

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
January 7, 2013

Present

Excused

Absent

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

Jeanne Dodge

Dan Dobratz

Also Present: Ray Przybelski, Director.

The meeting was brought to order by Mr. Levin at 7:00 a.m.

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

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

A. Director's Report

Mr. Przybelski distributed a list of contracts less than \$25,00 and reviewed per County policy.

B. 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 Wisconsin Partnership Program Grant Award in the Amount of \$31,771 New Application and Extension of Previous Grant Award to 6/30/13

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

B. Discussion/Possible Action on Resolution Regarding Authorization and Acceptance of the Juvenile Court Alcohol and Other Drug Abuse Grant from the State of Wisconsin Department of Health Services

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

III. NEXT MEETING

The next meeting is scheduled for Wednesday, January 22, 2013.

IV. ADJOURNMENT

The meeting adjourned at 7:06 a.m.

Submitted by:

Ray Przybelski
Director

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
January 22, 2013**

Present

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

Excused

Jeanne Dodge
Nancy Prince

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

The meeting was brought to order by Mr. Levin 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 December 11, 2012 and January 7, 2013

A motion was made by Ms. Borski and seconded by Dr. Numsen to approve both sets of the minutes as presented. Motion carried.

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski attended the strategic planning meeting last Friday. A report will be coming out in February or March.

Mr. Przybelski stated the anticipated move for child support to this building will be either March 11 or March 18. All the moves are anticipated to be completed by the end of May.

Mr. Przybelski shared out of 15 business days in 2013, there were 14 child protective services cases opened.

Page 2

HHSB Meeting Minutes
January 22, 2013
Page 2

Mr. Przybelski informed the Board that the Economic Support supervisor position was filled by Mandy Mayek and she will start on Monday. Mandy was an Economic Support case worker for the department. Additionally, Mr. Hanna will be leaving on February 15. He will be taking a position in Waukesha County.

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 on Budget Adjustment Resolution for High Cost Account

Mr. Przybelski stated the high cost accounts have a deficit for 2012. It is anticipated \$150,253 will need to be taken from the reserve to balance the budgets. This would leave the reserve with a balance of \$1,015,800.07. Mr. Hanna stated due to the timing of the resolution, the dollar figure may change as a few bills are still outstanding. Ms. Suomi asked for clarification on the fourth Whereas. Mr. Przybelski stated these services are ordered by the Court. The service can be paid for if the client has insurance and if they don't we are still required to provide the service. Each facility has its own method of handling payments. Some facilities will bill the insurance while others ask us to bill the insurance or handle the collections. A motion was made by Mr. Krogwold with a second by Mr. Winn to approve the resolution. Motion carried.

B. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated there are two batches of vouchers. In 2012, the regular accounts totaled \$224,776.62. The high cost accounts totaled \$454,687.86. They include voucher number 20120960 for \$16,845, voucher number 20120973 for 13,935.95, voucher number 20120980 for \$28,268.75, voucher number 20120979 for \$332.90, voucher number 20120981 for \$63,515.30, voucher number 20121003 for \$12,281.68, voucher number 20130036 for \$68,508.26, voucher number 20121004 for \$38,317.81, voucher number 20130037 for \$22,380.28, voucher number 20130044 for \$2,963.38, and voucher number 20130045

for \$14,244.23. Adult substitute care total \$93,334.27 and children's substitute care totaled \$311,432.67. Prior authorizations totaled \$4,368.62 Purchases totaled \$2,257.04. Portage House vouchers totaled \$975.74 and include voucher number 20130034 for \$580.80 and voucher number 20130043 for \$62.04. The 2013 regular accounts total \$10,025.51. There were no high cost vouchers. They include voucher number 20130009 for \$10,025.51. Purchases total \$4,000.52. There were no Portage House vouchers. Mr. Winn moved to place the vouchers on file, Dr. Numsen seconded the motion. 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.

Mr. Winn attended the CAP Services meeting.

Dr. Numsen attended the Mental Health Coordinating Committee meeting.

E. Return of Open Session (If Necessary)

The Board did not go into closed session.

IV. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

Mr. Przybelski stated recruitment will be done to replace the Economic Support Specialist position vacated by Mandy Mayek when she accepted the Economic Support Supervisor position. The Children and Family Services Coordinator position applications close next week.

Page 4

HHSB Meeting Minutes
January 22, 2013
Page 4

V. NEXT MEETING

The next meeting is scheduled for Tuesday, February 12, 2013.

VII. ADJOURNMENT

The meeting adjourned at 5:40 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
February 12, 2013**

Present

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

Excused

Scott Winn

Also Present: Dawn Grasamkee, Recording Secretary, Ray Przybelski, Director; Bill Hanna, Business Manager; Jenny Gaffke, Health Officer; Mandy Mayek, Economic Support Supervisor; Amy Marcott, Community Programs Coordinator; Yeng Yee Lor-Yang, Special Needs Supervisor; Erica Wojcik, Assistant Business Manager; Val Federwitz, Intern; Jeff Beighley, County Board Chair Office.

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 January 22, 2013

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

B. Correspondence

Mr. Przybelski introduced Mandy Mayek who is the new Economic Support Supervisor. Ms. Mayek began her duties on January 28.

Mr. Przybelski alerted the Board to an article in the newspaper regarding the state revoking the license for CCR. The Department does contract with this agency for the care of four children. The Department has no issues with the foster parents providing care for these children. CCR is appealing the revocation. The appeal process can take 2-6 months.

Page 2

HHSB Meeting Minutes
February 12, 2013
Page 2

C. Director's Report

Mr. Przybelski addressed the issue regarding using an overhead projector for the vouchers. This is possible but would entail additional time on staff to set this up. Additionally, the connection would entail needing to have IT staff open the connections and then close the connections after the meeting. The vouchers will continue to be emailed and will be page numbered as well.

Ms. Borski requested an update on the rat infested home. Ms. Gaffke stated issues were ordered to the park owner and home owner. The homeowner had until January 17 to abate the rat issue and missed this deadline. The park owner has until February 28 to hire someone to remove the rats. The homeowner was recommended to see her physician for any potential health issues. Additionally, the owner was ordered not to take any of the rats with her but its possible she did. Mr. Przybelski stated crisis staff and Adult Protective Services was also involved with the homeowner.

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/Information on Fourth Quarter Program Statistics for the Division of Community Programs

Ms. Marcott reviewed the statistics. Progress has been made with the psychiatric wait list. Adult Protective Services has been very busy with complicated cases. Inpatient mental health had four admissions to Winnebago.

Ms. Lor-Yang distributed a brochure on Special Needs Programs as well as a handout describing the programs in the Special Needs section. The services include Birth to Three, Coordinated Services Team (CST), Community Options Program (COP), Comprehensive Community Services (CCS), Family Support (FSP), and CLTS Waiver funds.

The CST funds are flexible funding of about \$8,000 a year. This pays a stipend for consumers to be on the advisory committee as well as purchasing items for severely emotionally disturbed children to keep the children in their homes such as fishing poles, bus tokens, etc. The items needed are determined by a team consisting of the therapists, teachers, service coordinator, and family. COP is a funding source that is used as a match for CCS services. Any requests over \$15,000 must go through the advisory committee for approval. CCS is used to pay for therapies, daily living skills services, and other trainings. FSP is funded through the state as well as Safe and Stable Families. The funds are used for disability related goods and services. The CLTS Waivers are state and local match funds used to pay for goods and services to keep the child in their home. There are wait lists for Children's CCS, FSP, and CLTS Waivers. Mr. Hanna stated prior to 2012 all the waiver funds passed through our budget. In 2012 the state hired a third party administrator and now the funds no longer pass through our budget. We submit the forms and assessment to the state and the state pays the providers directly.

III. FISCAL ISSUES

A. Discussion/Action on 2012 Contract Adjustments for Contracts from \$25,000 to \$99,999.99

Mr. Przybelski stated this is for the contract with Dr. Cothron. Mr. Krogwold moved to approve the request with a second by Dr. Numsen. Motion carried.

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

Mr. Przybelski stated this is for four different grants. The grant requests include \$500 from Wisconsin Public Service, \$300 from Community Foundation Women's Fund, \$900 from the Community Foundation, and \$250 from Alliant Energy. A motion was made by Dr. Numsen and seconded by Mr. Dobbratz to approve the grant requests. Motion carried.

C. Discussion/Action on 2013 Income Maintenance Consortia Contract

Mr. Przybelski stated this is the second year Portage County will be in the consortia. Marathon County is the lead agency and funds go through Marathon County and then to us. The contract was reviewed by attorneys from all the counties involved. A motion was made by Mr. Krogwold and seconded by Mr. Dobbratz to approve the contract. Motion carried.

D. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated there are two batches of vouchers. In 2012, the regular accounts totaled \$76,188.19. The high cost accounts totaled \$15,680. They include voucher number 20130058 for \$13,232.26, voucher number 20130059 for \$33,756.06, voucher number 20130087 for \$1,669.02, and voucher number 20130089 for \$10,559.75. There were no adult substitute care or and children's substitute care vouchers. Prior authorizations totaled \$2,240.32. There were no purchases. Portage House vouchers totaled \$1,784.87 and include voucher number 20130060 for \$204 and voucher number 20130086 for \$1,082.40. The 2013 regular accounts total \$35,853.53. The high cost accounts totaled \$217,197.03. They include voucher number 20130049 for \$11,329.59, voucher number 20130062 for \$349.01, voucher number 20130066 for \$1,660.25, voucher number 20130111 for \$5,394.77, voucher number 20130113 for \$16,597.45, voucher number 20130114 for \$32.46, and voucher number 20130131 for \$1,955. Adult substitute care totaled \$53,295.47 and children's substitute care totaled \$162,436.56. Purchases total \$7,679.63. Portage House vouchers totaled \$759.42. They include voucher number 20130061 for \$100.17 and voucher number 20130110 for \$659.25. Ms. Borski moved to place the vouchers on file, Dr. Numsen seconded the motion. 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, Mr. Levin, and Mr. Winn attended the AODA Coalition meeting. Ms. Borski distributed the LIFE Snapshot as well as a photo of the driving simulator purchased with funds raised by Pacelli High School. Instructions on obtaining the simulator were also distributed.

Mr. Winn attended the Urban Bike/Pedestrian meeting and the CAP Services Board. Meeting summaries were emailed to the Board since Mr. Winn could not make the meeting.

Ms. Dodge attended the permanency plan 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 there were no position refills. Interviews for the Children and Family Coordinator position will be done. Advertising is being done for the vacant Economic Support position.

VI. NEXT MEETING

The next meeting is scheduled for Tuesday, February 26, 2013.

VII. ADJOURNMENT

The meeting adjourned at 6:15 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
February 26, 2013**

Present

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

Excused

Lonnie Krogwold

Also Present: Dawn Grasamkee, Recording Secretary, Ray Przybelski, Director; and Jenny 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 February 12, 2013

Dr. Numsen stated page 2, second paragraph under section C, the second sentence should state "orders were issued" rather than "issues were ordered." A motion was made by Mr. Levin and seconded by Dr. Numsen to approve the minutes as corrected. Motion carried.

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski informed the Board of an upcoming even on May 17 at 8:50 a.m. or so. This will be a three hour bus tour presentation. The Adoption Resource Center of Wisconsin has received a grant from the Jockey Corporation to host this event. This event will be a chance to inform people about foster care and child welfare. The event will entail boarding a bus and becoming a child in need. The presentation may contain a stop at the hospital for any medical needs, the courthouse for legal needs, etc. During the "tour" participants will hear from a foster parent, social worker, a previous

Page 2

HHSB Meeting Minutes
February 26, 2013
Page 2

foster child that has aged out of the system, and others. It is hoped 70 people will participate but if more wish to attend they will be accommodated. Formal action to support this effort may come to the Board in the future in the form of a resolution.

The Governor announced his state budget. There are no real major hits. As for the federal budget, depending on what happens with the sequester, there could be substantial cuts to the social services block grant which could affect our programs.

- 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/Information on Fourth Quarter Division of Public Health Program Statistics

Ms. Gaffke stated she was not going to review the statistics but will answer questions. Ms. Gaffke distributed an update on the health hazards the division has been working on. Ms. Gaffke went through the three health hazards. They included the illegal tattooing taking place at a private residence, the Alm Road property, and the rat infested mobile home. The rat infested mobile home case is now closed but follow up will continue as needed. Mr. Levin questioned what the breakdown of ages is for the chlamydia cases. Ms. Gaffke stated she doesn't have that information but will gather it and report it back. A request to include the lead results in the statistics was also made. Ms. Borski also requested a breakdown of the well water samples. A motion was made by Dr. Numsen and seconded by Mr. Winn to accept the report. Motion carried.

- B. Discussion/Action on Childhood Lead Poisoning/Prevention Policy

Ms. Gaffke distributed a handout regarding the lead policy. Ms. Gaffke stated updating/developing/formalizing written policies and procedures is a top priority for the division. Additionally having these policies and procedures is included in the national model for public health 10 essential

services. Discussion occurred regarding what steps are taken if a high level of lead poisoning is found. A motion was made by Ms. Suomi and seconded by Mr. Dobratz to approve the policy. Motion carried.

III. FISCAL ISSUES

A. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated there are two batches of vouchers. In 2012, the regular accounts totaled \$345.97. There were no high cost accounts vouchers. They include voucher number 20130136 for \$55.55 and voucher number 20130158 for \$290.42. There were no adult substitute care or children's substitute care vouchers. There were no purchases. There were no Portage House vouchers. The 2013 regular accounts total \$125,738.79. The high cost accounts totaled \$7,116.32. They include voucher number 20130112 for \$56,537.50, voucher number 20130164 for \$14,703.73, and voucher number 20130156 for \$69,220.18. There were no adult substitute care or children's substitute care vouchers. Prior authorizations totaled \$1,159.49. Fuel card purchases totaled \$1,000. Purchases total \$6,875.89. There were no Portage House vouchers. Ms. Borski moved to place the vouchers on file with Mr. Levin seconding the motion. 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 stated he met with Senator Baldwin regarding federal funding.

E. Return of Open Session (If Necessary)

The Board did not go into closed session.

Page 4

HHSB Meeting Minutes
February 26, 2013
Page 4

V. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

Mr. Przybelski stated interviews for the Children and Family Services Coordinator were conducted and an offer will be made later this week. Additionally, interviews are being conducted for the vacant economic support position. Additionally, there may be another vacancy in economic support.

VI. NEXT MEETING

The next meeting is scheduled for Tuesday, March 12, 2013.

VII. ADJOURNMENT

The meeting adjourned at 5:55 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
March 12, 2013**

Present

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

Excused

Lonnie Krogwold
Sam Levin

Also Present: Dawn Grasamkee, Recording Secretary, Ray Przybelski, Director; and Jenny 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 February 26, 2013

Ms. Prince stated a correction needs to be done on page 1 under Director's Report. The word should be "event" rather than "even." A motion was made by Ms. Borski and seconded by Mr. Winn to approve the minutes as corrected. Motion carried.

B. Correspondence

Mr. Przybelski stated April 10, 2013, will be Human Services Day at the Capitol. The event will start at 9:00 a.m. Lunch is provided. Anyone interested in attending should contact Mr. Przybelski.

C. Director's Report

Mr. Przybelski stated on Friday any requests regarding the 2012 carry forward need to be to Finance. There is approximately \$150,000 in regular accounts that can be carried forward. Mr. Przybelski stated he will be requesting \$13,000 for the day care, \$10,000 to respite child care, \$1,273 for the Claire Marquard funds for birth to three expenses, and \$1,000 one time expenses for office equipment. The totals are approximates. The balance will be requested to be put in the high cost reserve.

Page 2

HHSB Meeting Minutes
March 12, 2013
Page 2

Mr. Przybelski stated the official date for Child Support to be moved to this building is March 25.

- 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/Information on Fourth Quarter Statistics for the Division of Children and Families

Mr. Przybelski stated a candidate for the Coordinator position may possibly accept an offer. A resolution will be brought at the next meeting requesting permission to offer the position with the pay level above Step 3. The candidate would still be on a year probation, but would not receive a pay increase after the probation period.

Mr. Przybelski stated youth and family referrals are up as are child protective services reports. Additionally, child welfare cases loads have increased as well due to the number of children in substitute care. The agency is working on recruiting and retaining local foster homes. Workforce Development (W2) has been privatized as of January 1, 2013. Economic Support caseloads have dropped slightly. Volunteer rides have doubled in the fourth quarter which is normal once it gets colder. The new Ongoing Service Standards from the State became effective in the fourth quarter. This involved a lot of extra work for the child welfare staff in addition to their current duties. A planning meeting for the Permanency Roundtable was held with a required training scheduled on April 4 in Marathon County for staff. A foster care recruitment initiative was attended. A formal report will be provided to the Board at a future meeting.

- B. Discussion/Action on Amended 2013 Health and Human Services Fee Schedule

Ms. Gaffke stated the reinspection fee was inadvertently left off the list. The fee would be \$100. The pre-inspection new construction of water slides had a typo of \$1,544 for the fee. It should be \$154 for the fee. A motion was

made by Ms. Suomi and seconded by Dr. Numsen to approve the addition of the reinspection fee and correction of the pre-inspection new construction of water slides fee. Motion carried.

III. FISCAL ISSUES

A. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated the regular account vouchers totaled \$36,076.6. The high cost account vouchers totaled \$204,127.45. They include voucher number 20130182 for \$167.84, voucher number 20130198 for \$3,774.34, and voucher number 20130202 for \$35,439.93. Adult substitute care totaled \$45,991.34 and children's substitute care totaled \$143,059.67. Prior authorizations totaled \$1,002.98. There were no purchases. Portage House vouchers totaled \$4,490.76 and include voucher number 20130199 for \$4,490.76. Ms. Suomi questioned what the Gateway Report Center. Mr. Przybelski stated it is an after school program for high risk of out of home placement youth. They provide structure and supervision for these youth. Ms. Suomi questioned the van registration on page 15. Mr. Przybelski stated this is a vehicle registration paid for through CLTS for a family. The van is a most likely a modified van for a disabled child. Ms. Suomi questioned if checks are cut or if direct deposit is used. Mr. Przybelski stated both, depending on the client and where the funds are coming from. Ms. Borski moved to place the vouchers on file with Mr. Winn seconding the motion. 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 reported on the CAP Services Board meeting and the Urban Bike Plan Project.

Ms. Dodge reported on the Permanency Planning Panel meeting.

Page 4

HHSB Meeting Minutes
March 12, 2013
Page 4

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 the two vacancies in Economic Support have been filled. The Coordinator of the Division of Children and Families will be offered if the resolution passes. Additionally, the OWI Assessor will be retiring at the end of the month which will leave that position vacant.

VI. NEXT MEETING

The next meeting is scheduled for Tuesday, March 26, 2013.

VII. ADJOURNMENT

The meeting adjourned at 6:15 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
March 26, 2013**

Present

Excused

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

Also Present: Dawn Grasamkee, Recording Secretary, Ray Przybelski, Director; Jenny Gaffke, Health Officer; and Lindsay Benaszkeski, Environmental Health Sanitarian.

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 March 12, 2013

Ms. Borski stated a correction needs to be done on page 3 under Vouchers. It was Ms. Borski that asked the question regarding Gateway, not Ms. Suomi. A motion was made by Ms. Borski and seconded by Ms. Suomi to approve the minutes as corrected. Motion carried.

B. Correspondence

Mr. Przybelski passed around a thank you note from a client for our patience. This client received services and had a \$6,000 bill. This bill was in effect since 1994 and was just paid off.

C. Director's Report

Mr. Przybelski stated the strategic plan was laid out. This is a work in progress. A copy will be shared with the Board to receive their reaction and input.

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 Public Health Rabies Policy

Ms. Gaffke stated this procedure is just being updated. The policy is for human and animal rabies exposure. The agency is responsible for reimbursing animal specimens sent to the State Lab of Hygiene, providing consultation regarding rabies response, and communicating lab results to those involved. Ms. Benaszkeski stated work is done with veterinarians, humane society, the state, county clerks, law enforcement, and others. There is a good working relationship with the Humane Society in Portage County regarding issues, follow-up, and processing and ordering quarantine orders. Each partners' specific duties are outlined and a there is a formalized process for lab results. Ms. Suomi expressed concern regarding the breakdown of communication between city and county. Our Department will take the lead in training law enforcement on protocols. A motion was made by Mr. Levin and seconded by Dr. Numsen to approve the policy to include the law enforcement training.

B. Discussion/Action on Resolution on Exception to Human Resources Policy 3.11.7.4 Completion of Probationary Period and Required Pay Adjustment

Mr. Przybelski stated the Resolution is the formal request to waive the requirement of a pay increase at the end of the probationary period. The position would be offered at step 10. Anything over a step 3 needs County Executive approval, which has been granted. Even with the position being offered at a higher step, the candidate would be taking a cut in pay from her current position. Mr. Przybelski stated that the candidate has over 26 years of experience in County Human Services and 10 years of supervisory experience. She was the most qualified person for the job in the applicant pool. Mr. Levin questioned who did the interviewing. Mr. Przybelski and Ms. Gaffke interviewed the candidates. A motion was made by Mr. Krogwold and seconded by Ms. Borski to approve the resolution. Motion carried.

C. Discussion/Information on Human Services Collaborative

Mr. Przybelski stated the Wisconsin Counties Human Services Association is developing a collaborative modeled after the Criminal Justice Collaborative Council. This collaborative would bring together multiple agencies of the state, county, and local governments to coordinate efforts and work together on service delivery. There is a disconnect from the state to local agencies. Currently three separate state agencies are responsible for human services operations. The collaborative would work on planning long-term policy direction from the state, a shared goal between state and county partners, and promote honest and open communication between the state and counties. Mr. Krogwold questioned if the Wisconsin Counties Association is on board. Mr. Przybelski stated they have been working closely with them. Ms. Dodge questioned if the state departments would participate in this collaborative. Mr. Przybelski stated they have not said yes yet.

III. FISCAL ISSUES

A. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated the regular account vouchers totaled \$80,852.85. The high cost account vouchers totaled \$32,374.74. They include voucher number 20130201 for \$55,448.75, voucher number 20130235 for \$18,959.18, and voucher number 20130236 for \$47,023.88. There were no adult substitute care or children's substitute care vouchers. Prior authorizations totaled \$1,942.28. Purchases totaled \$910.62. There were no Portage House vouchers. Ms. Suomi questioned some of the vouchers. The first was Wally J's Child Care. Mr. Przybelski explained this is a drop in child care for clients to utilize when meeting with staff. The care is provided by YMCA staff. The gas vouchers to Southside BP was also questioned. Mr. Przybelski stated these are vouchers given to child welfare parents so they can attend visitations. The prior authorization for the Kalahari was questioned. Mr. Przybelski stated this is for staff attendance at a conference held in Wisconsin Dells. Mr. Winn questioned two purchases. The first are the wax drinking cups and the second were ear buds. Mr. Przybelski stated the drinking cups are for the medication room for clients to take their pills. The ear buds are for Word Processing for transcription purposes. Mr. Krogwold moved to place the vouchers on file with Ms. Borski seconding the motion. Motion carried.

Page 4

HHSB Meeting Minutes
March 26, 2013
Page 4

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 reported on the Family Support Program meeting.

- B. 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 the two vacancies in Economic Support have been filled. The move date for Child Support has been changed to May 6.

VI. NEXT MEETING

The next meeting is scheduled for Tuesday, April 9, 2013.

VII. ADJOURNMENT

The meeting adjourned at 6:00 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
April 9, 2013

Present

Sam Levin
Dan Dobratz
Joanne Suomi
Dr. Gene Numsen
Janis Borski

Excused

Jeanne Dodge
Scott Winn
Nancy Prince

Absent

Lonnie Krogwold

Also Present: Dawn Grasamkee, Recording Secretary, Ray Przybelski, Director; Jenny Gaffke, Health Officer; 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 March 26, 2013

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

B. Correspondence

Mr. Przybelski stated the state budget is being worked on. Another cut of about \$30,000 is proposed to child support. The state is also looking at regionalizing some aspects of mental health care. The counties are working to get the regionalization aspect removed from the budget. Additionally, there is a lot of one-time funding being put into economic support due to the Affordable Care Act. More work will also be required. Once the details become clear, a presentation will be made to the Board.

Mr. Levin requested the fact that an individual paid off a \$6,000 bill with the agency be brought up at the County Board meeting. Mr. Przybelski stated this was a good example of how the fiscal staff is flexible in working with individuals on their accounts.

C. Director's Report

There was no director's report as most was covered under correspondence.

- 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/Information: Follow-Up on Portage County Chlamydia Profile

Ms. Gaffke distributed a handout regarding chlamydia. Figure 1 shows the number and percent of the total population with confirmed cases in Portage County. Mr. Przybelski questioned if the change in reporting accounted for the increase in 2010. Ms. Gaffke stated she would check into this. Figure 2 shows the confirmed cases by age. Figure 3 shows the confirmed cases by male and female. Figure 4 shows the percentages geographically by county, state, and nationwide. The counties used are also counties with university populations. Ms. Borski asked if someone can be a carrier and not show symptoms. Ms. Gaffke stated that is correct. All confirmed cases must be reported to the Health Department who in turn reports them on the WEDSS system for the state. Ms. Borski questioned what type of education and awareness is done. Ms. Gaffke stated education is provided for confirmed cases. There is no joint education provided. Mr. Dobratz stated sexually transmitted infections are discussed extremely briefly in schools.

- B. Discussion/Information: Feedback on Portage County Strategic Plan

Mr. Przybelski stated Ms. Dreier is looking for feedback on the strategic plan. Ms. Dreier stated the plan represents system priorities and pivot points. The plan entails ways to make the county more efficient and to streamline processes. Economic development is a common issue identified although a lot of committees have yet to meet to discuss the plan. Three listening sessions were held thus far with a lot of input received. Ms. Borski questioned if grant writing is included in the strategic plan. Ms. Dreier stated financial strategies are included. There are fewer grants available now. Depending on the type of grant being applied for, there are various other agencies and individuals in the community that can be called on for assistance. Ms. Dreier stated corners cannot be cut on staff to provide

services. Additionally the pay scale also needs to be looked at. Mr. Dobratz questioned the campus plan. Ms. Dreier stated it would be nice if all the agencies were located in one place/area. Mr. Przybelski requested if anyone has additional feedback to get the information to him.

III. FISCAL ISSUES

A. Discussion/Action to Approve 2013 Contracts Greater than \$25,000 But Less Than \$100,000

Mr. Przybelski stated these two contracts are for adults with severe mental health issues. A motion was made by Ms. Borski and seconded by Ms. Suomi to approve the contracts. Motion carried.

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

Mr. Przybelski stated this contract is for an OWI Assessor to fill the vacant position until the position is permanently filled.

C. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated the regular account vouchers totaled \$32,6751.59. The high cost account vouchers totaled \$192,995.83. They include voucher number 20130261 for \$95.75, voucher number 20130275 for \$4,287.99, and voucher number 20130279 for \$28,519.86. Adult substitute care totaled \$51,477.97 and children's substitute care totaled \$140,937.86. Prior authorizations totaled \$371.66. Purchases totaled \$772.33. Portage House vouchers totaled \$647.49 from voucher number 20130274. Mr. Dobratz questioned if the high cost accounts are still on pace with the budget. Mr. Przybelski stated once again this is a bad year. There have been multiple placements in institutions as well as out-of-home placements of children. Mr. Dobratz questioned if payments to foster care are made both in check form and direct deposit. Mr. Przybelski stated foster homes have the choice whether they would prefer direct deposit or check. We cannot force them to have direct deposit. Ms. Suomi questioned who needs DNA testing. Mr. Przybelski stated this is for child support. Ms. Suomi moved to place the vouchers on file with Mr. Dobratz seconding the motion. Motion carried.

Page 4

HHSB Meeting Minutes
April 9, 2013
Page 4

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.

- B. 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 informed the Board the resume and application for the Children and Family Services Coordinator were sent to the County Board. The resolution requesting the higher pay level passed Human Resources and will be sent on to the County Board. Our OWI Assessor has retired. The position was offered and rejected to the first candidate. An offer is being made to the second candidate.

VI. NEXT MEETING

The next meeting is scheduled for Tuesday, April 23, 2013.

VII. ADJOURNMENT

The meeting adjourned at 6:05 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
April 23, 2013

Present

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

Absent

Sam Levin

Also Present: Dawn Grasamkee, Recording Secretary, Ray Przybelski, Director; Amy Marcott, Community Programs Coordinator; and Yengyee Lor-Yang, Special Needs 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 April 9, 2013

Ms. Dodge stated a correction needs to be made on page 1. Mr. Levin brought the meeting to order as Ms. Dodge was not present. A motion was made by Ms. Borski and seconded by Dr. Numsen to approve the minutes as corrected. Motion carried.

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski stated the Journey Home invites have been mailed. An article will appear in the Portage County Gazette on Friday regarding the tour. A representative from the Gazette will also be attending the tour in order to do another article. Board members can respond by completing the RSVP if they plan to attend.

Page 2

HHSB Meeting Minutes
April 23, 2013
Page 2

Mr. Dobratz questioned if the candidate for the Children and Family Services Coordinator accepted the position. Mr. Przybelski stated she did and will start on May 20. Mr. Przybelski thanked the Board for their support through this process.

Mr. Przybelski stated Child Support will be physically in the building on May 3.

- 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 of First Quarter Division of Community Program Statistics

Ms. Marcott stated it was a busy quarter. The psychiatric and counseling wait list is growing. Client's are given a choice as to who they want to see whether it is someone at this agency or elsewhere. If a civil commitment is done, then the client is mandated to work with us through our Community Support Program and a psychiatrist. Adult Protective Services referrals have increased slightly. Emergency detentions remain stable at 40, but still higher than in years past. Unfortunately there are a lot of individuals needing care at Winnebago that have presented with severe mental health issues. The March data for the mental health inpatient for Winnebago was received. The numbers changed from 3 to 5 placements and the days changed from 75 to 89 days. There is currently one individual at Trempealeau County IMD. This individual has been in and out of Winnebago and a CBRF. Birth to Three referrals have increased as well. A wait list for SED kids is about one year for services. Currently there are 17 children on the wait list. They are screened while on the wait list and other options are given. DD kids also has a wait list of about one year with four children on the wait list. CLTS Funding has been maxed out and we are currently waiting for attrition to occur to remove children from this wait list. The state only allots so much funding to each county. Ms. Suomi requested clarification for the no shows. Ms. Marcott stated this figures shows 101 no shows for the quarter. This is not an unduplicated number. There is a policy in place for clients with three

consecutive no shows. They are on hold for three months and then need to talk to Ms. Marcott prior to receiving services again through the agency.

Ms. Lor-Yang distributed a review of 2012 of the Birth to Three Program. A survey was sent out. There were 60 surveys sent and 20 were returned. Many were satisfied with the services they received from the Birth to Three program. To be eligible for the Birth to Three program a child needs to show a 25% delay in one area of development. There were 140 children referred in 2012 with 72 children receiving services. Of the 140 children, 15 were Child Abuse Prevention and Treatment Act (CAPTA) referrals. Mr. Winn questioned if more children are being served now that the program is housed in the building. Ms. Lor-Yang stated there are now two service coordinators providing services whereas there was only one before. Ms. Suomi questioned the concern regarding autism mentioned in question 8's comments. Ms. Lor-Yang stated staff do not diagnose the children.

B. Discussion/Action on 2012 Family Support Program Satisfaction Survey

Ms. Lor-Yang stated there continues to be a high rate of return on the Family Support Program (FSP) satisfaction survey. There was a slight decrease in the satisfaction rate this year. The rate was 88% compared to 98% in 2011 and 95% in 2010. Families request a list of goods that can be provided and there really is no list since services and goods are based on the identified needs of the child's disabilities and the family. Additionally, the program is in the process of being rewritten at the state level. Bits and pieces have changed already. Things that may have been allowable in the past may no longer be allowable. The wait list for services has decreased. A motion was made by Dr. Numsen and seconded by Ms. Borski to approve the report. Motion carried.

III. FISCAL ISSUES

A. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated the regular account vouchers totaled \$89,665.55. The high cost account vouchers totaled \$11,054.56. They include voucher number 20130278 for \$28,268.75, voucher number 20130298 for \$49.44, voucher number 20130313 for \$18,330.58, and voucher number 20130315 for \$62,155.25. There were no adult substitute care or children's substitute care vouchers. Prior authorizations totaled \$2,338.84. Purchases totaled \$159.28. Portage House vouchers totaled \$346.20 from voucher number

Page 4

HHSB Meeting Minutes
April 23, 2013
Page 4

20130312. Mr. Dobratz questioned why there are fingerprint checks. Mr. Przybelski stated this is a regulation in foster care. Mr. Dobratz questioned that listeria is. Mr. Przybelski this is a bacteria. A motion was made by Mr. Dobratz and seconded by Mr. Winn to place the vouchers on. 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.

Dr. Numsen reported on the Mental Health Services Coordinating Committee.

Mr. Winn reported on CAP Services.

Ms. Dodge reported on the Permanency Plan Reviews.

B. 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 informed the Board the new OWI Assessor will start on May 3. Additionally, an Economic Support worker has accepted a job in Madison so a vacancy will need to be filled. Jason Hake will start on May 6. He replaces Bill Hanna.

VI. NEXT MEETING

The next meeting is scheduled for Tuesday, May 14, 2013.

Page 5

HHSB Meeting Minutes
April 23, 2013
Page 5

VII. ADJOURNMENT

The meeting adjourned at 6:15 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
May 14, 2013

Present

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

Also Present: Dawn Grasamkee, Recording Secretary, Ray Przybelski, Director; Jason Hake, Business Manager; Jenny Gaffke, Health Officer; Amy Marcott, Community Programs Coordinator; Lindsay Benaszewski, Environmental Health; Jenni Jossie, Finance Director; and Gary Garske, 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 April 23, 2013

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

B. Correspondence

Mr. Przybelski introduced Jason Hake, the new Business Manager for the Department.

C. Director's Report

Mr. Przybelski informed the Board there were 152 families served at the day care through April. This amounted to 194 children. The day care is open three days a week and is funded with W2 funds from Forward Services as well as additional funds from the Department.

Page 2

HHSB Meeting Minutes
May 14, 2013
Page 2

Mr. Przybelski stated new legislation is being drafted by the Wisconsin Counties Human Services Association (WCHSA) regarding collaboration with counties on part or all programs overseen by the DHS, DOC, and DFS. The Wisconsin Counties Association is also planning on talking to all county boards regarding this. More information will be brought forth as the draft of the legislation is hammered out.

- 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 First Quarter Division of Public Health Statistics

Ms. Gaffke stated there was a decrease in immunizations. This decrease is due to the new rules in effective by the State that only those who are uninsured, on Medicare, Medicaid, or BadgerCare should receive immunizations. Ms. Gaffke stated page 8 includes the requested statistics regarding well water samples. Ms. Benaszkeski stated the county contracts with the DNR to conduct these samples. Those wells that serve 25 people at least 60 days a year are required to be tested. There are 130 wells tested in the county. Ms. Borski questioned if any wells have ever been shut down. Ms. Benaszkeski stated not recently. The Department is required to look at all wells, the pressure tank, and any outside wells. The DNR is responsible for enforcing any fines or sanctions. All inspections of wells are unannounced. As for inspections of restaurants, about 80% are unannounced and 20% are announced. Mr. Winn questioned who licenses food trucks. Ms. Benaszkeski stated the Department licenses these as well. Ms. Gaffke distributed a grant which was awarded to the Northwoods Public Health Community. This grant will explore cross jurisdictional sharing. Information will be collected from Health Officers, Board members, and various community stakeholders.

- B. Discussion/Action on Mental Health Clinic Policies

Ms. Marcott stated these are not new policies, just updates that were suggested by the certifier. The Mental Health Clinic is staffed according to DHS 35, section C requirements. The policies include the new AODA

directives for those clinicians working with prospective AODA clients. The language for these directives is taken from DHS 75. Page 19 of the packet includes the new AODA referral policy. This policy is included in our contracts with providers already. A motion was made by Mr. Krogwold and seconded by Mr. Dobratz to approve the policies. Motion carried.

III. FISCAL ISSUES

A. Discussion/Action on Local Public Health Agency Preparedness Grant

Ms. Gaffke distributed the application for the grant. Mr. Garske distributed a list of the items that will be purchased if the grant application is successful. Ms. Gaffke stated there are additional emergency preparedness funds available. These funds total \$20,000. The funds would be used for training of staff and to purchase equipment. If a pandemic arises such as anthrax or botulism, public health would take the lead in these situations. An example is the H1N1 vaccination that was done in the past. Mr. Garske stated "go kits" would be prepared for staff. These kits would include all the material necessary to do their job. Mr. Przybelski stated some of the equipment which would be purchased could be used on a daily basis by all staff. Ms. Gaffke stated the "headquarters" would primarily be out of conference room 107 in the building. The new equipment would allow for web based contact with all responders. This would be a compliment to the county's disaster unit. The grant is a competitive grant and is open to all local health departments. If the grant received is smaller than what was asked, then the equipment list would be reviewed and only the priority items would be purchased. A motion was made by Mr. Winn and seconded by Ms. Borski to approve the grant request. Motion carried.

B. Discussion/Presentation: 2012 Close Out

Ms. Jossie distributed the year end summary for fiscal year 2012. Ms. Jossie stated the largest variance was in purchased services. There are new audit requirements that request us to record the value of services. The net impact was zero but the variance needed to be shown. The high cost accounts were over budget in the contracts. There was a surplus of \$257,000 in the regular accounts. A request was made to roll this into the high cost. High cost accounts were \$119,000 over budget. The adjustment was made for the carryover and the remainder was put into the high cost fund balance. Mr. Przybelski stated the new audit requirement will be added into the 2013 budget. The 2014 budget will include them as well.

Page 4

HHSB Meeting Minutes
May 14, 2013
Page 4

C. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated the regular account vouchers totaled \$52,951.47. The high cost account vouchers totaled \$246,993.57. They include voucher number 20130314 for \$34,425, voucher number 20130333 for \$10, voucher number 20130334 for \$136.35, voucher number 20130348 for \$5,022.87, voucher number 20130349 for \$28,268.75, and voucher number 20130350 for 20,206.50. Adult substitute care vouchers totaled \$50,855.90 and children's substitute care vouchers totaled \$161,022.67. Prior authorizations totaled \$97. Purchases totaled \$921.40. Portage House vouchers totaled \$1,680.67. They include voucher number 20130347 for \$487.86 and prior authorizations totaled \$1,192.81. A motion was made by Mr. Levin and seconded by Ms. Borski to place the vouchers on. 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 reported on the Urban Bicycle and Pedestrian Committee.

Mr. Winn reported on the CAP Services meeting.

Ms. Borski distributed material regarding the UWSP AODA task force.

Ms. Dodge reported on the Permanency Planning meeting.

B. 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 with the Affordable Care Act the State will be sending money to the counties to provide services. This will entail needing to hire 3 to 3.5 positions to handle the influx of work. It is anticipated funds will be available for at least two years.

Mr. Przybelski stated Ms. Gaffke will be resigning from her position effective June 4.

VI. NEXT MEETING

The next meeting is scheduled for Tuesday, May 28, 2013.

VII. ADJOURNMENT

The meeting adjourned at 6:30 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD MEETING
May 28, 2013

Present

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

Excused

Dan Dobratz

Also Present: Dawn Grasamkee, Recording Secretary, Ray Przybelski, Director; Jason Hake, Business Manager; Jenny Gaffke, Health Officer; Teresa Kovach, Child Protective Services Supervisor; and Kim Vagueiro, Children and Family Services 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 May 14, 2013

Ms. Borski requested a change on page 4, section IV.A. The material she distributed was from the Chancellor's Alcohol and Other Drug Abuse (AODA) Prevention Partnership not the UWSP AODA task force. A motion was made by Ms. Borski and seconded by Mr. Winn to approve the minutes as corrected. Motion carried.

B. Correspondence

Mr. Przybelski introduced Kim Vagueiro as the new Children and Family Services Coordinator.

C. Director's Report

Mr. Przybelski stated the Governor's budget had cuts to Child Support which would equate to a half position lost. The Joint Finance has voted to restore the funds as well as adding additional funds. It is not known at this time whether this vote will be approved by the legislature and Governor.

Mr. Przybelski thanked the Board members who participated in the Journey Home tour.

- 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/Information on First Quarter Program Statistics for the Division of Children and Family Services

Ms. Kovach stated an increase in child protective services reports was realized. January had a large amount of these referrals. Ongoing cases were holding at 14-15 per worker but have increased to 17-18 per worker. Four homes were licensed as foster homes with two of these homes being relative placement homes. Home and Financial Management services are provided by one staff member along with a contract through Professional Services Group. Ms. Kovach stated permanency roundtables are being implemented in July and August. Cases for children in care 24 months or longer will be reviewed first. The State has ended its assistance for kinship conversions. This will result in a large increase in the workload for our Foster Care Coordinator.

- B. Discussion/Presentation on Mandated Reporting

Ms. Kovach distributed the Wisconsin Child Abuse and Neglect Law brochure. Wisconsin Statutes Chapter 48 defines child abuse and neglect. Anyone can report suspected abuse. There are 23 categories of professionals who are required to report suspected child abuse or neglect. Mandated reporters are notified of the outcome of the report. Parents can appeal a substantiated decision of child abuse or neglect. Ms. Kovach reviewed the definitions of child abuse and neglect. A question arose regarding the use of corporal punishment in schools. Ms. Kovach stated corporal punishment is not allowed in public schools. Private schools are considered temporary parents and discipline can be used while in school. Emotional abuse is a very difficult area to substantiate. The reason is because emotional abuse can take a long period of time to determine as

some symptoms take a long time to appear. Parents have the right not to allow a worker into the home. If a report is received concerning a pregnant mother, law enforcement has the capability of taking the mother in if there is a lack of control which could endanger her unborn child such as use of alcohol or drugs.

III. FISCAL ISSUES

A. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated the regular account vouchers totaled \$69,054.60. The high cost account vouchers totaled \$10,308.86. They include voucher number 20130386 for \$16,159.95, voucher number 20130387 for \$67,731.18, voucher number 20130390 for \$143.28, and voucher number 20130407 for \$330.50. There were no adult substitute care vouchers or children's substitute care vouchers. Prior authorizations totaled \$4,014.15. Purchases totaled \$1,512.51. Portage House vouchers totaled \$290.71. They include voucher number 20130382 for \$290.71. A motion was made by Mr. Levin and seconded by Mr. Krogwold to place the vouchers on. Motion carried.

B. Discussion/Action on Grant Application to St. Bronislava Social Concerns Committee

Mr. Przybelski stated this grant is for \$400. The funds would be used for training staff at assisted living facilities when dealing with adults with challenging behaviors. Dr. Numsen approved the request with Ms. Borski seconding the motion. Motion carried.

C. Discussion/Action on Letter of Intent to Apply for Wisconsin Partnership Program Grant

Ms. Gaffke stated this grant is for the CAN Fit grant. The grant would be used to continue implementation of the LIFE Report priorities. Ms. Gaffke stated the previous grant was slated to end December 31, 2012. It was extended to June 30, 2013. If the grant is successful there would be a slight gap in funding. Ms. Suomi moved to approve the request with a second by Dr. Numsen. Motion carried.

D. Discussion/Action on Grant to Frame Memorial Church for Infant Nutrition Program

Ms. Gaffke stated this grant is for \$200 and would be used to purchase formula for families experiencing a gap in services. A motion was made by Mr. Krogwold and seconded by Mr. Winn to approve the 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 did not go into closed session. There were no reports.

B. 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. Mr. Przybelski stated there has been nothing new received from the State regarding the Affordable Care Act which is anticipated to require additional Economic Support staff.

VI. NEXT MEETING

The next meeting is scheduled for Tuesday, June 11, 2013.

VII. ADJOURNMENT

The meeting adjourned at 6:05 p.m.

Submitted by:

Dawn Grasamkee, Recording Secretary

0599P

**MINUTES
JOINT MEETING OF
HEALTH AND HUMAN SERVICES BOARD,
HUMAN RESOURCES COMMITTEE, AND
FINANCE COMMITTEE
June 10, 2013**

Present

Jeanne Dodge
Dan Dobratz
Sam Levin
Joanne Suomi
Nancy Prince
Lonnie Krogwold
Dr. Gene Numsen
Janis Borski
Perry Pazdernik
Jim Gifford
James Krems
Tom Mallison
Don Butkowski
James Zdroik

Excused

Scott Winn
Allen Haga, Jr.

Also Present: Dawn Grasamkee, Recording Secretary, Ray Przybelski, Director; Jason Hake, Business Manager; Kim Vagueiro, Children and Family Services Coordinator; Phil Idsvoog, County Board Chair; Blair Ward, Corporation Counsel, Laura Belanger-Tess, Human Resources Director; Jami Gebert, County Executive Administrative Assistant; Mandy Mayek, Economic Support Supervisor; and Gary Garske, Public Health Planner.

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

I. CALL TO ORDER

The meeting was brought to order by Ms. Dodge at 7:00 a.m.

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

There were no members of the public present.

III. DISCUSSION/ACTION ON RESOLUTION TO AUTHORIZE THE ADDITION OF 3.5 NEW ECONOMIC SUPPORT POSITIONS AND SUBSEQUENT BUDGET ADJUSTMENT

Mr. Przybelski stated with the implementation of the Affordable Care Act the Governor has opted to not participate in the exchange. More individuals will be eligible for Medicaid under the Act. This will increase the work load for Economic Support. Individuals can now come to the agency to apply. Implementation of applications is expected to begin in October. Federal funds are available to hire additional staff to complete the increased work load and will be available for two years. It was felt advertising for full time positions rather than limited term positions would bring a larger pool of individuals to apply for the positions. Once the federal funding is gone, the positions would be eliminated. The Department of Health Services has estimated Portage County would need an additional 3.5 positions to handle the increased work load.

Ms. Belanger-Tess stated LTE positions are generally only for one year. Mr. Butkowski questioned if the LTE's could be approved for a second year. Ms. Belanger-Tess stated this is possible but feels a greater pool of applications would be available if the positions are advertised as permanent positions.

Mr. Butkowski questioned if the funding is available. Mr. Przybelski stated the funds are federal funds and not county tax levy. Even though the state biennial budget is not approved, the funding has been approved by the various other committees at the state. There is sufficient space available for the positions as well. The funds will also pay for the equipment and furniture needed.

Mr. Gifford questioned how many individuals are expected to apply. Ms. Mayek stated the state is anticipating about 150,000 to 200,000 additional individuals will be eligible for Medicaid statewide. There are no specific figures available for Portage County. Additionally, since Portage County is part of the central consortium, applicants can be from Portage, Langlade, Marathon, and Oneida Counties. Also the additional staff can assist in clearing off the BadgerCare+ wait list.

Mr. Krogwold moved to approve the request with a second by Ms. Borski. A roll call vote was taken. The motion passed the Health and Human Services Board unanimously. The Finance Committee voted to pass the motion with Mr. Gifford voting nay. The Human Resources Committee voted to pass the motion with Mr. Gifford voting nay.

Page 3

HHSB, HR, and Finance Meeting Minutes
June 10, 2013
Page 3

IV. ADJOURNMENT

The meeting adjourned at 7:12 a.m. on a motion from Mr. Krogwold.

Submitted by:

Dawn Grasamke
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD,
June 10, 2013**

Present

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

Excused

Scott Winn

Also Present: Dawn Grasamkee, Recording Secretary, Ray Przybelski, Director; Jason Hake, Business Manager; Kim Vagueiro, Children and Family Services Coordinator; Mandy Mayek, Economic Support Supervisor; and Gary Garske, Public Health Planner.

The meeting was brought to order by Ms. Dodge at 7:15 a.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 28, 2013

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

II. PROGRAM ISSUES

A. Discussion/Action on Resolution Ratifying and Confirming the Appointment of Gary Garske as Interim Health Division Coordinator/Health Officer for Portage County

Ms. Suomi questioned the timeframe for this appointment. Mr. Przybelski stated until the Health Officer position is filled. The Health Officer position needs to be confirmed by the County Board. Ms. Suomi questioned whether Mr. Garske will be compensated for the additional duties since the resolution states no additional appropriation to the budget will be needed. Ms. Gebert stated according to Human Resources policy, the interim individual is compensated at 50% of the difference of the pay rate. A motion was made by Ms. Suomi and seconded by Ms. Prince to approve the resolution. Motion carried.

Page 5

HHSB Meeting Minutes
June 10, 2013
Page 2

III. NEXT MEETING

Mr. Przybelski stated the date of the next meeting is June 25, 2013. There was a mistype on the agenda.

IV. ADJOURNMENT

The meeting adjourned at 7:22 a.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD
June 25, 2013

Present

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

Excused

Joanne Suomi

Absent

Sam Levin

Also Present: Dawn Grasamkee, Recording Secretary, Ray Przybelski, Director; Zach Bishop, Portage House, and Ross Dick, Justice Programs Director.

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 Joint Meeting with Health and Human Services, Finance, and Human Resources on June 10, 2013, and Meeting Minutes of Health and Human Services Board on June 10, 2013

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

- B. Correspondence

There was no correspondence.

- C. Director's Report

Mr. Przybelski had no report since the information he would share is an agenda item.

- 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 Community Residential Program (CRP) Formerly Known as CCSP

Mr. Dick stated the Community Cognitive Services Program (CCSP) is now known as the Community Residential Program (CRP). The contract has not yet been signed. The most recent version was done on May 25. There are two issues being contended. The first is staff credentials and the other is motivational interviewing. Training is not easily found. It is hoped that once training is identified, a staff member can attend and then come back and train the other staff. Basically, the contract is becoming the new Portage House contract. Funds are provided through the Becky Young Community Justice funds, which is non-taxpayer funded source. Two beds have been added to Portage House. A meeting is being scheduled that will include Mr. Bishop, Mr. Przybelski, and a Finance representative to talk with the state. Currently Portage House provides the Basic Cognitive group, an AODA group, a relationships group, and anger management. The Thinking for Change curriculum was just added. The current budget for Portage House is \$350,000. It is anticipated an additional \$350,000 will be available. The CRP program is for moderate to high risk offenders. Ms. Dodge stated she has asked Phil Idsvoog to develop an oversight committee with hopes to put pressure on the state to get this program going. Mr. Dick stated another obstacle is whether or not the program is implemented in increments or the whole program immediately. The state has said implementation can be in increments but the contract is for the whole program.

B. Discussion/Update on 2013-2015 Biennial Budget for Human Services Programs

Mr. Przybelski stated the summary provided is not yet confirmed. It is unknown what the Governor will veto. If the budget remains as is, funds will be restored for Child Support. It is anticipated an additional \$120,000 would be received. Funding for Children and Family Aids would be reduced although the Division of Children and Families believes they can still find funding to replace the reduction. Foster care and kinship rates would go up 2.5% on the base foster care level. It is unknown how the change in Out-of-Home Care Extension for Youth with Individualized Education Programs will affect the Department. Child Protective Services Appeals would now all be done by one state agency starting on 1/1/15. Funding continues for FoodShare Work Requirements and Employment and Training. An RFP for

this program will be required by 1/1/15. We currently provide Coordinated Services Teams. Additional funds will be available to expand these teams. Some areas of the of the services provided will be regionalized. The changes to the Comprehensive Community Services will be good for the Department. Unfortunately no one seems to have figured out the regionalization aspect as of yet. The regionalization language has not yet been clarified. Family Care Enrollees Admitted to the Mental Health Institutes will change. Currently Family Care would disenroll them and the county had to pick up the cost. The new budget will provide partial payment for Family Care members in the State Institute for longer than 30 days. It is unknown why the Joint Finance Committee looked at acuity for the Income Maintenance Allocations to Consortia. Youth Aids will remain flat. Daily Rates for placements in juvenile correctional institutions is going up. Extending placement days for Juvenile Placements in a Juvenile Detention Facility is a change Mr. Przybelski is "not sold" on. There is no programming other than education services in the juvenile detentions. He would rather juveniles be placed at Lincoln Hills were there is more programming.

III. FISCAL ISSUES

A. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated the regular account vouchers totaled \$114,705.63. The high cost account vouchers totaled \$257,157.21. They include voucher number 20130408 for \$9, voucher number 20130420 for \$3,131.52, voucher number 20130425 for \$30,339.47, voucher number 20130463 for \$8,471.40, voucher number 20130473 for \$53,998.75, voucher number 20130477 for \$405.95, and voucher number 20130474 for \$53,193.82. Adult substitute care vouchers totaled \$54,696.41 and children's substitute care vouchers totaled \$166,670.34. Prior authorizations totaled \$1,124.02. Purchases totaled \$1,493.36. Portage House vouchers totaled \$1,869.57. They include voucher number 20130431 for \$878.21. Prior authorizations totaled \$991.36. Ms. Borski questioned the vendor dates on page 18 for St. Michael's Hospital. Mr. Przybelski stated we just received these bills. Sometimes the hospital is waiting for insurance reimbursement before billing us for the balance. Ms. Borski questioned how the amount paid to the YMCA for Wally J's is determined. Mr. Przybelski stated the contract is for \$36,000 and is billed on a monthly basis. The Department does put in some funds for this service as well. A motion was made by Mr. Krogwold and seconded by Mr. Winn to place the vouchers on. Motion carried.

Page 4

HHSB Meeting Minutes
June 25, 2013
Page 4

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. The CAP Services annual report was distributed.

- B. 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 for the Health Officer position will be conducted. Ms. Dodge will assist with the interviews. Five candidates were reviewed by the state. The state reviews candidates to be sure they are qualified as a Level 3 Health Officer.

Mr. Przybelski stated offers were made for all 3.5 Economic Support positions with a start date of July 29. Qualified candidates are in big demand with the implementation of the Affordable Care Act.

VI. NEXT MEETING

The next meeting is scheduled for July 9, 2013.

VII. ADJOURNMENT

The meeting adjourned at 6:00 p.m.

Submitted by:

Dawn Grasamkee, Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD
July 9, 2013**

Present

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

Excused

Joanne Suomi
Scott Winn

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

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 Health and Human Services Board for June 25, 2013

Ms. Dodge stated on page 2 under II.A., the oversight committee has been developed and a meeting was scheduled. A motion was made by Mr. Krogwold and seconded by Mr. Dobratz to approve the minutes with the correction as stated. Motion carried.

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski stated a contract for \$12,300 with New Visions was entered into. This contract is for child welfare.

Mr. Przybelski stated a public hearing regarding the agency's budget needs to be held. After various dates were looked at, it was determined the meeting will be held on Tuesday, July 30, at 6:00 p.m. Mr. Przybelski will look into holding the meeting at the library in the Pineries Room.

Page 2

HHSB Meeting Minutes
July 9, 2013
Page 2

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 account vouchers totaled \$47,109.38. The high cost account vouchers totaled \$56,143.34. They include voucher number 20130503 for \$4,684.67 and voucher number 20130504 for \$56,412.02. There were no adult substitute care vouchers or children's substitute care vouchers. Prior authorizations totaled \$3,585.33. Fuel card purchases totaled 4900. Purchases totaled \$1,615.33. Portage House vouchers totaled \$1,778.91. They include voucher number 20130498 for \$700.78 and voucher number 20130502 for \$409.78. Prior authorizations totaled \$668.35. Ms. Borski questioned the liability insurance on page 7. Mr. Przybelski stated this is for the psychiatrists. On page 9, Ms. Borski questioned what LIEHP is. Mr. Przybelski stated this stands for Limited Income Home Energy Assistance Program. This is provided through a contract by Energy Services. On page 12, Ms. Borski questioned Veenstra Process Services and Absolute Surveillance and Investigation. Mr. Przybelski stated this is for child support. These are vendors providing process serving services. On page 15 Ms. Borski questioned the Board of Regents of Univ WI Sys Ext. Mr. Przybelski stated this is for the Healthy Beginnings program through the University Extension. On Page 15, Ms. Borski questioned the equipment purchased from JH Finch. Mr. Przybelski clarified this is for an electronic paper cutting machine. Mr. Dobratz questioned the equip and supplies on Page 2 for \$1,200. Mr. Przybelski stated this is for equipment and supplies through the Waiver program. The costs can vary depending on the needs of the family. A motion was made by Ms. Borski and seconded by Mr. Levin to place the vouchers on. Motion carried.

B. Discussion/Action to Approve Contract Between \$25,000 and \$99,999.99

Mr. Przybelski stated this contract is for an 11 year old male needing placement at a facility than can better deal with his issues. A motion was made by Dr. Numsen and seconded by Mr. Dobratz to approve the contract. Motion carried.

C. Discussion/Action on 2013-2014 School Health Contract with the Stevens Point Area Public Schools

Mr. Przybelski stated a new policy was put in effect last fall by the Finance Committee. This contract is just for the Stevens Point Area Public Schools. The contract is for \$259,058. This contract is for school nursing services. Ms. Borski questioned if the parochial schools as well as the outlying schools are also provided school nursing services. Mr. Przybelski stated all the schools have a contract with the Department with the exception of the Tomorrow River School District. Tomorrow River contracts on their own for school nursing services. The agency does provide services to Tomorrow River when there is a communicable disease or if any other questions arise. The contract before the Board is specifically for the Stevens Point Area Public School District. A motion was made by Mr. Dobratz and seconded by Dr. Numsen to approve the contract. Motion carried.

D. Discussion/Action on March of Dimes Grant for Public Health Division

Mr. Przybelski stated this is a request for permission to apply for the grant. The grant is for \$10,000. It is to provide incentives to get healthy birthweight babies. Referrals come primarily from WIC, the clinic, and doctors. A motion was made by Mr. Krogwold and seconded by Mr. Dobratz 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.

Page 4

HHSB Meeting Minutes
July 9, 2013
Page 4

Ms. Dodge reported she attended interviews for the Health Officer position.

Ms. Dodge attended the Permanency Planning Review Committee.

B. 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 for the Health Officer position were held. Since the agency is a level 3 Health department, the candidate's qualifications need to be submitted to the State for endorsement. It is anticipated this should take about 1-2 weeks for the State to approve or disapprove the candidate.

VI. NEXT MEETING

The next meeting is scheduled for July 23, 2013.

VII. ADJOURNMENT

The meeting adjourned at 5:50 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD
PUBLIC HEARING
July 30, 2013**

Present

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

Excused

- Dan Dobratz

Also Present: Dawn Grasamkee, Recording Secretary; Ray Przybelski, Director; Jason Hake, Business Manager; Gary Garske, Interim Health Officer; Kim Vagueiro, Children and Family Services Coordinator; and Phil Idsvoog, County Board Chair.

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

Mr. Przybelski gave an overview of the budget. Mr. Przybelski stated there are a few new managers working on the budget for the first time. The budget will be presented to the County Executive and the Finance Department on August 8. Both health insurance and the Wisconsin Retirement System costs have increased. Currently the budget is still at the point of looking at what is needed now and what can we afford to do. A main goal is to look at reducing out of home high cost numbers.

Mr. Idsvoog questioned how much money is spent on non-mandated programs. Mr. Przybelski stated he does not have the exact amount but there is approximately \$50,000 in county tax levy in Portage House. This may change with the CRP program coming on board. There is a lot of county tax levy in child welfare. There is also non-mandated voluntary inpatient stays that are paid for. By providing this non-mandated service, it helps to reduce the mandated high cost of placing an individual on a director's hold.

Page 6

HHS Board Public Hearing
July 30, 2013
Page 2

Mr. Idsvoog questioned how many services are provided over the minimum standards. Mr. Przybelski stated it depends on how someone reads the statutes. For example, the statutes state we are mandated to provide mental health treatment but there is no explanation of to what level should the services be provided.

Mr. Levin questioned whether or not the drop in child care will be available next year. Mr. Przybelski stated he has no figures yet and it is unknown if the YMCA will commit to the drop in child care center next year or not.

Ms. Borski questioned if tracking is done of individuals who move into the county in order to receive our services. Mr. Przybelski stated there is nothing in place at this time. There was previously when Community Care of Portage County was piloted.

Mr. Krogwold questioned if there is any way to get a handle on when individuals are disenrolled from Community Care of Central Wisconsin and placed in IMD's. Mr. Przybelski stated the Wisconsin County Human Services Association (WCHSA) is working on this issue.

Ms. Suomi questioned the case load in CLTS. Mr. Przybelski stated there is a wait list of 17. An additional position has been requested but at this point it is unknown whether or not the Department can afford it. Currently all CLTS funds are used in plans.

The public hearing adjourned at 6:30 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

HHSBUGHEAR2013.SAV

**MINUTES
HEALTH AND HUMAN SERVICES BOARD
August 12, 2013**

Present

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

Also Present: Dawn Grasamkee, Recording Secretary, Ray Przybelski, Director; Jason Hake, Business Manager; Gary Garske, interim Health Officer; Kim Vagueiro, Children and Family Services Coordinator; and Deb Jakubek, Wisconsin Farmers Union and Citizen Action of Wisconsin.

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 Health and Human Services Board for July 9, 2013 and July 30, 2013

A motion was made by Ms. Borski and seconded by Mr. Dobratz to approve the minutes from July 9. Motion carried.

A motion was made by Mr. Winn and seconded by Mr. Levin to approve the minutes from July 30. Motion carried.

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski stated a contract for \$16,575 with New Visions Wilderness was entered into. This contract would provide therapy services.

Mr. Przybelski stated there was a Hepatitis A outbreak in the county. A mass clinic was held last Thursday where over 50 parents, children, and staff were immunization. The outbreak affected multiple counties.

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

Ms. Jakubek registered her request to speak regarding item II.B.

II. PROGRAM ISSUES

A. Discussion/Action on Resolution to Confirm the Appointment of Gary Garske as Health Division Coordinator/Health Officer for Portage County

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

B. Discussion/Action on Resolution Urging the State of Wisconsin to Use Federal Medicaid Funding to Improve BadgerCare

Mr. Przybelski stated there are two components. The first is regarding the federal funds from the Affordable Care Act and the second is allowing counties to access the funds themselves. The State has decided to change the eligibility for Medicaid to 100% of the Federal Poverty Level rather than 133% and to not use \$4.4 billion in federal funds. The resolution urges the State to change their mind and access the federal funds. As for counties accessing the funds themselves, this would need approval from the State. Mr. Krogwold commented there could be a problem with accessing these funds ourselves. If other counties don't access the funds, people will move to counties that did access the funds in order to be eligible for services.

Ms. Jakubek stated there are 40 farm families in Portage County interested in keeping BadgerCare going. Without the additional funding, 1,237 individuals currently on BadgerCare will be kicked off and an additional 2,107 will be denied coverage. Currently there are 13 counties on board with the resolution and would prefer that the Governor accept the federal funds. A motion was made by Ms. Suomi and seconded by Mr. Winn to approve the resolution. Motion carried.

III. FISCAL ISSUES

A. Discussion/Action on Resolution on Authorization of 2013 Amended Contract Over \$100,000

Mr. Przybelski stated this contract is with River City Estates. Another youth was placed in the out-of-home facility. A motion was made by Mr. Levin and seconded by Mr. Dobratz to approve the resolution. Motion carried.

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

Mr. Przybelski stated this contract is with Family Services of NE Wisconsin. A young lady will be placed in this facility. A motion was made by Mr. Krogwold and seconded by Dr. Numsen to approve the contract. Motion carried.

C. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated the regular account vouchers totaled \$170,081.07. The high cost account vouchers totaled \$430,213.56. They include voucher number 20130521 for \$38, voucher number 20130522 for \$595.22, voucher number 20130543 for \$21,334.12, voucher number 20130544 for \$28,268.75, voucher number 20130545 for \$49,113.17, voucher number 20130580 for \$3,296.72, voucher number 20130583 for \$37,972.50, voucher number 20130585 for \$38, voucher number 20130594 for \$54.10, voucher number 20130620 for \$65, voucher number 20130623 for \$7,851.99, and voucher number 20130625 for \$44,455.27. Adult substitute care vouchers totaled \$101,124.07 and children's substitute care vouchers totaled \$308,577.87. Fuel card purchases totaled \$1,000. Prior authorizations totaled \$5,450.97. Purchases totaled \$6,595.99. Portage House vouchers totaled \$785.28. They include voucher number 20130577 for \$785.28. Ms. Borski questioned the refunds on page 2. Mr. Przybelski stated this for a client placed in an IMD. She was transferred to a state facility. The refunds are her cost share. Ms. Borski questioned genetic testing on page 16. Mr. Przybelski stated these are for child support. A motion was made by Mr. Levin and seconded by Ms. Borski to place the vouchers on. Motion carried.

Page 4

HHSB Meeting Minutes
August 12, 2013
Page 4

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 Board meetings he attended on June 26 and July 31.

Ms. Dodge attended the Permanency Planning Review Committee.

- B. 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 August 27, 2013.

VII. ADJOURNMENT

The meeting adjourned at 5:50 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD
August 27, 2013**

Present

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

Excused

Joanne Suomi

Also Present: Dawn Grasamkee, Recording Secretary, Ray Przybelski, Director; Jason Hake, Business Manager; Gary Garske, Health Officer; Kim Vagueiro, Children and Family Services Coordinator; Melanie Baehr, Public Health Supervisor; Zach Bishop, Portage House Director; Dianne Koca, Office Manager; Mandy Mayek, Economic Support Supervisor; and Cindy Mews, Child Support 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 Health and Human Services Board for August 12, 2013

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

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski stated staff are still busy working on the budget. Ms. Borski questioned if the restaurant involved in the hepatitis A outbreak was closed. Mr. Garske stated the individual involved did not have signs of hepatitis A therefore was a low risk and the restaurant was not closed. Restaurants would only be closed if a high risk occurred.

Page 2

HHSB Meeting Minutes
August 12, 2013
Page 2

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

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

II. PROGRAM ISSUES

A. Presentation of 2014 Health and Human Services Budget

Mr. Hake distributed information regarding the budget. Mr. Hake reviewed the highlights on the handouts. Mr. Hake reviewed the regular accounts. He stated the allocation from Maximus was just received and will be added to the Administration/Business Services budget.

The Public Health budget reflects the removal of the WPP grant totaling \$400,000 which was not received. The planner position was removed due to the loss of this grant. Licensing fees were increased 2%. The WIC budget reflects a loss of \$5,000 in the SNAP Ed line due to Suzanne Oehlke's retirement. The additional funds were due to Ms. Oehlke being a mentor. Revenues are received in the lead testing line due to the tests being done in house. A reduction in staff hours in the clinic was done due to the change by the State to only allow vaccines to uninsured, underinsured, or Medicare funded individuals. Revenues in the dental budget are done because of a reduction in the grant by \$10,000. We will use reserves to balance this budget. This program is completely grant funded.

The Community Programs budget does not include the new CLTS worker. A few more children are off the wait list. The auditors told us to add revenues and expenses for TPA Services even though they are just pass through funds. Additional revenues are realized for counseling, jail support, and Portage House through the CRP program. The budget for Portage House is expanded due to the CRP program.

It is unknown at this time whether or not the AODA grant has been received for the Children and Family Services Division budget. We should know by December whether these funds will be available. It is anticipated the funds would total about \$128,000. There are an additional 3.5 FTE economic support worker positions added to the budget. These workers are funded thru state funds due to the Affordable Care Act.

The breakout of revenues by division was reviewed. The budget category comparisons was reviewed. The salaries include the new 3.5 FTE economic support positions. Additionally the increase in health insurance is also included. Ms. Borski questioned why there is longevity pay. Mr. Przybelski stated when Act 10 was put into place it was decided existing staff would continue to receive longevity but new hires would not.

The high cost budgets were reviewed. The main increase is in the amount of out-of-home placements, both with adults and children. Mr. Przybelski stated there are two proposed ideas to reduce placement of children. The first is to request start-up funds for a safety service program. This would be intensive services offered to the family for eight weeks. The first 1-3 weeks a worker could go in every day. During the last 4-8 weeks the worker would still be available to the family on a less intensive basis. The goal would be to keep the child in the home and work more intensely with the family to avoid the out-of-home placement. The age range for this proposed solution is 0-12 years of age. It is hoped to try this for one year, but due to the length of time it would take to find a provider, develop the contract, etc., the service may need to be available longer than one year. The second idea is regarding termination of parental rights (TPR). There are 25 children up for TPR. Previously this service was contracted with Miller and Miller. Corporation Counsel took over this service but did not add staff. As such there is limited time in Corporation Counsel to complete TPR's. We can tap into IV-E funds to off-set 40% of the costs.

B. Discussion/Action on Resolution Urging the State of Wisconsin to Use Federal Medicaid Funding to Improve BadgerCare

Mr. Przybelski stated the wrong resolution version was in the previous Board packet. The only difference is the numbers of individuals that could be affected were not included since they could not be verified. A motion was made by Mr. Dobratz and seconded by Dr. Numsen to approve the resolution. Motion carried.

III. FISCAL ISSUES

A. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated the regular account vouchers totaled \$78,120. The high cost account vouchers totaled \$9,304.62. They include voucher number 20130624 for \$28,268.75, voucher number 20130639 for \$32.46,

voucher number 20130655 for \$10,587, voucher number 20130656 for \$52,202.67, and voucher number 20130659 for \$1,240. There was no adult substitute care vouchers or children's substitute care vouchers. Prior authorizations totaled \$2,375.27. Purchases totaled \$2,139.75. Portage House vouchers totaled \$1,212.98. They include voucher number 20130661 for \$1,212.98. Ms. Borski questioned how Mr. Przybelski could approve his own prior authorization. Mr. Przybelski explained that his procurement card expenses are approved by the County Executive. He is just signing the approval report as the department head per county policy. Ms. Borski questioned the rent payment on page 18. Mr. Przybelski stated this was to assist the client with rent. Ms. Borski questioned the different amounts of health checks on page 16. Mr. Przybelski stated it depends on the service at the facility. Some are for 15 minute medication checks while some are for physicals, labs, etc. Ms. Borski questioned the amount of LIEHAP payments on page 11. Mr. Przybelski stated these are pass through funds and are for various people. Ms. Borski questioned what peer counseling ROCC was for. Mr. Przybelski stated these are certified peer counselors running groups at ROCC Point. These individuals are employed by Midstate Independent Living. Ms. Borski questioned the YMCA memberships on page 5. Mr. Przybelski stated these are for the Family support program and are family members to support the child receiving services. A motion was made by Ms. Borski and seconded by Mr. Levin to place the vouchers on. 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 as there were no reports

- B. 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 the Public Health Planner position is being advertised. This position was vacated by Gary Garske when he took the Health Officer position. Additionally there is a vacancy in Child Support due to retirement and the domino effect of existing staff taking the vacant position. Additionally the WIC Supervisor position is vacant due to Suzanne Oehlke's retirement.

VI. NEXT MEETING

The next meeting is scheduled for September 10, 2013.

VII. ADJOURNMENT

The meeting adjourned at 5:50 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD
September 10, 2013

Present

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

Excused

Scott Winn

Also Present: Dawn Grasamkee, Recording Secretary, Ray Przybelski, Director; Jason Hake, Business Manager; Gary Garske, Health Officer; Kim Vagueiro, Children and Family Services Coordinator; Zach Bishop, Portage House Director; Amy Marcott, Community Programs Coordinator; and Ross Dick, Justice Programs Director,

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 Health and Human Services Board for August 27, 2013

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

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski stated there is a proposed bill to move 17 year olds back to juvenile court. As of 1997, 17 year olds were prosecuted in adult court. Both the Wisconsin Counties Association and Wisconsin Counties Human Services Association are opposed to this change due to the fact that no fiscal funds are available for this change. The legislation would only move first time offenders back to juvenile court. Serious offenders would remain in adult court. It is anticipated this change will occur in January 2015.

Mr. Przybelski stated there is potential for safety service work in the Child Protective Services area and Termination of Parental Rights. Both areas are wrapped around issues of permanence. A video regarding permanence from the viewpoint of the child was played.

- 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/Information on CRP Update Including Impact on Portage House Budget

Mr. Dick stated a 50 page agreement has been worked on regarding the community and residential programs and Portage House. It was submitted to the State last week. There are three pieces of information being looked at: Portage House, CRP offenders at Portage House, and CRP offenders in the community. Mr. Przybelski stated since this would be in excess of \$100,000 a resolution would be brought to this Board as well as the County Board. Mr. Dick stated he would also like to bring the resolution to the Judicial Oversight Committee as well.

Mr. Hake went over the budgets. The budget would be broken out into three sections. Page 9 shows the classic Portage House budget. Page 10 is the Portage House Residential CRP budget which is for six beds. Page 11 is the Portage House CRP Non-residential budget. The budget was developed based on the rates provided in the agreement if accepted.

Ms. Suomi questioned if there is a women's group. Mr. Dick stated women offenders have not been addressed yet. All the groups must be gender specific and there are more male offenders then female so that group is less pressing. Mr. Przybelski stated currently there is no residential placement for women. There would be 15 males participating in the CRP program. Ms. Dodge questioned if the funds would be available as a block of funds or through reimbursement. Mr. Hake stated reimbursement is the method used. Mr. Dick stated document of hours and days of service will be provided and reconciled every six months.

B. Discussion/Follow-Up on 2014 Health and Human Services Budget

Ms. Suomi questioned if all the needs are met in this budget. Mr. Przybelski stated not every need was met. He is unsure if the safety service/TPR issue will be started but out-of-home placements are being addressed.

III. FISCAL ISSUES

A. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated the regular account vouchers totaled \$53,400.14. The high cost account vouchers totaled \$9,924.04. They include voucher number 20130681 for \$4,454.58, voucher number 20130683 for \$58,825.65, and voucher number 20130684 for \$43.95. There were no adult substitute care vouchers or children's substitute care vouchers. Purchases totaled \$2,753.61. There were no Portage House vouchers. A motion was made by Mr. Krogwold 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.

Mr. Winn emailed a report on CAP Services which was distributed to the Board.

Ms. Borski distributed information on the Affordable Care Act as well as AODA Coalition activities.

B. Return of Open Session (If Necessary)

The Board did not go into closed session.

Page 4

HHSB Meeting Minutes
September 10, 2013
Page 4

V. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

Mr. Przybelski stated interviews are being held for the WIC Director vacancy. Additionally the Public Health Planner position is being advertised till the end of the week.

VI. NEXT MEETING

The next meeting is scheduled for September 24, 2013.

VII. ADJOURNMENT

The meeting adjourned at 6:00 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD
September 24, 2013

Present

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

Excused

Scott Winn
Nancy Prince

Also Present: Dawn Grasamkee, Recording Secretary, Ray Przybelski, Director; Jason Hake, Business Manager; Gary Garske, Health Officer; Kim Vagueiro, Children and Family Services Coordinator; Zach Bishop, Portage House Director; Amy Marcott, Community Programs Coordinator; Ross Dick, Justice Programs Director; Dianne Koca, Business Manager; Kate Sepnieski, State Department of Children and Families, and Sean Morrow, Department of Corrections,

The meeting was brought to order by Mr. Krogwold at 5:05 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 Health and Human Services Board for September 10, 2013.

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

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski did not give a report.

Page 2

HHSB Meeting Minutes
September 24, 2013
Page 2

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 Importance of Permanency for Children

Mr. Przybelski introduced Ms. Sepnieski from the Department of Children and Family Services. A powerpoint presentation was distributed. Ms. Sepnieski stated in 2010 a review of children in out-of-home care for an extended time was reviewed. The federal government stated the re-entry rates are a concern. There is a 17.9% re-entry rate for Portage County. The re-entry rate for the state is 20%. The federal benchmark is 9.9%. As of August 31 there are 85 children in out-of-home care. Focus is being placed on systems to get children to permanence. Roundtables are being held but are very time consuming. Training is also being done for workers regarding safety versus well being. The length of time in care was focused on the three highest cost placement areas. It is difficult to find placement for children in more restrictive placements since they have to step down to less restrictive placements prior to being returned home. Currently there are 18 cases per social worker. A child and adolescent needs assessment is completed. Most children have multiple areas of difficulty. For those experiencing trauma they may also show behavioral and emotional issues as well as educational concerns. Parents also have multiple issues. The outcomes regarding education and other issues children in out-of-home care face were reviewed. It is anticipated the figure of 270,000 prisoners who were once in foster care is an under estimated figure since the question was posed as in foster care and didn't include group homes, residential, etc. Reunification grant funds have been applied for to support the workers in reunifying children and their families. Ms. Suomi questioned if this is a state initiative or a federal initiative. Ms. Sepnieski stated the benchmarks are federal and could impact the IV-E funds received.

B. Presentation on Second Quarter Agency Statistics

Ms. Vagueiro reviewed the Division of Children and Family Services statistics. There are currently 99 children in out-of-home placement. There

were 13 substantiated abuse cases and 9 cases were moved to ongoing. The number of relative placement licenses has tripled due to the new rules requiring relative placements needing to be licensed. The Quality Service Review is being done this week which is the audit of the child welfare section.

Ms. Marcott reviewed the Community Programs Division statistics. The psychiatrist wait list has gone down considerably. Emergency detentions have remained at 40. The no show rate is steady. Inpatient mental health placements are of concern. Norwood reserves most of their beds for Wood County residents so it is very hard to place a client there. Ms. Marcott stated they will be exploring contracts with other inpatient units less costly than Winnebago to place individuals.

Mr. Garske reviewed the Division of Health statistics. Immunizations are down due to the change that state immunizations cannot be given to individuals with insurance. Even with the Hepatitis A breakout since the cases have not yet been confirmed they were not added to the statistics. Interviews for the WIC Director were held last week and second interviews will be held this week and hopefully a decision will be made by Friday to fill the vacancy. The Center for Disease Control is going to reduce the lead amount from 10 mcg/dl to 5 mcg/dl which will increase lead referrals.

Mr. Przybelski stated in November the amount of the FoodShare benefit will be reduced due to the ending of the Federal ARRA funds.

III. FISCAL ISSUES

A. Discussion/Action on Resolution to Enter Into a Contract with Energy Services for Administration of Wisconsin Home Energy Assistance Program

Mr. Przybelski stated this is an annual contract of \$123,010. This is the only agency in the area that can do this work for us. A motion was made by Mr. Krogwold and seconded by Dr. Numsen to approve the resolution. Motion carried.

B. Discussion/Action on Post Reunification Grant

Mr. Przybelski stated this request should have been brought at the last meeting. It is a request to enhance post-reunification services and outcomes. It is anticipated the funds would be \$1,100 per child per month.

Page 4

HHSB Meeting Minutes
September 24, 2013
Page 4

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

C. Discussion/Action on 2013/2014 Department of Corrections Community and Residential Program Contract

Mr. Dick stated the first part of the contract is the business portion and the second part is the deliverables. The funds are state funds that would come through the Department. The total is just shy of \$600,000. The contract would run from July 1, 2013 to June 30, 2014. Mr. Morrow stated Mr. Dick has done a great job on the contract. Evidence based programming will be put in place. Additionally 25% of Mr. Dick's salary will be covered through the contract. Data will be collected and given quarterly or every six months. A motion was made by Mr. Krogwold and seconded by Ms. Suomi to approve the contract. Motion carried.

A. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated the regular account vouchers totaled \$80,558.45. The high cost account vouchers totaled \$218,226.12. They include voucher number 20130682 for \$28,268.75, voucher number 20130730 for \$22,823.29, voucher number 20130710 for \$87, and voucher number 20130732 for \$56,222.86. Adult substitute care totaled \$45,529.79 and children's substitute care totaled \$149,805.17. Pre-authorizations totaled \$2,230.30. Fuel cars totaled \$1,350. Purchases totaled \$746.62. Portage House vouchers total \$430.79 and include voucher number 20130735 for \$430.79. Ms. Borski questioned what operating costs mean for Portage House. Mr. Bishop stated this is for groceries and supplies. Ms. Borski questioned the voucher paid on page 6 for Father Fats. Mr. Przybelski stated this was for the CAN Coalition meeting. Ms. Borski questioned the CAP Services voucher on page 9 for Frontenac. Mr. Przybelski stated these are for the Community Support Program supported appointments. Ms. Borski questioned the Fifth Third Bank subpoena fee voucher on page 15. Mr. Przybelski stated this is the administrative cost for subpoena issuance. Ms. Borski questioned the voucher on page 16 for Patty Kake Inc. Mr. Przybelski stated this is the company that runs the software program for the patient assistance program for the mental health medications. A motion was made by Ms. Borski 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. Dodge attended the permanency planning reviews.

Ms. Dodge, Mr. Levin, and Dr. Numsen attended an appeal hearing.

- B. 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 second interviews are being held for the WIC Director vacancy. Interviews are also being held for the vacant Child Support position.

VI. NEXT MEETING

The next meeting scheduled for October 8 conflicts with the County Board meeting. There are a few items that need to be put on the County Board agenda so the next meeting will be on Monday, September 30, at 3:00 p.m.

VII. ADJOURNMENT

The meeting adjourned at 6:25 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD
September 30, 2013**

Present

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

Excused

Nancy Prince
Lonnie Krogwold
Dan Dobratz

Also Present: Dawn Grasamkee, Recording Secretary, Ray Przybelski, Director; and Kim Vagueiro, Children and Family Services Coordinator.

The meeting was brought to order by Ms. Dodge at 3:00 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 Health and Human Services Board for September 24, 2013

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

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski stated the County Executive will be presenting the budget to the County Board. Some possible changes in Healthy Beginnings may happen. These slight modifications are to assist with child welfare.

Mr. Przybelski stated the state audit for child welfare was completed. A report is anticipated in the next 2-3 weeks. The report will be shared with the Board.

Mr. Levin questioned the funding for the child care center. Mr. Przybelski stated funds were not included in the budget for Wally J's.

Page 2

HHSB Meeting Minutes
September 30, 2013
Page 2

- 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 New Position Authorizing the Addition of 1.0 FTE for a New CPS Investigation and Access Worker

Mr. Przybelski stated this position would be funded by existing tax levy. Additionally, on Monday the department was informed it would receive the AODA Juvenile Grant. This allowed funding to be shifted and the tax levy to be utilized to pay for this position. Ms. Suomi questioned what happens in 2015 if the grant is not received. Mr. Przybelski stated funds would be shifted back and a request would be made for additional funding. A motion was made by Ms. Suomi and seconded by Mr. Winn to approve the position request. Motion carried.

III. FISCAL ISSUES

- A. Discussion/Action on Approval of Contracts Between \$25,000 and \$100,000

Mr. Przybelski stated the two contracts are for the Birth to 3 section. They are for the physical therapist and the occupational therapist. The contracts were underestimated. A motion was made by Mr. Winn and seconded by Mr. Levin to approve the contracts. 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.

B. 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 a offer will be made for the WIC Supervisor. The vacant position in Child Support has been offered and accepted. Additionally, Karolee Bulak, the Psychologist/Intensive In-Home Worker, has submitted her resignation. Mr. Przybelski informed the Board that Yengyee Lor-Yang will be out on maternity leave as she had a baby boy on Sunday.

VI. NEXT MEETING

Mr. Przybelski stated due to the County Board meeting on October 8 there will not be a meeting. Mr. Przybelski would like to meet on October 15.

VII. ADJOURNMENT

The meeting adjourned at 3:20 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD
October 15, 2013

Present

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

Also Present: Dawn Grasamkee, Recording Secretary, Ray Przybelski, Director; Kim Vagueiro, Children and Family Services Coordinator; Gary Garske, Health Officer; Dianne Koca, Office Manager; Jason Hake, Business Manager; Amy Marcott, Community Programs Coordinator; Jenni Jossie, Finance Director; 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 Health and Human Services Board for September 30, 2013

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

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski stated there will be discussion at the County Board meeting regarding the Healthy Beginnings program ran through UW Extension. The County Executive has proposed only \$100,000 be given to the program and the funding be moved to the HHS budget. HHS and Healthy Beginnings would work together to create a blended service.

Page 2

HHSB Meeting Minutes
October 15, 2013
Page 2

The Ag and Extension Committee is opposed to this idea and would also like the \$40,000 that would be cut returned back to the budget. An email will be sent to Board members regarding what will be presented at the County Board. Additionally a reduction from 3.8 FTE to 2.3 FTE positions is also be proposed since there maybe 40 fewer families seen. Ms. Jossie stated there is a lot of confusion with the UW Extension funding. The contract for Healthy Beginnings is outside of the Chapter 59 statutes that govern UW Extension. Mr. Przybelski stated they will be asking Healthy Beginnings to do parenting with a different population (i.e., 8 year olds rather than 0-4 year olds). Mr. Przybelski stated he would not be opposed if it takes an additional time to design a program that will work. As for the nutrition component, the people they serve can be eligible for WIC or Foodshare but the SNAP Ed funding requires that UW Extension provide the education aspect of the program. Mr. Krogwold stated he has concerns regarding the accountability of the program. To date they have not been able to report what has happened with any of the families they have worked with.

Mr. Przybelski reported on the agenda for the Thursday meeting of the Justice Coalition is discussion regarding forming a study group to discuss the future of Children in Need of Protection or Services (CHIPS) and Termination of Parental Rights (TPR) cases.

- 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/Information in Regards to Federal Government Shutdown

Mr. Przybelski stated at this point we are not sure of all the effects of the government shutdown. WIC is federally funded and all funds will be lost by November 1. Short term layoffs will be done and only a skeleton staff will be available on November 1. Some aspects of Foodshare may also be affected. Dr. Numsen questioned how many employees and clients will be affected. Mr. Przybelski stated 1,100 clients and 7 staff. Mr. Przybelski stated if the shutdown ends, everything will be back to normal.

III. FISCAL ISSUES

A. Discussion/Action on Grant Approval for Division of Public Health Healthy Communities Mini-Grant

Mr. Przybelski stated the Division would like to apply for a \$10,000 grant to enhance the agency web site, train health staff on health literacy, and translate existing health education materials and fact sheets in multiple languages. A motion was made by Mr. Krogwold and seconded by Mr. Dobratz to approve the contracts. Motion carried.

B. Discussion/Follow-Up on 2014 Health and Human Services Budget

Mr. Przybelski stated nothing is different in the budget. The Healthy Beginnings narrative has not been put in the budget yet but the funding has. The budget includes a new Child Welfare investigator, a reduction of 10 hours in public health, a reduction of 16 hours in juvenile justice time, Wally J's Drop In Day Care will not be funded, the Juvenile Justice AODA grant has been added back in, and 3.5 FTE for Economic Support have been added. Ms. Jossie stated the overall allocation reflects the increase in health insurance and wages as well as an adjustment for IT services.

C. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated the regular account vouchers totaled \$137,407.35. The high cost account vouchers totaled \$235,014.88. They include voucher number 20130731 for \$73,212.50, voucher number 20130749 for \$1,000, voucher number 20130766 for \$5,181.93, voucher number 20130767 for \$28,268.75, voucher number 20130768 for \$83,007.66. Adult substitute care totaled \$45,462.72 and children's substitute care totaled \$136,316.58. Pre-authorizations totaled \$140. Purchases totaled \$465.98. There were no Portage House vouchers. Ms. Borski questioned the voucher paid on page 3 for Edward J Okray Foundation. Mr. Przybelski stated this was for a refund. Ms. Borski questioned the reimbursements on page 8 for Environmental Health. Mr. Przybelski stated this is the licensing process for the state. We collect the fee and pay part to the state. Ms. Borski questioned the Champion Seminars on page 16. Mr. Przybelski stated these are anger management classes which are done locally. Mr. Dobratz questioned if we are on track with the high cost budget. Mr. Hake stated we are little high but on track. A motion was made by Ms. Borski and seconded by Mr. Levin to place the vouchers on file. Motion carried.

Page 4

HHSB Meeting Minutes
October 15, 2013
Page 4

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 Bike and Pedestrian Urban Committee. Dr. Numsen distributed a report on the Family Support Program. Mr. Levin, Ms. Dodge, and Dr. Numsen attended an appeals hearing. Ms. Dodge reported on the permanency planning panel.

- B. 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 advertising is being done for the mental health therapist. The WIC Supervisor started yesterday. The position was filled by Kristi Cooley. The vacancy in Child Support will be starting on Monday. The Public Health Planner position is being reviewed by Human Resources.

VI. NEXT MEETING

The next meeting is scheduled for November 12, 2013.

VII. ADJOURNMENT

The meeting adjourned at 3:20 p.m.

Submitted by:

Dawn Grasamke
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD
November 12, 2013**

Present

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

Excused

Dr. Gene Numsen

Also Present: Dawn Grasamkee, Recording Secretary, Ray Przybelski, Director; Kim Vagueiro, Children and Family Services Coordinator; Gary Garske, Health Officer; Jason Hake, Business Manager; Jill Hicks, UW Extension Healthy Beginnings; and Chris Dobbe, Marathon County Health Department.

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 Health and Human Services Board for October 15, 2013

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

B. Correspondence

Mr. Przybelski stated the Department received the reunification grant from the State and are in the process of developing that grant. It is anticipated implementation will take place in April. Approximately \$1,100 per child per month will be utilized for services.

C. Director's Report

Mr. Przybelski stated the budget process was concluded on Monday night. The Department is working on the new approved CPS Investigation and Access Worker position that will be available as of January 1, 2014.

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 Quarterly Statistics from Healthy Beginnings/Welcome Home Baby Program

Ms. Hicks distributed the quarterly report. The program runs on a fiscal year from July through September. There are 3.8 FTE visitors but only 2.25 FTE positions are reflected in the report due to a family leave and a vacant position. Ms. Suomi questioned if the 280 visits are just visits or does the number reflect families. Ms. Hicks clarified it is just visits, not families. A family is considered active only when there are three or more visits completed. All the programs are voluntary. The majority of the referrals come from the Prenatal Care Coordination program and the Welcome Home Baby program. Generally each visitor handles 25 families. This number can change due to the level each family is at when they are visited. Ms. Hicks stated data in the past was not collected uniformly so she has revised the intake form so every referral of a family collects the same data such as the family stress index. Risk factors of the families will be available on the next report. Mr. Winn questioned what are the measurable outcomes of the program. Ms. Hicks stated they are developing goals and how each family can achieve them. Mr. Krogwold stated he would like to see statistical information regarding how the family is tracked after they leave the program and whether or not the program was successful. Ms. Prince questioned how long each visit is. Ms. Hicks stated on average the visit is one hour long. Ms. Prince questioned what training the visitors have. Ms. Hicks stated the visitors must have a high school diploma and receive a week long training on the three programs as well as additional in-house training throughout the year.

B. Discussion/Information on Third Quarter Public Health Division Statistics

Mr. Garske stated the 16 hour Dental Health Assistant has resigned and the position is being re-advertised. Additionally, the WIC Supervisor position has been filled. The position previously vacated by Mr. Garske has been filled.

Mr. Garske stated the WIC statistics were previously being divided by three and showing only a month rather than the quarter. The Environmental Health statistics are higher than normal due to preparing for a maternity leave coming up in January. The sanitarians are trying to get as many inspections and water sampling done as possible prior to the upcoming leave. There were three confirmed cases of hepatitis A during the quarter. A change in state reporting resulted in one case of Legionnaire's Disease. A close watch is being done on the amount of hepatitis C cases in the county. These can be used as a marker for possible heroin use as well. Mr. Winn questioned whether the Farmers Market Nutrition Program is being well received. Mr. Garske stated a voucher system is used through WIC for this program. The vouchers can only be used by certified growers at the farmer's market.

Mr. Garske introduced Chris Dobbe from the Marathon County Health Department. Ms. Dobbe distributed information regarding the Northwoods Shared Services Project. This is a two year grant from the Robert Wood Johnson Foundation to explore how cross-jurisdictional sharing might better equip public health to fulfill their mission of protecting and promoting the health of the communities they serve. There are 18 public health agencies in the Coalition. Three out-of-state learning meetings were held to learn more and improve on the sharing agreements. A chart shows which counties are in a sharing arrangement for which services. Policymakers are being asked what they would look for in a cross-jurisdictional sharing agreement. The Board listed: a clear delineation of rolls, efficiency, sharing equipment and materials, consistency of background and training, capacity of services, specific fiscal benefits, liability and legal disputes, a reporting process to various boards, deciding when its better to hire rather than share, cost analysis and time to train, a flexible agreement. The second question is what level of involvement do you want in shared services. The Board stated they would like time to think about a response to that question. The last question is what additional information to you need related to shared services. A breakfast meeting will be held in Wausau. Ms. Suomi stated webinars is a good way to hold these types of meetings.

C. Discussion/Action on Health and Human Services Designation of Representative to Risk Management Committee

Ms. Dodge stated she would be designating Mr. Dobratz as the representative to this committee.

III. FISCAL ISSUES

A. Discussion/Action to Adopt 2014 Fee Schedule

Mr. Przybelski stated there were not a lot of changes. The OWI Amendment was added to the fee schedule. If a client needs to have their OWI assessment amended, a fee of \$50 would be charged. The environmental health licensing fees were increased by 3%. A motion was made by Mr. Dobratz and seconded by Mr. Krogwold to approve the fee schedule. Motion carried.

B. Discussion/Action to Approve National Association of County and City Health Officials Grant for \$30,000 for Accreditation Support Initiative for Local Health Departments

Mr. Garske stated this grant is for \$30,000 and no match is required. The grant will be used to move toward accreditation. A motion was made by Mr. Winn and seconded by Mr. Krogwold to approve the grant request. Motion carried.

C. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated the regular account vouchers totaled \$111,729.15. The high cost account vouchers totaled \$215,566.64. They include voucher number 20130809 for \$8,431.36, voucher number 20130811 for \$60,927.75, voucher number 20130836 for \$10,267.49, voucher number 20130839 for \$77,763.74, and voucher number 20130859 for \$2,189. Adult substitute care totaled \$44,420.97 and children's substitute care totaled \$133,636.57. Pre-authorizations totaled \$178.20. Purchases totaled \$1,135.99. Portage House vouchers totaled \$987.08. They include voucher number 20130808 for \$606.51 and voucher number 20130837 for \$380.57. Ms. Borski questioned the voucher paid on page 3 for recreation/alternative activity. Mr. Przybelski stated these are for things like a YMCA membership. Ms. Borski questioned the refund on page 13. Mr. Przybelski stated this was for a refund for substitute care which goes to the general fund. Ms. Borski questioned the payments for QI training on page 19. Mr. Przybelski stated this was to pay for the facilitators for the QI training and consultation training. A motion was made by Mr. Krogwold 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.

Mr. Winn reported on the CAP Services meeting. Ms. Dodge reported on the permanency planning panel.

- B. 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 the social worker position in the jail is being filled.

VI. NEXT MEETING

The next meeting is scheduled for November 26, 2013.

VII. ADJOURNMENT

The meeting adjourned at 6:40 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD
November 26, 2013**

Present

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

Excused

Lonnie Krogwold

Also Present: Dawn Grasamkee, Recording Secretary, Ray Przybelski, Director; Kim Vagueiro, Children and Family Services Coordinator; Jason Hake, Business Manager; 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 Health and Human Services Board for November 12, 2013

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

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski stated a contract for Ethan House was entered into for a total of \$12,669. This is for placement of a juvenile in the group home.

Mr. Przybelski stated he will be meeting next week with Healthy Beginnings to start the process of working together regarding child welfare.

Mr. Przybelski informed the Board the state funding amounts are coming in. They remained flat which was what was anticipated when the budget was developed. The contracts should be arriving soon.

Mr. Przybelski stated the agency is dealing with a pertussis outbreak which has occurred. There are 8 possible cases an additional 11-15 children have tested and we are working on the results.

- 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/Information on Third Quarter Program Statistics for Division of Children and Families

Ms. Vagueiro distributed a handout regarding the Division. The first section covered was Youth and Family Services. This section handles the juveniles with issues such as delinquency, truancy, smoking, drinking, running away, and parent-child conflict. A PACT (Positive Achievement Change Tool) is used as a risk management tool. There are currently 15 children in out-of-home placement in this section. The next section is Child Protective Services. There are 13 new cases being referred to ongoing services totaling 38 children. A work study was performed to determine the number of cases each ongoing worker could handle effective. That number was 12. Currently the ongoing workers are handling an average of 18 cases per worker. The quality service review performed which resulted in a 92% rate for the ongoing workers. The next section is Family and Employment Support. There are 18.5 FTE's in this section. Services such as Foodshare, BadgerCare, and Elderly/Blind/Disabled are done in this section. Portage County is part of the Central Consortium along with Langlade, Marathon, and Oneida counties. Performance measures are taken. As of October 2013, Portage County is performing higher than the state and the consortia in application timeliness with a 0% error rate. Benefit recovery is also done. The county receives 15% of recovered benefits. These funds go back into the budget. The last section in the division is Child Support. Wisconsin ranks third in the percent of support collected. The caseload is constantly

growing. Mr. Przybelski stated another child support worker has been added since they moved into this department. The handout shows various benchmarks to be met in order to receive incentives.

III. FISCAL ISSUES

A. Discussion/Action on Amended 2013 Contracts Between \$25,000 and \$99,999.99

Mr. Przybelski the New Vision Wilderness contract is being amended for a second adolescent placed there. A motion was made by Ms. Borski and seconded by Mr. Levin to approve the amended contract. Motion carried.

B. Discussion/Action on 2014 Contracts Between \$25,000 and \$99,999.99

Mr. Przybelski stated the list is of anticipated 2014 contracts. Two contracts for counseling/therapy will be dependent on the Affordable Care Act voucher program. A motion was made by Mr. Dobratz and seconded by Ms. Prince to approve the contracts. Motion carried.

C. Discussion/Action on Resolution to Approve 2014 Contracts Greater than \$100,000

Mr. Przybelski stated the resolution allows us to set ceiling limits on contracts. The ceiling is \$1.5 million. The contract amounts are set high to alleviate the need to do contract by contract budget adjustments. Once a contract is getting close to the contract amount, a budget adjustment would need to be done. Ms. Dodge stated the address on the Healthy Beginnings contract summary form needs to be corrected. A motion was made by Mr. Levin and seconded by Ms. Borski to approve the resolution and corrected contract summary form. Motion carried.

D. Discussion/Action on Resolution for Out of Sequence Request for Reclassification per Human Resources Policy 3.11.4.6 for Health and Human Services Director

Mr. Przybelski stated this comes from the County Executive. Ms. Dreier stated another section was added to his duties with Child Support being moved under the department. Duties have also grown in complexity and regionalization. Mr. Levin questioned if the collaboration with Healthy Beginnings is included in this reclassification. At this time it has not been

included as the reclassification only looks at what is occurring now and not what is forthcoming. Ms. Dreier stated at this time the funds have been moved into the budget but not the personnel. A motion was made by Mr. Winn and seconded by Ms. Borski to approve the resolution. Motion carried.

E. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated the regular account vouchers totaled \$77,141.22. The high cost account vouchers totaled \$6,949.45. They include voucher number 20130838 for \$28,268.75, voucher number 20130867 for \$234.44, voucher number 20130892 for \$9,855.52, and voucher number 20130893 for \$48,522.98. There were no adult substitute care or children's substitute care vouchers. Pre-authorizations totaled \$6,070.32. Purchases totaled \$2,203.50. Portage House vouchers totaled \$748.95. They include voucher number 20130891 for \$748.95. Mr. Dobratz questioned the foster home ads on page 14. Mr. Przybelski stated these ads are for new foster homes. Four new homes were added this quarter. Mr. Dobratz questioned the cost of a chair on page 29. Mr. Przybelski stated the chair is for a new staff person or a replacement chair. Ms. Prince questioned the parent aide program on page 18. Mr. Przybelski stated this is pass through funds for the Healthy Beginnings program. Ms. Dodge questioned the speaker cost on page 7. Mr. Przybelski stated this was for the suicide prevention organization. We are the fiscal age for them. A motion was made by Mr. Dobratz and seconded by Mr. Winn 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. Dodge reported on the TPR Committee.

B. Return of Open Session (If Necessary)

The Board did not go into closed session.

Page 6

HHSB Meeting Minutes
November 26, 2013
Page 5

V. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

Mr. Przybelski stated the mental health therapist position will be filled on Monday. Interviewing is being conducted on the jail social worker position. The IA position is being worked on.

VI. NEXT MEETING

The next meeting is scheduled for December 10, 2013.

VII. ADJOURNMENT

The meeting adjourned at 5:55 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD
December 10, 2013**

Present

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

Excused

Nancy Prince
Joanne Suomi

Also Present: Dawn Grasamkee, Recording Secretary, Ray Przybelski, Director; Gary Garske, Health Officer; Amy Marcott, Community Programs Coordinator; Jason Hake, Business Manager; and Melissa Madlena, Adult Protective Services worker.

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 Health and Human Services Board for November 26, 2013

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

B. Correspondence

Mr. Przybelski distributed a sheet for the Board to sign expressing their holiday greetings to the staff.

C. Director's Report

Mr. Przybelski attending a meeting regarding changes in the child protective services appeals. A uniform process is being developed county to county. Implementation of the new process is anticipated in January 2015.

Page 2

HHSB Meeting Minutes
December 10, 2013
Page 2

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

Ms. Marcott reported the psychiatric wait list is down to 10 people. The counseling wait list is at 20 people. A new therapist is now on board and will be working on getting the counseling wait list reduced. Emergency detentions were down to 36 individuals. They were all new individuals and had many severe factors requiring emergency detention. Voucher use is up a bit. The Intensive In-Home program has been expanded by the State. We are now allowed to see children/families in their home using outpatient clinic codes. This allows for easier prior authorization process and allows us to expand the array of diagnoses we can see in this program.

Ms. Marcott reported the impact of the Helen E.F. court decision regarding the impact on adult protective services. There are more individuals over 60 needing long term mental health treatment with dementia. It is now unlawful to do a Chapter 51 on the diagnosis of dementia only.

III. FISCAL ISSUES

- A. Update on Security Health Plan Healthy Communities Mini Grant Application

Mr. Przybelski stated approval was given to apply for a \$10,000 mini grant. Portage County received part of this grant. Mr. Garske stated the funds received will support health literacy and help to revamp the website.

- B. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated the regular account vouchers totaled \$38,068.29. The high cost account vouchers totaled \$185,525.59. They include voucher number 20130904 for \$72.62, voucher number 20130921 for \$9,788.81, and voucher number 20130911 for \$28,353.93. Adult substitute care vouchers

totaled \$43,323.66. Children's substitute care vouchers totaled \$141,746.93. Pre-authorizations totaled \$307.93. Purchases totaled \$2,750.72. Portage House vouchers totaled \$468.50. They include voucher number 20130923 for \$468.50. Mr. Levin questioned if page 18 are the foster parents receiving payment. Mr. Przybelski stated they are. Mr. Dobratz questioned the cost of mobile play pens on page 27. Mr. Przybelski stated this is for 19 of the pack n plays which come from Cribs for Life. A motion was made by Mr. Dobratz 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.

Ms. Dodge reported on the Permanency Plan reviews.

B. 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 the mental health therapist position has been filled. The jail social worker position has been offered. Interviews are being conducted for the child protective services investigator. The 20 hour per week receptionist position will be vacated at the end of the year. Additionally the Special Needs Supervisor position will be vacated on December 27 as Yengyee Lor-Yang has tendered her resignation.

VI. NEXT MEETING

The next meeting is scheduled for January 14, 2014.

Page 4

HHSB Meeting Minutes
December 10, 2013
Page 4

VII. ADJOURNMENT

The meeting adjourned at 5:45 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P