting.

Ms. Dodge reported on the permanency plan reviews.

E. Return of Open Session (If Necessary)

The Board did not go into closed session.

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IV. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

There were no position refills. The new positions requests were passed by Human Resources and will be sent forward to the County Board.

V. NEXT MEETING

The next meeting is scheduled for Tuesday, September 25, at 5:00 p.m.

VI. ADJOURNMENT

The meeting adjourned at 5:15 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
September 25, 2012**

Present

Jeanne Dodge
Joanne Suomi
Nancy Prince
Dr. Gene Numsen
Sam Levin
Janis Borski
Scott Winn

Excused

Lonnie Krogwold

Also Present: Dawn Grasamkee, Recording Secretary, Ray Przybelski, Director; William Hanna, Business Manager; and Jennifer Gaffke, Health Officer.

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

ROLLCALL - a quorum was present and the meeting was properly posted.

I. MINUTES, GENERAL REPORTS, AND COMMENTS

A. Approval of Meeting Minutes of September 25, 2012

A motion was made by Mr. Levin and seconded by Ms. Suomi to approve the minutes. Ms. Borski had a correction to a misspelled word on page 2. Ms. Borski questioned if her and Ms. Dodge's name should be released regarding the Request for Proposal meeting they attended. Mr. Przybelski stated the appointments were made during an open session and as such can be stated. Motion carried with the correction made on page 2.

B. Correspondence

Mr. Przybelski introduced Mr. Dobratz who filled the vacancy in District 7. The Board membership contact information was distributed for corrections. Mr. Przybelski stated the Department was not successful in obtaining the Small Cities grant applied for with Wood County.

C. Director's Report

Mr. Przybelski stated the Department will lose a grant of \$15,000 from the Department of Corrections. Since the number of juvenile crimes have reduced in Portage County, we are no longer eligible for the funds.

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September 25, 2012
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D. Members of the Public Who Wish to Address the Board on Specific Agenda Items must Register Their Request at this Time, with Such Comments Subject to the Reasonable Control of the Board Chair as Set Forth in Robert's Rules of Orders

There were no members of the public present.

II. PROGRAM ISSUES

A. Discussion/Update on Public Health Response to Human Health Hazards

Ms. Gaffke distributed a hand out regarding human health hazards. The definition of a human health hazard according to policy and Portage County ordinance was reviewed as was the definition according to Wisconsin State Statutes. Once a complaint is received, the Department goes on site to investigate. Findings are documented and pictures are taken. A report is written up regarding the findings and a determination is made. If there is a finding of a human health hazard, abatement orders are written up and sent to the property owner, additional recommendations might be included if applicable. A timeframe to complete the orders is set and a follow up inspection will be done. If necessary, further enforcement action will be taken. If there is not a finding of a human health hazard, only recommendations might be made but are not required to be implemented.

Ms. Gaffke gave an update on the Alm Road property. Rodents, hazardous materials, and human waste were found. Once the abatement orders are out, the property owner will have 30 days to respond to the orders and complete the clean up. If this is not done, the Department will facilitate the clean up. Mr. Przybelski stated the cost may be significant due to the amount of debris, waste, and hazardous materials. The costs can be charged back to the property. Ms. Gaffke stated it was hard to determine if there is soil contamination or not due to the amount of debris present. Small spots thus far has been found. It is hard to tell what else may be covered currently by the debris. Due to this being an active investigation, we are working with the Sheriff's Department. The Sheriff's Department has given the okay to clean up the surface area only. Mr. Przybelski stated contractors will be sought for the clean up. The cost of the clean up will be significant and contingency funds may be sought. The property comprises of 3.2 acres.

III. FISCAL ISSUES

A. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated the regular accounts totaled \$71,714.04. The high cost accounts totaled \$222,126.41. They include voucher number 20120712 for \$28,268.75, voucher number 20120735 for \$12,949, and voucher number 20120736 for \$45,371.03. Adult substitute care costs totaled \$49,008.70 and children's substitute care totaled \$166,146.79. Prior authorizations totaled \$2,464.86. Purchases totaled \$2,201.27. There were no vouchers from Portage House in this voucher processing run. Mr. Levin questioned the transportation cost of \$606.72 on voucher 20120735. Mr. Hanna stated that is for transportation waivers. A motion was made by Mr. Levin and seconded by Ms. Borski to place the vouchers on file. Motion carried.

B. Discussion/Questions on 2013 HHS Budget

Ms. Borski questioned if the day care will be kept. Mr. Przybelski stated Forward Services has set aside funds but no specifics have been given at this time. Additionally, \$15,000 from the Department of Corrections needs to be cut from the budget. Mr. Hanna stated the County budget book will have different figures then the budget provided to the HHS Board. This is due to receiving the new retirement rate from the State and the adjustments made to the budget. Mr. Hanna stated rather than reprinting the entire budget book, only those pages with major changes will be printed and distributed.

IV. REPORTS FROM BOARD APPOINTED COMMITTEES/ACTIVITIES

A. Reports for Board Appointed Committees/Activities - May Go Into Closed Session Pursuant to Section 19.85(1)(f) to Consider Cases Which Involve Social or Personal Histories of Specific Persons Which If Discussed in Public Would Be Likely to Have a Substantial Adverse Affect Upon the Person's Reputation

The Board did not go into closed session.

Mr. Levin and Mr. Winn attended the AODA Coalition meeting.

Ms. Dodge attended the permanency plan reviews.

Ms. Dodge and Ms. Borski reviewed the Request for Proposal bids.

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E. Return of Open Session (If Necessary)

The Board did not go into closed session.

V. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

There were no position refills.

VI. NEXT MEETING

The next meeting is scheduled for Tuesday, October 9. Due to the County Board meeting scheduled for 5:00 p.m. on the same day, it was decided the next meeting will be at 4:00 p.m. at the Annex.

VII. ADJOURNMENT

The meeting adjourned at 5:50 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
October 9, 2012**

Present

Excused

Jeanne Dodge
Lonnie Krogwold
Joanne Suomi
Nancy Prince
Dr. Gene Numsen
Sam Levin
Janis Borski
Scott Winn

Also Present: Dawn Grasamkee, Recording Secretary, Ray Przybelski, Director; William Hanna, Business Manager; and Jenni Jossie, Finance Director.

The meeting was brought to order by Ms. Dodge at 4:00 p.m.

ROLLCALL - a quorum was present and the meeting was properly posted.

I. MINUTES, GENERAL REPORTS, AND COMMENTS

A. Approval of Meeting Minutes of September 25, 2012

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

B. Correspondence

Mr. Przybelski stated he checked with Chairman Idsvoog regarding Dan Dobratz's attendance at the last meeting and today's meeting. Mr. Dobratz will be officially confirmed this evening at the County Board meeting. That is why he was not listed as in attendance.

C. Director's Report

Mr. Przybelski stated a meeting was held with the Finance Committee yesterday regarding the Elm Road situation. Abatement orders have been issued. The County has dealt with abatements in the past but never to this extent. The costs will be figured out as the process moves along.

Mr. Przybelski stated the updated budget sheets were included in the packets. Final allocations continue to be received by the Department. The

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October 9, 2012
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allocation we receive from the Department of Children and Families is close to being released.

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

There were no members of the public present.

II. PROGRAM ISSUES

A. Discussion/Possible Action on Possible HHS Budget Amendments

Mr. Przybelski asked if there are any intentions to amend the proposed budget they should come through this committee and then forwarded to Finance. Mr. Levin asked if there is any information regarding the on site day care's future. Mr. Przybelski stated he has a call in to Forward Services but has not yet received a response. Forward Services was interested in the percentage of W2 families that utilize the day care. The information gathered show about 18% of W2 families currently use the day care. It is hoped that the day care could be open two days a week when Forward Services is in our building. If this would occur, it is also hoped these days could coincide with the WIC Clinic as WIC clients utilize the day care when they are in the building. No adjustment to the budget would need to be done since Forward Services would be paying for this. Mr. Hanna stated it may depend on the contract.

III. FISCAL ISSUES

A. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated the regular accounts totaled \$53,355.47. The high cost accounts totaled \$209,455.83. They include voucher number 20120787 for \$7,170.30 and voucher number 20120789 for \$50,059.10. Adult substitute care costs totaled \$51,370.80 and children's substitute care totaled \$154,231.10. Purchases totaled \$2,167.63. Portage House vouchers totaled \$3,388.77. They include voucher number 20120784 totaling \$3,388.77. Dr. Numsen questioned if the high cost budget is on schedule. Mr. Hanna stated the high cost accounts are on track to come out over budget however the regular accounts and Portage House are on track to

come in at budget levels. A motion was made by Mr. Krogwold and seconded by Dr. Numsen to place the vouchers on file. Motion carried.

IV. REPORTS FROM BOARD APPOINTED COMMITTEES/ACTIVITIES

A. Reports for Board Appointed Committees/Activities - May Go Into Closed Session Pursuant to Section 19.85(1)(f) to Consider Cases Which Involve Social or Personal Histories of Specific Persons Which If Discussed in Public Would Be Likely to Have a Substantial Adverse Affect Upon the Person's Reputation

The Board did not go into closed session.

Mr. Winn attended the CAP Services monthly Board meeting.

Ms. Borski and Ms. Dodge completed the Request for Proposal bids.

Dr. Numsen attended the Family Support Program meeting.

Ms. Dodge attended the permanency plan reviews.

E. Return of Open Session (If Necessary)

The Board did not go into closed session.

V. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

There were no position refills.

VI. NEXT MEETING

The next meeting is scheduled for Tuesday, October 23.

VII. ADJOURNMENT

The meeting adjourned at 4:40 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
October 23, 2012**

Present

Excused

Jeanne Dodge
Lonnie Krogwold
Joanne Suomi
Nancy Prince
Dr. Gene Numsen
Sam Levin
Janis Borski
Scott Winn
Dan Dobratz

Also Present: Dawn Grasamkee, Recording Secretary, Ray Przybelski, Director; William Hanna, Business Manager; and Teresa Kovach, Child Protective Services Supervisor.

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

ROLLCALL - a quorum was present and the meeting was properly posted.

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

A. Approval of Meeting Minutes of October 9, 2012

Mr. Levin requested that Mr. Dobratz be listed as "also present" for the meeting. A motion was made by Ms. Borski and seconded by Mr. Levin to approve the minutes as amended. Motion carried.

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski gave an update on the Elm Road property. The Sheriff's Department has released the property for clean up. Three providers have submitted bids for the human health hazard clean up. There is a lot that needs to be done on the property and could result in a large amount of funds being expended.

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HHSB Meeting Minutes
October 23, 2012
Page 2

Mr. Przybelski was informed by the YMCA they are looking for additional funding for the drop in child care center. Forward Services will be providing W2 services and is looking to lease space in the building. The rental fees would be used to fund the day care.

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

There were no members of the public present.

II. PROGRAM ISSUES

- A. Discussion/Presentation on Third Quarter Program Statistics for Division of Children and Families

Mr. Przybelski stated the caseload for JIPS (Juveniles in Need of Protection and Service) was down due to it being summer. There were 78 children in licensed homes which does not include 28 children in relative placements. Economic Support experienced a caseload increase of about 200 cases. Emergency services referrals have also increased. The transportation numbers for this quarter were 121 volunteer driver rides and 40 taxi rides.

Ms. Kovach stated child protective services reports have decreased. Work continues on recruiting foster homes. A Request for Proposal was done for the provision of supervised visits. Professional Services will be conducting the supervised visits. Revised ongoing service standards will be implemented by the State. This will require training by the staff as well as more documentation and data entry of information.

Mr. Hanna reviewed the high cost report. Kinship is at 95% of the budget. A request will be made to the State Division of Children and Family Services for additional funding. Treatment foster care is on par with last year. Residential care is way up compared to last year. There are a larger number of children with severe mental health issues and needs. A resolution for exceeding the budget will be prepared and presented to the Board.

III. FISCAL ISSUES

A. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated the regular accounts totaled \$73,022.66. The high cost accounts totaled \$17,819.05. They include voucher number 20120788 for \$28,268.75, voucher number 20120800 for \$437.35, voucher number 20120816 for \$13,536.86, voucher number 20120822 for \$64,731.67, and voucher number 20120825 for \$416.50. There were no adult substitute care vouchers or children's substitute care vouchers. Fuel cards totaled \$1,000. Prior authorizations totaled \$3,301.92. Purchases totaled \$3,886.36. Portage House vouchers totaled \$216.05. They include voucher number 20120815 totaling \$216.05. Mr. Levin questioned how many times we pay for no show supervised visits. Mr. Przybelski stated we still pay for the time it took for someone to pick up the children. If they no show twice, they are then required to call two hours prior to the next visit before the visit is allowed. A motion was made by Mr. Winn and seconded by Mr. Levin to place the vouchers on file. Motion carried.

B. Discussion/Action on Department of Health Services Public Infrastructure Grant

Mr. Przybelski stated this is the same grant as last year. The funds would be used to offset the LIFE Report costs. The grant is for \$10,000. A motion was made by Ms. Suomi and seconded by Mr. Krogwold to approve the grant request. Motion carried.

C. Discussion/Action on 2013 Health and Human Services Fee Schedule

Mr. Levin questioned the large increase in custody study fees. Mr. Przybelski stated this is not a mandated service but the judges order custody studies. The Department has done four studies thus far and none have been paid. The cost would be split in two, half from each parent. There is not a sliding fee for this cost. Mr. Krogwold suggested asking the Court to include the payment of the custody study in the order. Mr. Levin questioned the electronic monitoring fees. Mr. Przybelski stated we no longer do level 1 electronic monitoring. The contract is through Sentinal to provide these services. Crisis Intervention is contracted out and this is the cost of the contract. If the contract goes down, our fees go down. Shot costs are based on the cost of the immunization. A motion was made by Mr. Krogwold and seconded by Dr. Numsen to approve the fee schedule. Motion carried.

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IV. REPORTS FROM BOARD APPOINTED COMMITTEES/ACTIVITIES

- A. Reports for Board Appointed Committees/Activities - May Go Into Closed Session Pursuant to Section 19.85(1)(f) to Consider Cases Which Involve Social or Personal Histories of Specific Persons Which If Discussed in Public Would Be Likely to Have a Substantial Adverse Affect Upon the Person's Reputation

The Board did not go into closed session.

Dr. Numsen attended the Mental Health Services Coordinating Committee meeting.

Ms. Dodge attended the permanency plan reviews.

- E. Return of Open Session (If Necessary)

The Board did not go into closed session.

V. PERSONNEL ISSUES

- A. Discussion/Information on Position Refills

There were no position refills.

VI. NEXT MEETING

The next meeting is scheduled for Tuesday, November 13.

VII. ADJOURNMENT

The meeting adjourned at 6:20 p.m. on a motion from Mr. Dobratz and second by Ms. Suomi. Motion carried.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

Portage County Wisconsin
Joint Finance and Health & Human Services Committee
November 5, 2012

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Members Present: Lonnie Krogwold, Al Haga, Jr., Jim Gifford, Perry Pazdernik, Jeanne Dodge, Scott Winn, Dan Dobratz, Joanne Suomi, Samuel Levin, Janis Borski, Gene Numsen

Excused: Nancy Prince

Also Present: Jenni Jossie, Matthew Fleming, Phil Idsvoog, Ray Przybelski, Jami Gebert, Stephanie Stokes, Trisha Heyman, Patty Dreier, Bill Hanna, Daniel Kontos, Janet Zander, Jeff Schuler, Mike McKenna

Call to Order

Meeting called to order at 7:00 am by L. Krogwold.

Public Notice

No request for public comment was registered.

Discussion and Possible Action regarding Resolution Authorizing the Use of Contingency Funds in an Amount Not to Exceed \$40,000 for Human Health Hazard Abatement and Zoning Enforcement Purposes on Property in the Township of Amherst, Wisconsin

Motion by J. Dodge, seconded by J. Borski to forward resolution onto County Board for approval. Motion carried.

Adjourn

Motion by P. Pazdernik, seconded by J. Gifford to adjourn. Motion carried.

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
November 13, 2012**

Present

Excused

Jeanne Dodge
Lonnie Krogwold
Joanne Suomi
Nancy Prince
Dr. Gene Numsen
Sam Levin
Janis Borski
Scott Winn
Dan Dobratz

Also Present: Dawn Grasamkee, Recording Secretary, Ray Przybelski, Director; William Hanna, Business Manager; Amy Marcott, Community Programs Coordinator; Jan Piltz, Healthy Beginnings; and Amy Bakken, St. Michael's Hospital.

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

ROLLCALL - a quorum was present and the meeting was properly posted.

I. MINUTES, GENERAL REPORTS, AND COMMENTS

A. Approval of Meeting Minutes of October 23, 2012 and November 5, 2012

Dr. Numsen stated on the October 23 minutes, the property to be cleaned up is on Alm Road. A motion was made by Ms. Borski and seconded by Mr. Winn to approve the minutes as amended as well as to approve the November 5 joint meeting minutes as presented. Motion carried.

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski informed the Board the contract for clean up has been signed on the Alm Road property. The work will start on November 26. Staff may need to be on site to monitor the abatement issues.

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

There were no members of the public present.

II. PROGRAM ISSUES

- A. Discussion/Presentation on Third Quarter Program Statistics from Healthy Beginnings

Ms. Bakken distributed information regarding the Welcome Home Baby program. Visits are provided during the first week home after the birth of a baby to assess the physical and social needs of the family. The visits are offered to all families having their first baby, low income families, single parent families, teen parents, mothers with a history of depression, as well as if there are physical concerns of the mother or baby. There were 503 births at St. Michael's in 2011-2012. Of those births, 80% qualified for a visit and 71% of those qualifying accepted a visit. Information and/or referrals are provided to the parent(s) for services if needed.

Ms. Piltz distributed a folder of handouts regarding Healthy Beginnings. Nutrition information is provided to FoodShare eligible people. Of the 80 families service, 70 of those families received nutrition education. There were 858 home visits provided. The summary performance report was reviewed. There is currently one family on the wait list. This is due to the need for a Spanish speaking interpreter. An increase is seen in parents with mental health issues. Screenings and referrals are also provided. Multiple screenings are done. The areas of the screening include physical development, social-emotional development, and vision and hearing. A summary of the outcomes for the program are found on page 10 and 11 of the comprehensive plan.

- B. Presentation/Information on Third Quarter Program Statistics for Division of Community Programs

Ms. Marcott presented the statistics for the Division of Community Programs. The psychiatric wait list has gone up slightly. Adult Protective Services referrals have also increased. Emergency Detentions have decreased. The voucher expenses reflect several 2011 refunds received. The Inpatient

Mental Health shows more Winnebago admissions. The Mobile Crisis Team received the 2012 Providing Hope Award. They were nominated by the Suicide Prevention Committee.

Mr. Hanna reviewed the high cost report for Community Programs. The high cost programs are currently at 86% of the budget. Community Based Residential Facilities are averaging about 10 individuals per month. There is currently no one placed at Institutes for Mental Disease. To date there have been 11 individuals placed at Winnebago, two of which were children.

C. Discussion/Update on Drop In Child Care Center

Mr. Przybelski stated a proposal was received from the YMCA to staff the child care center six hours a day for 2-3 days. The cost would be \$36,000 for three days. Forward Services stated they would be able to partially fund the day care but we are awaiting the cost figure. Mr. Przybelski stated he anticipates the cost to the Department would be about \$10,000. It is felt this amount could be found. As such a contract for three days a week will be coming forward to the Board once the cost figures are received. It is hoped that the days would align with the WIC Clinic as well as when the W2 staff are here. The child care center is utilized by clients when they are meeting with staff in the building.

D. Discussion/Update on Child Support and Health and Human Services Merger

Mr. Przybelski stated the merger is moving forward. Child Support will have to physically be in this building. The cost to build-out the Health Care Center would be over \$500,000. Other options are being looked at. It is hoped the move will occur around January 1, 2013. A resolution will be given to the full County Board in December.

III. FISCAL ISSUES

A. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated the regular accounts totaled \$84,836.29. The high cost accounts totaled \$37,850.06. They include voucher number 20120821 for \$33,758, voucher number 20120842 for \$208.25, voucher number 20120857 for \$6,302.12, voucher number 20120859 for \$28,268.75, and voucher number 20120860 for \$53,588.98. There were no adult substitute care

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vouchers or children's substitute care vouchers, Prior authorizations totaled \$778.49. Purchases totaled \$391.98. Portage House vouchers totaled \$440.87. They include voucher number 20120856 totaling \$440.87. A motion was made by Mr. Krogwold and seconded by Mr. Levin to place the vouchers on file. Motion carried.

B. Discussion/Action on 2012 Contracts Greater than \$25,000 But Less Than \$100,000

Mr. Przybelski stated the Professional Services Group contract is increased due to providing supervised visitation. Therapy Specialists is to increase the contract for Deb Hoover. She is seeing more clients than anticipated. A motion was made by Ms. Suomi and seconded by Mr. Levin to approve the contracts. Motion carried.

C. Discussion/Action on 2013 Contracts Greater than \$25,000 But Less Than \$100,000

Mr. Przybelski stated these are the providers we normally contract with to provide services. There is nothing new or different. A motion was made by Mr. Winn and seconded by Dr. Numsen to approve the contracts. Motion carried.

D. Discussion/Action on Resolution Authorizing for 2013 Contracts Over \$100,000

Mr. Przybelski stated the contracts have a ceiling amount set. If any of the contracts go over, they will be brought back for approval by the Board. A motion was made by Mr. Krogwold and seconded by Ms. Suomi to approve the resolution. Motion carried with Mr. Winn abstaining.

E. Discussion on High Cost Budget Adjustment

Mr. Hanna reported there is only about \$34,680 left in the high cost accounts as of today. A budget adjustment will be sought from the Board, Finance Committee, and County Board to authorize the Department to spend the additional funds from the reserve. A resolution will be brought forward in January as soon as the exact figure is determined. The reserve currently is at \$1.16 million. It is anticipated the high cost accounts will go over budget about \$200,000 to \$300,000. The high cost accounts fluctuate from year to year.

IV. REPORTS FROM BOARD APPOINTED COMMITTEES/ACTIVITIES

A. Reports for Board Appointed Committees/Activities - May Go Into Closed Session Pursuant to Section 19.85(1)(f) to Consider Cases Which Involve Social or Personal Histories of Specific Persons Which If Discussed in Public Would Be Likely to Have a Substantial Adverse Affect Upon the Person's Reputation

The Board did not go into closed session.

Mr. Winn reported on the CAP Services meeting.

Mr. Levin reported on the AODA Health and Wellness.

Ms. Dodge attended the permanency plan reviews.

E. Return of Open Session (If Necessary)

The Board did not go into closed session.

V. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

There were no position refills.

VI. NEXT MEETING

The next meeting is scheduled for Tuesday, November 27.

VII. ADJOURNMENT

The meeting adjourned at 6:15 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
November 27, 2012**

Present

Excused

Jeanne Dodge
Lonnie Krogwold
Joanne Suomi
Nancy Prince
Dr. Gene Numsen
Sam Levin
Janis Borski
Scott Winn
Dan Dobratz

Also Present: Dawn Grasamkee, Recording Secretary, Ray Przybelski, Director; Melanie Baehr, Public Health Supervisor; Gary Garske, Public Health Planner; Jenny Gaffke, Health Officer; Cindy Mews, Child Support; and Patty Dreier, County Executive.

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

ROLLCALL - a quorum was present and the meeting was properly posted.

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

A. Approval of Meeting Minutes of November 13, 2012

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

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski informed the Board the Alm Road clean up was scheduled to begin on November 26. Paperwork needs to be filed with the State from the company prior to the clean up beginning. It is anticipated the work will begin around December 10. Dr. Numsen questioned if the work could still be done once the ground freezes. Mr. Przybelski stated it could since there is no digging involved.

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

There were no members of the public present.

II. PROGRAM ISSUES

- A. Discussion/Action on HHS Board Representative to Bike/Pedestrian Ad Hoc Committee

Mr. Przybelski stated the resolution in the packet was provided for informational purposes. The committee is anticipated to meet five times over an 18 months period. Mr. Winn expressed interest in serving on the committee. A motion was made by Ms. Borski and seconded by Dr. Numsen to appoint Mr. Winn to the committee. Motion carried.

- B. Discussion/Action on HHS Board Representative to Attend the Active Living Training

Ms. Gaffke stated the training will focus on ways to increase physical activity. Ms. Borski stated interest in attending the training. Ms. Prince stated she would be an alternate if Ms. Borski cannot attend. A motion was made by Mr. Levin and seconded by Mr. Dobratz to have Ms. Borski attend the training with Ms. Prince as the alternate. Motion carried.

- C. Discussion/Action on Resolution Authorizing the Merger of the County Child Support Agency into the Health and Human Services Department to Include the Needed Position and County Code Modifications

Mr. Przybelski stated the resolution authorizes the merger of Child Support as well as adding a Child Support Specialist position and county code modifications effective January 1, 2013. Child Support would then report to the Human Services Board. Ms. Dodge questioned what space would be needed. Mr. Przybelski stated they are working on the space issue but are looking at putting child support where UW Extension currently is. It is unknown where UW Extension would be. A motion was made by Mr. Krogwold and seconded by Ms. Borski to approve the resolution. Motion carried.

D. Presentation/Information on Third Quarter Division of Public Health Program Statistics

Ms. Gaffke distributed information regarding pertussis. A spike was realized in April and May 2012. There were 132 cases reported. Over the past 6-8 months, vaccination against pertussis has been stressed. Follow-up occurs on each case of confirmed pertussis. The state is the only entity that can confirm a case of pertussis. Ms. Baehr stated when a case of confirmed pertussis is received, follow-up is done on all individuals the person came into contact with. There were 209 cases investigated from all three categories. The categories of cases include suspect (could be), probable (most likely but not confirmed), and confirmed. 108 cases were confirmed. Individuals were isolated for five days whenever possible. The response time of the team investigating the cases is 24-72 hours. An immediate response is done on confirmed cases.

Mr. Levin expressed concerns regarding the increase in chlamydia. Ms. Gaffke stated a lot are repeat cases. The division does its best to educate the people regarding the disease. Ms. Gaffke stated the division will be working on its public health policies and will be bringing those to the Board for review and approval. Mr. Przybelski stated the challenge with policies is some are stand alone policies, some policies are tied in with other policies, and others are included in the Code of Ordinances for the County. Ms. Dreier stated work is being done on having all the policies available in a central location.

III. FISCAL ISSUES

A. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated the regular accounts totaled \$73,326.07. The high cost accounts totaled \$239,407.31. They include voucher number 20120897 for \$85,329.87, voucher number 20120901 for \$15,253.20, voucher number 20120904 for \$262.88, and voucher number 20120916 for \$108.19. The adult substitute care vouchers total \$50,856.98 and the children's substitute care vouchers total \$166,200.47. Prior authorizations totaled \$3,779.59. Fuel cards totaled \$1,000. Purchases totaled \$411.43. There were no Portage House vouchers. Mr. Levin questioned if the change is correct on page 18. Mr. Przybelski stated it is. Mr. Winn questioned the \$1,428.38 charge to Staples for calendars. Mr. Przybelski stated this is the annual

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order for the entire agency staff for 2013 calendars. A motion was made by Mr. Winn and seconded by Mr. Levin to place the vouchers on file. Motion carried.

IV. REPORTS FROM BOARD APPOINTED COMMITTEES/ACTIVITIES

A. Reports for Board Appointed Committees/Activities - May Go Into Closed Session Pursuant to Section 19.85(1)(f) to Consider Cases Which Involve Social or Personal Histories of Specific Persons Which If Discussed in Public Would Be Likely to Have a Substantial Adverse Affect Upon the Person's Reputation

The Board did not go into closed session.

Ms. Borski attended the AODA Partnership meeting.

E. Return of Open Session (If Necessary)

The Board did not go into closed session.

V. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

Mr. Przybelski stated interviews took place for the Intensive In-Home Aide and the position will be offered shortly. Interviews are being set up for the HSS1 Social Worker position with the Special Needs section. It is hoped the Economic Support Supervisor position will be posted soon as well as the Child Support Specialist position. The limited term Public Health Planner position is currently posted.

Mr. Levin questioned how the talks are coming regarding the YMCA child care center. Mr. Przybelski stated they are still working on the figures. The day care will be available three days a week.

VI. NEXT MEETING

The next meeting is scheduled for Tuesday, December 11.

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VII. ADJOURNMENT

The meeting adjourned at 5:55 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
December 11, 2012

Present

Jeanne Dodge
Lonnie Krogwold
Joanne Suomi
Nancy Prince
Dr. Gene Numsen
Sam Levin
Janis Borski
Scott Winn

Excused

Dan Dobratz

Also Present: Dawn Grasamkee, Recording Secretary, Ray Przybelski, Director; Jenny Gaffke, Health Officer; Bill Hanna, Business Manager; and Beth Hanna, Public Health Planner.

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

ROLLCALL - a quorum was present and the meeting was properly posted.

I. MINUTES, GENERAL REPORTS, AND COMMENTS

A. Approval of Meeting Minutes of November 27, 2012

A motion was made by Mr. Levin 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 stated as of December 1, no contract from DHS has been received. It is possible the AODA grant totaling \$127,000 may now need to be added back in the budget due changes at the state. Since this will entail a change to our budget, the budget change will need to go to the County Board. In order to meet the County Board deadlines, the Board will need to change their next meeting date.

Mr. Przybelski stated work continues on the Alm Road clean up. An interview by Channel 7 was held with Jenny Gaffke regarding the Alm Road situation.

Mr. Przybelski informed the Board the application has been sent to Forward Services regarding the drop in child care center. The request is for about \$9,000. The Department opposes having the center open on Fridays due to low usage on Fridays.

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

There were no members of the public present.

II. PROGRAM ISSUES

- A. Discussion/Update on Wisconsin Partnership Program (WPP) Three Year Grant Ending 12/31/12

Ms. Gaffke stated this was a three year grant through the Portage County CAN Coalition beginning January 1, 2010. The Department was the fiscal agent while CAN did the work. A no-cost extension through June 2013 has been received. These funds were not budgeted for so a budget adjustment will need to be made.

Ms. Hanna distributed materials highlighting the accomplishments, current initiatives, future goals, and an overview of the program.

III. FISCAL ISSUES

- A. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated the regular accounts totaled \$43,817.06. The high cost accounts totaled \$0. They include voucher number 20120938 for \$8,595.10 and voucher number 20120939 for \$34,997.53. There were no adult substitute care or children's substitute care vouchers. Prior authorizations totaled \$303.20. Purchases totaled \$1,304.86. Portage House vouchers totaled \$904.88 and include voucher number 20120937 for \$904.88. Ms. Suomi questioned swim lessons being paid for. Mr. Przybelski stated this is

for a DD Waiver client. Ms. Suomi questioned the \$4,600 spent on City County IT Commission. Mr. Przybelski stated this is for the PACT program which is run thru Marathon County and pays for the use of the PACT program that is used with juvenile offenders.

IV. REPORTS FROM BOARD APPOINTED COMMITTEES/ACTIVITIES

A. Reports for Board Appointed Committees/Activities - May Go Into Closed Session Pursuant to Section 19.85(1)(f) to Consider Cases Which Involve Social or Personal Histories of Specific Persons Which If Discussed in Public Would Be Likely to Have a Substantial Adverse Affect Upon the Person's Reputation

The Board did not go into closed session.

Ms. Prince attended the WI Active Communities Training.

Dr. Numsen attended the Family Support Program Committee quarterly meeting.

Ms. Dodge attended permanency planning.

E. Return of Open Session (If Necessary)

The Board did not go into closed session.

V. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

Mr. Przybelski stated there were no new position refills. Advertising is currently being done for the Social Worker and Economic Support Supervisor positions. The Coordinator position is on hold until the merger with Child Support.

Mr. Przybelski stated the agency is a finalist for a grant from the Jockey Company. If we are selected, a day long invite would be made to county officials and Board members to see the steps taken when a child is taken into care.

VI. NEXT MEETING

The next meeting is scheduled for Monday, January 7 at 7:00 a.m.

VII. ADJOURNMENT

The meeting adjourned at 6:05 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P