

MINUTES
HEALTH AND HUMAN SERVICES BOARD
January 28, 2014

Present

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

Excused

Jeanne Dodge
Scott Winn

Also Present: Dawn Grasamkee, Recording Secretary, Ray Przybelski, Director; Gary Garske, Health Officer; Zach Bishop, Portage House Director; Jodi Petersen, Youth and Family Services Supervisor; Jason Hake, Business Manager; and Ross Dick, Justice Works.

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 Health and Human Services Board for December 10, 2013

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

B. Correspondence

Mr. Przybelski stated Emergency Management has released a list of warming sites available where people can go to get warm. The state has released funds for Energy Assistance particularly for propane users due to the shortage of propane fuel.

C. Director's Report

Mr. Przybelski stated there is a contract with Professional Services Group to provide supervised visitation. The Department has no control over the amount of supervision ordered by the Court. Additionally there is a juvenile monitoring component of the contract that monitors juveniles intensely on

the weekend. We are concerned about staying within the contracted amount due to the uncontrollability of the number of visits ordered by the court

Our Home and Financial Manager has submitted her retirement which will take place at the end of February. This position also provided 30 hours a week of the supervised visitation. It is anticipated this position will not be refilled and the funds will be transferred to the contract for supervised visitation. The other duties provided by this position will be absorbed by existing staff.

Mr. Przybelski stated he was informed today that due to the Department receiving AODA block grant funds there must be a certified prevention specialist on staff. This involves four days of training as well as ethics training followed by 2,000 hours of work time. The Department is working on filling that position internally.

- 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 Portage County Juvenile Justice Program

Ms. Petersen distributed a handout regarding the Youth and Family Services Section. There are 10 staff in this area. They consist of one supervisor, seven social workers, and two part-time workers. The section provides services such as juvenile court intake which works with delinquency referrals and juveniles in need of protection and services (JIPS). Foster home case management services, juvenile sanctions program, electronic monitoring, drug screening, kinship program, custody studies, and community service are also services provided. Most juvenile offenses in 2013 consisted of disorderly conduct and property crimes. The majority of children seen are ages 14-16. Mr. Przybelski stated there is pending legislation to move 17 year old offenders back to the juvenile system. They are currently tried as adults. The legislation would keep serious offenders and previous offenders in the adult system. The Wisconsin Counties Association is working on having funds attached to this change so counties have funds in order to

handle the additional work. Most JIPS referrals are for parent/child conflict and truancy. Ms. Petersen included the 2012 LIFE report page. Most of the statistics remain consistent from 2012 to 2013. Mr. Przybelski stated the after school program for high risk juveniles, called Gateway, is provided by the Boys and Girls Club. This has been very successful in keeping these juveniles in the home and not re-offending. Ms. Petersen stated there are currently 14 children in out-of-home placement. Three are in foster care, one is with a relative, six are in treatment foster care, two are in group care, one is in residential, and one is in corrections. Mr. Dobratz stated he has experience working with Ms. Petersen's staff and found them to be very positive and responsive. They do a tremendous job.

III. FISCAL ISSUES

A. Discussion/Action to Approve Contracts Greater than \$25,000 But Less Than \$100,000 with Justice Works for the Provision of CRP Services

Mr. Dick distributed the contract summary form. Mr. Przybelski stated this will be added to the Portage House contract. These would be new funds for the CRP program. A motion was made by Mr. Krogwold and seconded by Mr. Dobratz to approve the contract. Motion carried.

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

Mr. Przybelski stated there are two contracts related to the CRP. One is with Champion Seminars for anger management and the other is with ATTIC Corrections.

C. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated there are two sets of vouchers - one for 2013 and the other for 2014. The 2013 regular account vouchers totaled \$196,970.62. The high cost account vouchers totaled \$259,589.88. They include voucher number 20130928 for \$20, voucher number 20130956 for \$6,560.29, voucher number 20130357 for \$55,308.75, voucher number 20130958 for \$54,035.99, voucher number 20130975 for \$10, voucher number 20130976 for \$925.06, voucher number 20130999 for \$17,244.04, voucher number 20131000 for \$48,660.22, voucher number 20140013 for \$5,425.14, voucher number 20140016 for \$41,955.91, voucher number 20140056 for \$7,264.72, voucher number 20140058 for \$39,109.37. Adult substitute care vouchers total \$42,950.39. Children's substitute care vouchers totaled \$143,366.88.

Pre-authorizations totaled \$3,637.11. Fuel cards totaled \$900. Purchases totaled \$2,298.29. Portage House vouchers totaled \$6,624.77. They include voucher number 20130997 for \$599.78, voucher number 20130955 for \$423.27, and 20140012 for \$507.12. Prior authorizations totaled \$5,094.60. Ms. Borski questioned supported employment on page 1A. Mr. Przybelski stated this is work that is provided with job coach assistance. Ms. Borski questioned the payment to Institute for WI Health Inc on page 4A. Mr. Przybelski stated this was for the capacity building facilitator. Ms. Borski questioned the voucher to GeminiCares for the dental program on page 4A. Mr. Przybelski stated this is for the contracted dental hygienist. The position is contracted through Gemini. A motion was made by Ms. Borski and seconded by Dr. Numsen to place the 2013 voucher son file. Motion carried.

The 2014 regular account vouchers total \$20,374.97. There were no high cost vouchers. The vouchers include voucher number 20140002 totaling \$11,164.48, voucher number 20140045 totaling \$7,333.02, voucher number 20140043 totaling \$777.70, and voucher number 20140067 totaling \$1,354.72. There were no substitute care vouchers. Purchases totaled \$18.00. Portage House vouchers totaled \$500. They include voucher number 20140042 totaling \$500. Ms. Borski questioned the Barron Electric Corporation voucher on page 5A. Mr. Przybelski stated this is for a child placed in the home in Barron County. Ms. Borski questioned where the voucher details were for Portage House. Mr. Przybelski stated these were on page 7A. A motion was made by Ms. Borski and seconded by Mr. Dobratz 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.

Dr. Numsen reported on the Family Support Program Advisory Committee 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 crisis intervention position will be vacated since the employee accepted the position of the Special Needs Supervisor position vacated by Yengyee Lor Yang. The Child Protective Services investigator position was filled by Ben Janssen. The 20 hour per week reception position still remains vacant.

VI. NEXT MEETING

The next meeting is scheduled for February 11, 2014.

VII. ADJOURNMENT

The meeting adjourned at 5:35 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD
February 11, 2014

Present

Excused

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

Also Present: Dawn Grasamkee, Recording Secretary, Ray Przybelski, Director; Gary Garske, Health Officer; Jason Hake, Business Manager; Amy Marcott, Community Programs Coordinator; and Elizabeth Hess, Social Work Intern with the School District.

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 January 28, 2014

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

B. Correspondence

Mr. Przybelski stated he received a message from Jim Clark saying hello to everyone.

C. Director's Report

Mr. Przybelski received a proposal from the Health Officer and WIC Department to staff the day care with volunteers on a part-time basis. This would consist of 4-6 hours per week. This proposal will be checked into.

Mr. Przybelski received the response from the State regarding the QSR review done with child welfare. They reported 19 things that needed to be corrected. A meeting will be held with the State Department of Children and Families between February 27 and March 6 to review the response.

- 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 Fourth Quarter Division of Community Programs Statistics

Ms. Marcott stated the number for the counseling wait list should be 34 and not 84. Emergency detentions increased in the fourth quarter. Many of these individuals were put on the wait list for services as well. Mobile crisis responded to 276 contacts. This resulted in 29 diversions and 8 crisis bed diversions. This resulted in a \$116,352 savings by using diversions. Our cost for a crisis bed is about \$110 per day. Page 10 shows the comparison of diversions for Portage County with the surrounding counties for 2013. The average stay was 5 days so it totaled to \$4,400. There were a lot of placements at Winnebago and Mendota for the fourth quarter. One individual was removed from Trempealeau County and placed in the community. Due to the large number of referrals for the SED program there is now a waiting list for services. There were 6 referrals totaling 32 children. We do look for additional services for the children and family while they are waiting for SED services. The crisis bed we currently use will not be providing services by the end of March/beginning of April. Other options will be explored. Additionally, a crisis bed option for children is also being explored. Dr. Numsen questioned the comment on the Family Support Program wait list. Ms. Marcott stated there is not enough funds to provide services for these children. There are no new funds available from the State either. Ms. Prince questioned if there are SED beds and if not, where are the children placed. Ms. Marcott stated there are no SED beds. If the situation is not de-escalated, the children are placed with a responsible adult, the Family Crisis Center, or hospital.

Ms. Marcott reported on the regionalization efforts regarding CCS services. Currently we pay 100% for the service and get 60% back. The remaining 40% is matched using COP funds. If CCS is regionalized, counties will receive the 40% match as well. We are looking to pair up with Wood County. Our CCS program will be maintained as well. The regionalization would come through joint meetings, regional training, and service providers. Quarterly meetings with staff and supervisors would be held to brainstorm additional services and resources. We are waiting for the state to give direction on how many individuals are expected to be enrolled, how they enroll, costs, etc. Mr. Przybelski stated additional funding for mental health services was placed in the budget after the Sandy Hook incident. Currently CCS is not offered in all counties. Ms. Marcott announced that Connie Sherd will be starting as the Special Needs Supervisor on Monday. Ms. Sherd replaced Yengye Lor-Yang who left in December.

III. FISCAL ISSUES

A. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated there are two sets of vouchers - one for 2013 and the other for 2014. The 2013 regular account vouchers totaled \$32,803.03. The high cost account vouchers totaled \$25,248.91. They include voucher number 20140104 for \$3,932.09, voucher number 20140116 for \$651, and voucher number 20140105 for \$52,260.33. Prior authorizations totaled \$1,392.52. There were no adult or children's substitute care vouchers. There were no purchases. Portage House vouchers totaled \$1,059.05. These were all prior authorizations. Ms. Dodge questioned page 3 regarding the Energy Assistance vouchers. Mr. Przybelski stated these were crisis funds that came due to the propane shortage. A motion was made by Mr. Krogwold and seconded by Ms. Borski to place the vouchers on file. Motion carried.

The 2014 regular account vouchers totaled \$45,504.55. The high cost vouchers totaled \$177,676.12. They include voucher number 20140044 for \$28,268.75, voucher number 20140087 for \$500, voucher number 20140089 for \$1,000, voucher number 20140092 for \$1,183.85, voucher number 20140095 for \$12,885.79, voucher number 20140109 for \$1,780.20, and voucher number 20140114 for \$1,360.96. Adult substitute care vouchers totaled \$43,107.05 and children's substitute care totaled \$133,094.07. There were no prior authorizations. Purchases totaled \$2,569.98. Portage House vouchers totaled \$818.50. They include voucher number 20140093

for \$818.50. A motion was made by Mr. Winn and seconded by Ms. Borski 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 planning 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 an ongoing child welfare worker resigned due to taking another position in a different county. Recruitment is occurring for the crisis interventionist vacated due to the person taking the Special Needs Supervisor position. Interviews are occurring for the 20 hour per week receptionist position.

VI. NEXT MEETING

The next meeting is scheduled for February 25, 2014.

VII. ADJOURNMENT

The meeting adjourned at 5:45 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD
February 25, 2014

Present

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

Excused

Scott Winn

Also Present: Ray Przybelski, Director; Dianne Koca, Office Manager; Gary Garske, Health Officer; Jason Hake, Business Manager; and Kim Vagueiro, Children and Family 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 Health and Human Services Board for February 25, 2014

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 brought the Board up to date on the Child Protective Services (CPS) appeals. We have a panel hearing the appeals currently. We had two very contested appeals last fall. The Governor's budget allows that CPS appeals be heard by the Division of Hearing and Appeals at the state. They are ready to put forth a rule which is going to change the appeals process. We can still retain the panel. The process will allow for a hearing to be scheduled for an hour in order for the appellant to state why the finding should be changed. If the finding is upheld by the panel, the appellant may

go on to the state for further appeal. It will be officially implemented on January 1, 2015. Until then we will follow the old rules.

- 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 Fourth Quarter Statistics for the Division of Children and Families

Ms. Vagueiro reviewed the statistics for the division. CPS investigations are up this quarter. It seems to be continuing. Emergency services referrals the numbers for a couple of the past quarters were wrong. The numbers were late in being entered. They have now been entered and corrected. Child support statistics were added. The benchmarks for all performance measures are 80%. Performance measure 4 will change as the year goes on. This is on collections in arrears. The numbers for the Affordable Care Act came in today. We have 600 and have 30 days to process that. We have volunteers to do overnight and we have funds to pay for that. The childless parents will now maybe be eligible so we will have to see if that will affect our caseloads. Ray stated we are asking for voluntary overtime from staff. We received additional funding for that. We can only work when the CARES system is up. Ms. Vagueiro distributed a chart regarding who applies where for health insurance. The handout is entitled "The Future of Health Insurance in Wisconsin." Dr. Numsen asked for clarification on the referrals on page 5 showing they went down. Ms. Vagueiro stated the Child Welfare Services referrals are for delinquency and juvenile justice. The increase for reports was in the child abuse and neglect cases. Mr. Krogwold asked how the poverty level changes from year to year. Ms. Koca stated it changes by a small dollar figure each year. Ms. Vagueiro will provide the 2014 poverty level figures when they arrive.

B. Discussion/Information on Psychiatry Residency Program in North Central Wisconsin

Mr. Przybelski stated he attended one meeting regarding this. Dr. Chen, represents the Medical College of Wisconsin, is pitching the idea. They are looking at starting a residency program up here. It would be a four year residency program placed here in central Wisconsin. Marathon, Wood, Portage, North Central Health Care, Marshfield Clinic, and Ministry were there. They are trying to get an established residency program which would have 12 residents at one time. Its training and rotations basically. They are interested in expanding their residency programs. It is at the first stages currently. There is a cost involved. About \$89,000 a year per resident that would cover wages, insurance, and everything else. You wind up with a practicing psychiatrist at the end. We haven't committed to anything. The state is offering a start up grant. It doesn't pay for the resident but for staff up costs. We want to be included in those discussions since part of the rotation would be a community based psychiatry and that is what we offer. It would help with the waiting list by having the additional time. They would possibly launch this in 2016.

III. FISCAL ISSUES

A. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated there are two sets of vouchers - one for 2013 and the other for 2014. The 2013 regular account vouchers totaled \$30,550.40. There were no high cost account vouchers. They include voucher number 20140159 for \$83.33, voucher number 20140160 for \$30,466.71, and voucher number 20140169 for \$9,502.19. There were no adult or children's substitute care vouchers. There were no purchases. Portage House vouchers totaled \$487.41. This included voucher number 2014015 for \$487.41. Ms. Suomi questioned the voucher for Boys and Girls Club Gateway on page 2. Mr. Przybelski stated this is for our high risk to be placed out of home. This keeps them with structure and helps to prevent crime. They are in the Premier Building currently. Ms. Suomi questioned the Board of Regents Parent Aide program voucher on page 4. This is for Healthy Beginnings. A motion was made by Ms. Borski and seconded by Dr. Numsen to place the 2013 vouchers on file. Motion carried.

The 2014 regular account vouchers totaled \$69,925.34. The high cost vouchers totaled \$6,789.00. They include voucher number 20140094 for \$28,268.75, voucher number 20140154 for \$10,343.13, and voucher number 20140155 for \$38,183.19. There were no adult or children's substitute care vouchers. Purchases totaled \$860.27. Portage House vouchers totaled \$351.50. They include voucher number 20140153 for \$351.50. Mr. Dobratz questioned the drum lessons paid on page 3. Mr. Przybelski stated this is for a child with cognitive disabilities and is paid for by a waiver. Mr. Dobratz stated law books from the State Bar of Wisconsin on page 13. Mr. Przybelski stated we have a hard copy for the attorney and use in the building. Ms. Suomi questioned the visitation and household voucher on page 10. Mr. Przybelski stated these are the court ordered visitations. This is a contract we have with Professional Services Group to provide those visits including picking up the children, supervising the visit, and returning the children back to their placement. A motion was made by Ms. Borski and seconded by Dr. Numsen to place the 2014 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.

There were no reports from Board appointed committees/activities.

- 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 applications for the Child Dispositional Social Worker closed yesterday. The 20 hour receptionist position was filled and started today. Jennifer Rozumalski is her name. Recruiting for our Adult Protective Services position and interviews are scheduled for next week.

The 8 hour ILS position is vacant. A resignation from a Economic Support position was received on Friday.

VI. NEXT MEETING

The next meeting is scheduled for March 11, 2014.

VII. ADJOURNMENT

The meeting adjourned at 5:33 p.m.

Submitted by:

Dawn Grasamkee via tape recorder
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD
March 11, 2014**

Present

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

Excused

Lonnie Krogwold
Nancy Prince

Also Present: Ray Przybelski, Director; Dianne Koca, Office Manager; Gary Garske, Health Officer; Jason Hake, Business Manager; Melanie Baehr, Public Health Supervisor; Kim Vagueiro, Children and Family Coordinator; and Jill Hicks, UW Extension Healthy Beginnings.

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 February 25, 2014

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 informed the Board that three entrances to the building are temporarily closed due to the snow and ice melting and refreezing. They are closed for safety reasons. The entrances are used by staff. Ms. Suomi questioned if those entrances can be used for emergencies. Mr. Przybelski stated they can if needed.

Mr. Przybelski stated the former Wally J's Place to Play room will be utilized for supervised visitation.

- 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. Update/Presentation from Healthy Beginnings

Ms. Hicks stated Healthy Beginnings will begin to accept referrals from the Child Protective Services unit. Ms. Hicks distributed the quarterly report. Ms. Hicks reviewed the benchmarks for the various areas. A home observation tool was utilized to provide retraining and getting records up to date. Ms. Hicks distributed the intake process for Healthy Beginnings. Additionally handouts were distributed showing the caseload and time spent in home visits along with the various levels clients are put in. Generally a family will spend the first six months on level 1, after 6-12 months they work to get off level 1. At 12 months in the program visits are dropped to every other week. After two years, visits are reduced to one time per month. There are currently 3.8 FTE's making home visits. Ms. Hicks reviewed the quarterly report. Ms. Suomi questioned the poverty level for Healthy Beginnings referrals from Child Protective Services. Mr. Przybelski stated the families that will be referred may not have poverty issues. The referral is more for intervention than prevention. It is hoped by the addition of this service it will prevent a possible out-of-home placement.

- B. Discussion/Presentation on Fourth Quarter Program Statistics for the Division of Public Health

Mr. Garske reported on the statistics. The increase in immunizations is primarily due to the flu shots. There was a large increase in whooping cough cases as well as chlamydia. A campaign was held at the Alternative School to educate students on chlamydia. The increase in hepatitis C is believed to be due to the increase in heroin usage. WIC caseloads are down slightly. Funds for Wisconsin Well Women Program (WWWP) will end on 1/1/15. WAHL DAB is working with WWWP to look the possibility of regionalizing to preserve funding for this program. The number of rabies submitted was omitted from the report. This number was 6 for this quarter. The division has been working on the strategic plan.

C. Discussion/Action on Communicable Disease Investigation

Mr. Garske stated for the past 2½ weeks the staff have been working on a confirmed positive TB case. This has entailed investigating all the close contacts of the positive case. There were 103 blood samples collected today. The positive case is isolated at home presently. There is limited hospital negative pressure room available to isolate the individual in a medical setting. Additionally, this can be quite costly as well. Mr. Przybelski stated the interagency agreements are for testing and processing of the samples collected. Page 11 through 27 is the agreement with us and the state to access the funds available and to enter into a TB dispensary contract. Mr. Garske stated retesting will need to occur in 90 days. A motion was made by Ms. Borski and seconded by Dr. Numsen to enter into the interagency agreement. Motion carried.

D. Discussion/Action on Entering into a Memorandum of Understanding with Local Medical Providers

Mr. Garske stated the memorandum of understanding (MOU) is to ensure health care services to clients/patients being treated for latent and active tuberculosis. Mr. Przybelski stated the MOU in the packet is a template. MOU's would be entered with Ministry, Marshfield Clinic, and Aspirus. Ms. Borski requested the additional MOU's be brought back to the Board once they are filled in with the appropriate names. A motion was made by Mr. Dobratz and seconded by Ms. Suomi to approve the memorandums of understanding. Motion carried.

E. Discussion/Action Entering into an Interagency Agreement for Quarantine Guards

Mr. Przybelski stated the Health Officer has the authority to quarantine individuals. If an individual is quarantined they must have security present to ensure they don't leave their home. An interagency agreement would be in place between all three law enforcement agencies – Stevens Point Police Department, Portage County Sheriff's Department, and Plover Police Department. Basically the officer(s) would sit there and ensure the individual does not leave. A motion was made by Mr. Winn and seconded by Ms. Borski to approve the interagency agreements. Motion carried.

F. Discussion/Action Entering into a Mutual Aid Agreement

Mr. Przybelski stated this agreement needs to be in place when an incident occurs. Mr. Garske stated the agreement existed when there was a public health preparedness consortium but when the consortium was dissolved the agreement became null and void. A motion was made by Mr. Levin and seconded by Mr. Dobratz to enter into the mutual aid agreement. Motion carried.

G. Discussion/Action Approval of Entering into a Voluntary Medical Advisor

Mr. Garske stated the voluntary medical advisor cannot be a Portage County employee. The position needs to be filled voluntarily in order to provide liability coverage through the state. The request is to approve the process to seek out a voluntary medical advisor. Mr. Przybelski stated once a volunteer/candidate has been identified, the request will be brought to the Board for consideration. The contract language has been approved by Corporation Counsel. A motion was made by Ms. Dodge and seconded by Dr. Numsen to approve the process to seek a voluntary medical advisor. Motion carried.

H. Discussion/Information on Updates on Current Public Health Initiatives

Mr. Garske distributed a handout of supplies/equipment being requested. The requests were approved last year but then an outbreak occurred in Sheboygan and most of the funds were revoked and used for the outbreak. The Department only received \$4,100 of the \$16,000 they were to receive. The portable projector, dry erase boards, dry erase starter kit, grip-a-strip, and cork message strips were ordered and received. The Department was informed they will be receiving \$4,300 in additional funds. It is anticipated that a smartboard and conference phone will be ordered with these funds. Mr. Levin suggested checking with the ADRC as they have a smartboard they cannot use. Next week the Northern Region will be holding a joint exercise for preparedness regarding an ice storm.

III. FISCAL ISSUES

A. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated regular account vouchers totaled \$40,898.58. The high cost accounts totaled \$170,645.45. They include voucher number 20140196

for \$5,355.84 and voucher number 20140201 for \$38,358.30. Adult substitute care totaled \$36,198.24. Children's substitute care totaled \$129,188.90. Prior authorizations totaled \$2,442.75. Purchases totaled \$135.87. Portage House vouchers totaled \$6,782.59. They include voucher number 20140191 for \$5,267.50. Prior authorizations totaled \$1,515.54. Ms. Borski questioned the YMCA vouchers on page 2. Mr. Przybelski stated these are paid for through waiver funds. These are issued for specific programming that will benefit the child. A motion was made by Ms. Borski and seconded by Dr. Numsen to place the vouchers on file. Motion carried.

IV. REPORTS FROM BOARD APPOINTED COMMITTEES/ACTIVITIES

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

The Board did not go into closed session.

Mr. Levin reported on the AODA Coalition meeting.

Ms. Dodge reported on the permanency planning committee 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 Child Dispositional Social Worker position interviews were conducted and an offer was presented. The individual will start on April 3. The Crisis Intervention position was offered today. The candidate is an internal candidate which will then leave their previous position vacant.

VI. NEXT MEETING

The next meeting is scheduled for March 25, 2014.

VII. ADJOURNMENT

The meeting adjourned at 6:50 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD
March 25, 2014

Present

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

Excused

Lonnie Krogwold

Also Present: Ray Przybelski, Director; Dawn Grasamkee, Recording Secretary; Gary Garske, Health Officer; Jason Hake, Business Manager; Kim Vagueiro, Children and Family Coordinator; David Boardman, UWSP Student Government; and Jenna Furger, UWSP Student Government/Bring a Buddy program.

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

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

I. MINUTES, GENERAL REPORTS, AND COMMENTS

A. Approval of Meeting Minutes of Health and Human Services Board for March 11, 2014

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

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski stated a grant is available through the Department of Health Services for a psychiatric residency program. The grant is available to help offset the costs of the program. The Department is looking to apply for this grant. The targeted start date would be July 20, 2016. The request would be for \$570,000. The grant would pay for a variety of positions to allow the residency program to be established. The participating agencies would be our Department, Wood County, North Central Health Care, Aspirus, and

Marshfield Clinic. We are waiting to hear back from Ministry. The match for the grant would be split over three years and six agencies. The residents would spend their first year doing the inpatient requirement and then in year two they can do community visits. This would help address the shortage in both adults and children psychiatric care. Mr. Przybelski has spoken with the County Executive who will send a letter of support. This does not commit the Department to anything at this time.

Mr. Przybelski stated the health rankings for the state will be released tomorrow. Last year Portage County was ranked eighth in the state. This year we are ranked third. The full report will be shared when it is available.

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 Bring a Buddy Campaign

Ms. Furger stated the Bring a Buddy campaign was launched in November 2013 in memory of Eric Duffy. The campaign is not anti-alcohol but encourages no one to walk alone for anything whether it be out at the bars, at the library, etc. The campaign was started on campus and had three stages. The first stage was bracelets that were purchased and given to students free of charge. They have the Courtesy Cabs' phone number on them. A poster pledge was created for students to sign pledging to always "Bring a Buddy." Flyers were developed to make students aware of the campaign. The back of the flyer contains the telephone number and hours for Courtesy Cab, Campus Cab (a free service), and the hours for the late night bus (also a free service). Coasters and napkins were also printed sponsored by Point Brewery and are found in bars and taverns. The campaign was relaunched in early March. The campaign has received national recognition. Currently discussions are being held with five other campuses – UW Marathon County, Oshkosh, Eau Claire, Green Bay, and the University in Bloomington, Illinois, to start up the campaign there as well. It is hoped to bring the campaign to about 2,000 schools by 2015. An app is also being created by Jamie Carbo, a CSI student, for iPhones and

smartphones that will link up friends when they are going out or attending events anywhere. The app will be able to let the linked up friends know the location of the remainder of their linked up friends in case they are split up. Additionally it will also let your linked friends know when you are home safe. It is hoped the app will be up and running by May 2014.

B. Discussion: Communicable Disease Update

Mr. Garske stated the TB index case is still in isolation. Three negative samples are required before the case can be released from isolation. There were 190 individuals followed up with at the worksite. There are 20 referrals that screened positive for TB and have been referred for medical evaluations. None are symptomatic. Any other identified contact will require a TB skin test. They will receive the test here. The test will be provided free of charge from the state. In 90 days the process will be repeated again.

C. Discussion on Division of Public Health Strategic Plan

Mr. Garske distributed one sheet of the strategic plan. This shows the vision, mission, values, and goals and strategies. The plan is quite large. Mr. Garske will send an electronic copy to the Board members. Mr. Garske stated this was a long process which was started with Faye Tetzloff, Jenny Gaffke, and completed by Mr. Garske. The main goals are to increase community awareness of programs and services, strengthen workforce competency, increase internal division community, and to be accredited by 2015.

III. FISCAL ISSUES

A. Discussion/Information on 2013 Carryover Request

Mr. Przybelski stated it is anticipated the department will have \$49,305.34 surplus in the regular accounts. All carryover requests need to be to Finance by Friday. Mr. Przybelski stated he is looking to put \$29,931.75 towards the Professional Services Group contract to provide court ordered supervised visits. The contract is currently \$95,000 and is on track to run out by October. Additionally, a request was made to see if supervised visits should be moved to the high cost accounts since the agency has no control on how many visits are court ordered. We cannot charge for supervised visits.

With the implementation of Act 10 in 2011 our policies needed to be changed. Compensatory time was eliminated and staff were paid for any overtime they accrued. There was comp time accrued prior to 2011. This has caused about \$20,000 of liability on our books. A request is being made to use \$19,314.45 of the carryover funds to pay out the accrued comp time currently on the books. Additionally, staff will be given until November 1 to use the remaining comp time they have or it will be paid out.

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

Mr. Przybelski stated this contract replaces the contract with Goodwill Beyond Boundaries of Autism over to Agnesian Beyond Boundaries of Autism. The agency is located in Fond du Lac. Waiver funds support this service. A motion was made by Mr. Levin and seconded by Mr. Dobratz to approve the contract. Motion carried.

C. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated regular account vouchers totaled \$125,696.96. There were no high cost account vouchers. They include voucher number 20140200 for \$61,849.39, voucher number 20140234 for \$9,747.42, voucher number 20140237 for \$52,671.46, voucher number 20140248 for \$283.80, and voucher number 20140249 for \$280.56. There were no adult substitute care of children's substitute care vouchers. Prior authorizations totaled \$1,086.03. Purchases totaled \$903.86. Portage House vouchers totaled \$1,458.33. They include voucher number 20140235 for \$1,458.33. Mr. Levin questioned the purchase of smoke detectors on page 19. Mr. Levin stated the ADRC has a lot of fire alarms they received at no charge. He suggested we contact the ADRC for more information. A motion was made by Ms. Borski and seconded by Ms. Suomi 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 Bike/Pedestrian Committee meeting.

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 interviews are being conducted for the Economic Support position as well as the 8 hour Independent Living position. Applications are being received for the Community Support Program vacancy.

VI. NEXT MEETING

Discussion occurred regarding the next Board meeting. It was decided the next meeting will be held on Monday, April 7, at 6:00 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
April 7, 2014

Present

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

Excused

Scott Winn

Also Present: Ray Przybelski, Director; Dawn Grasamkee, Recording Secretary; Gary Garske, Health Officer; Jason Hake, Business Manager; Amy Marcott, Community Programs Coordinator; Connie Sherd, Special Needs Supervisor; and Gordon Hamilton, citizen.

The meeting was brought to order by Ms. Dodge at 6:00 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 March 25, 2014

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

B. Correspondence

Mr. Przybelski stated a refund of \$3,700 was received in the CCR funds from the state. These funds will be put into the high cost accounts to help reduce the high cost budget deficit.

C. Director's Report

Mr. Przybelski stated with the retirement of Jane Kellerman, home and financial manager, the job description is being tweaked. The position will remain in the division and will be responsible for some work with the eWISACWIS system as well.

- 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 wishing to speak on a specific agenda item.

II. PROGRAM ISSUES

- A. Discussion/Information on Family Support Program Survey Results

Ms. Marcott introduced Ms. Sherd as the new Special Needs Supervisor. Ms. Sherd distributed the survey results. The survey is completed every year. Primarily the feedback received is positive. There were 58 surveys sent out with 33 returned. Having the option of completing the survey online was discussed with the Family Support Program (FSP) Committee. The most common complaint is not having a list of allowable services for families to choose from. Having a list is not allowed by the State. Ms. Marcott stated there is structure with the program but the funds are not person centered. There is a long wait list due to the limited funds available. Children can receive FSP funds until the age of 18, their needs are met, or voluntarily withdraw from the program. Once a child turns 18 they are transferred over to CCCW.

- B. Discussion/Information on Children Long Term Support Waiver Capacity Building Funds

Mr. Przybelski stated he received communication from the state on March 15 regarding children on wait lists for long term support. The state is going to help alleviate the wait list. Funds will be allowed to use for staffing purposes. A new position will be requested to help get children off the wait list. Ms. Marcott stated there was a large increase in referrals for severely emotionally disturbed youth.

- C. Communicable Disease Update

Mr. Garske stated the target case is still isolated. The case has received five weeks of treatment but still shows live bacteria. The case has expressed wanting to go to California next week but since he is isolated, the department has placed him on the no fly list. If the case should leave, he will be arrested

once reaching California and will be transported back to Wisconsin. Services and testing continue with this case.

Mr. Garske stated a meningitis case. A culture performed found it was not bacterial meningitis and was a viral form.

III. FISCAL ISSUES

A. Discussion/Action to Approve Amended 2014 Fee Schedule

Mr. Przybelski stated the fee schedule was changed based on percentage. It was overlooked that this caused cents to be involved with the environmental health fees. As such the environmental health fees have been rounded up or down to the nearest dollar with no cents involved. A motion was made by Mr. Levin and seconded by Mr. Krogwold to approve the amended fee schedule. Motion carried.

B. Discussion/Action on New Position Requests

Mr. Przybelski stated the 8 hour contracted psychiatrist has tendered her resignation. A new position request was going to be made to add four hours to the existing psychiatrist position but due to a resolution needing to be made this request needs to be put on hold currently. A motion was made by Mr. Dobratz with a second by Dr. Numsen to put the position request on hold until a future meeting. Motion carried.

C. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated regular account vouchers totaled \$55,356.94. High cost account vouchers totaled \$580. They include voucher number 20140236 for \$29,101.75, voucher number 20140258 for \$1,142.98, voucher number 2014068 for \$3,725.61, and voucher number 20140270 for \$22,092.60. There were no adult substitute care of children's substitute care vouchers. Prior authorizations totaled \$45. Purchases totaled \$1,037.69. Portage House vouchers totaled \$2,164.66. They include voucher number 20140267 for \$1,220.59. Prior authorizations totaled \$944.07. Ms. Borski questioned the cost of Hepatitis B vaccine on page 17. Mr. Przybelski clarified this is one vial that is equal to 10 doses. Ms. Suomi questioned the small amount of charges for Birth to Three for therapy services on page 9. Mr. Przybelski stated these amounts vary depending on when the voucher was turned in by the worker and the processing date of the voucher. A

motion was made by Mr. Levin and seconded by Mr. Dobbratz 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 went into closed session. A roll call vote was taken with all voting aye. Ms. Dodge reported on the permanency planning reviews.

B. Return of Open Session (If Necessary)

The Board returned to open session on a motion from Mr. Krogwold and second by Ms. Borski. Motion carried to return to open session.

V. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

Mr. Przybelski stated interviews are being held for the vacant Community Support Program position.

VI. NEXT MEETING

Mr. Przybelski thanked Mr. Levin and Mr. Winn for their services to the Board. The next meeting is scheduled for Tuesday, April 29.

VII. ADJOURNMENT

The meeting adjourned at 6:40 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD
April 28, 2014

Present

Excused

Jeanne Dodge
Lonnie Krogwold
Nancy Prince
Joanne Suomi
Dr. Gene Numsen
Dan Dobratz
Janis Borski
Jerry Walters
Jim Krems

Also Present: Ray Przybelski, Director; Dawn Grasamkee, Recording Secretary; Gary Garske, Health Officer; Jason Hake, Business Manager; Amy Marcott, Community Programs Coordinator; and Kim Vagueiro, Children and Family Services Coordinator.

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

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

I. **BOARD ORGANIZATION**

A. Introduction of Board Members and Staff

Board members and staff introduced themselves.

B. Election of Chairperson

Mr. Przybelski called for nominations for Board Chair. Dr. Numsen nominated Ms. Dodge with a second by Mr. Krems. Motion carried. Mr. Przybelski called two more times for nominations. No other nominations were voiced. Mr. Krogwold moved to cast a unanimous ballot for Ms. Dodge as Chair. Seconded by Dr. Numsen. Motion carried.

C. Election of Vice-Chairperson

Ms. Dodge called for nominations for Vice-Chairperson. A motion was made by Mr. Krogwold with a second by Mr. Krems to nominate Mr. Dobratz. Motion carried. Ms. Dodge called a second time for nominations. A motion was made by Ms. Prince with a second by Ms. Suomi to nominate Ms. Borski. Motion carried. Ms. Dodge called a third time for nominations with

none voice. Ballots were distributed for Vice-Chairperson. The votes were 5 for Ms. Borski and 4 votes for Mr. Dobratz.

D. Discussion/Action to Set Meeting Times and Dates

Discussion occurred regarding meeting times and dates. The Board was meeting the second and fourth Tuesday of each month at 5:00 p.m. Due to committee meetings forthcoming, it was decided to delay setting the meeting dates and times until the next meeting.

E. Committee Assignments

Ms. Dodge stated the various committees were included in the packet. Committee assignments are as follows:

Permanency Planning - Ms. Dodge
Mental Health Services Coordinating Committee - Dr. Numsen
Family Support - Dr. Numsen
Community Development Block Grant - Ms. Dodge
Risk Management Team - Ms. Dodge
Portage County AODA Coalition - Mr. Walters, Ms. Borski, Ms. Suomi
Liaison to CAP Agency Board - Mr. Walters
Woodlands Enhanced Health Services - Mr. Krogwold

II. MINUTES, GENERAL REPORTS, AND COMMENTS

A. Approval of Meeting Minutes of Health and Human Services Board for April 7, 2014

A motion was made by Ms. Borski and seconded by Dr. Numsen to approve the minutes. Dr. Numsen suggested under section II, item A, the survey results distributed were for the Family Support Program. Motion carried with amendment to the minutes.

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski stated he was asked to be on the Legislative Study Committee. This committee will look at adoption and disrupted adoption issues. He is awaiting to hear if he is approved by the legislature to be on this committee.

Mr. Przybelski stated on May 9 he will be attending a leadership seminar. The County Executive has asked all department heads to attend this seminar.

Mr. Przybelski stated work is beginning on the 2015 department budget.

Mr. Przybelski distributed the Board contact list and requested Board members to make any corrections as needed.

D. Reports from Board Appointed Committees/Activities

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

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

There were no members of the public present wishing to speak on a specific agenda item.

III. PROGRAM ISSUES

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

Ms. Marcott informed the Board the contracted psychiatrist will be leaving at the end of May. Dr. Leahy is reorganizing her schedule with priority being given to Community Support Program clients. New slots and emergency slots are being added to her schedule. There is an approximately two month wait list for psychiatric services. Emergency detentions are down. The Intensive In-Home program has reached its capacity of 17 families. There are three families on the wait list currently. Client contacts for the clinicians

is at 73% which is outstanding. Mobile crisis contacts have increased. Diversions were completed to keep emergency detentions down. The diversion bed we were using closed in February. A new facility has been identified and will be in use starting May 1. We only pay for the bed when it is occupied by a client. The provider will be My Innovative Services. Winnebago is nearing capacity and is the only facility accepting emergency detentions. We had one client in for 62 days who was just moved to a Community Based Residential Facility (CBRF). Birth to Three referrals have increased. There are 103 children being served. This means the two workers have a caseload in the 40's. The caseload size for this program is being checked into by the State. It is believed the caseload size should be 30-35. By law there can be no wait list for this program. Most of the referrals are coming from physicians. This program is mandated by the state. Funds are received from the state and local funds are also put into the program. Mr. Przybelski stated there is a maintenance of effort formula used for funding from the state. The state looks at three years, determines the formula, and these are the funds you receive for three years. They are looking at the feasibility of this funding determination.

Ms. Marcott reported on the impact the Affordable Care Act (ACA) will have on the division. Mental health vouchers were given out prior to the ACA. If a client has no insurance or no ability to pay it is anticipated they would be eligible for BadgerCare. Once they are approved, this will open up other mental health providers for clients to receive care. Ms. Suomi questioned if the remaining psychiatrist will add four hours to her schedule. Mr. Przybelski stated Dr. Leahy does not wish to add hours.

IV. FISCAL ISSUES

A. Discussion/Action on Resolution to Approve 2014 Contract Over \$100,000

Mr. Przybelski stated this contract is with My Innovative Services to provide crisis bed stays. We currently have a contract with them which will be amended to include this service. A motion was made by Ms. Borski and seconded by Mr. Krems to approve this contract. Motion carried.

B. Discussion/Action on Approval of Grant Request for Birth to Three Program

Mr. Przybelski stated this request is to apply for grants through St. Bronislava Outreach Fund and Frame Memorial Presbyterian Grant Funds for \$150 from each organization. The funds would be used to purchase books which

would be provided once the child completes the program. A motion was made by Mr. Krogwold and seconded by Ms. Suomi. Motion carried.

C. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated regular account vouchers totaled \$64,173.88. High cost account vouchers totaled \$169,879.77. They include voucher number 20140269 for \$28,268.75, voucher number 20140293 for \$233.75, voucher number 20140310 for \$6,870.73, and voucher number 20140311 for \$28,759.07. Adult substitute care totaled \$36,776.43 and children's substitute care totaled \$131,889.34. Prior authorizations totaled \$1,498.23. Purchases totaled \$102.77. Portage House vouchers totaled \$1,583.54. They include voucher number 20140309 for \$1,583.54. Mr. Walters questioned if utilities are included in the operating costs for Portage House. Mr. Przybelski stated they are not. Ms. Borski questioned if Lauri Rockman's salary for the AODA Coalition is paid through the AODA Block Grant. Mr. Przybelski stated they are not. The AODA Coalition has prevention specifications on their programming which we are not required to have. The AODA Block Grant requires 20% of the funds must be used for prevention. The agency provides \$11,000 to the AODA Coalition for primary prevention. Of these funds \$1,100 are used for Administrative costs. A motion was made by Mr. Krems and seconded by Dr. Numsen to place the vouchers on file. Motion carried.

V. 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

Ms. Dodge explained this is used when giving the permanency panel report if public are present. The Board did not go into closed session.

B. Return of Open Session (If Necessary)

The Board did not go into closed session.

VI. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

Mr. Przybelski stated the new Community Support Program social worker will begin on Monday. Recruitment of the Home and Financial Manager position will occur shortly.

VII. NEXT MEETING

Mr. Przybelski requested due to scheduling conflicts the next Board meeting be held on Monday, May 12, at 5:00 p.m. The Board agreed.

VIII. ADJOURNMENT

The meeting adjourned at 6:15 p.m. on a motion from Mr. Krogwold and second by Mr. Dobratz.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD
May 12, 2014**

Present

Jeanne Dodge
Lonnie Krogwold
Nancy Prince
Dr. Gene Numsen
Janis Borski
Jerry Walters
Jim Krems

Excused

Dan Dobratz
Joanne Suomi

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

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

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

I. MINUTES, GENERAL REPORTS, AND COMMENTS

A. Approval of Meeting Minutes of Health and Human Services Board for April 28, 2014

Ms. Borski requested the committees on page 2, section E, indicate whether or not they were voluntary or board chair or designee. The committees are:
Permanency Planning - Ms. Dodge (voluntary)
Mental Health Services Coordinating Committee - Dr. Numsen (voluntary)
Family Support - Dr. Numsen (voluntary)
Community Development Block Grant - Ms. Dodge (Board chair/designee)
Risk Management Team - Ms. Dodge (Board chair/designee)
Portage County AODA Coalition - Mr. Walters, Ms. Borski, Ms. Suomi (voluntary)
Liaison to CAP Agency Board - Mr. Walters (Board chair/designee)
Woodlands Enhanced Health Services - Mr. Krogwold (Board chair/designee)

Ms. Borski stated on page 5, section C, regarding the substance abuse prevention specialist whether this is in-house. Mr. Przybelski stated no. Ms. Borski will follow up with Mary Ann Krems regarding the impact on AODA. A motion was made by Ms. Borski and a second by Mr. Krems to approve the minutes as amended.

B. Correspondence

Mr. Przybelski distributed an updated listing of the Board membership.

C. Director's Report

Mr. Przybelski stated ERP has been launched. It is anticipated by the end of 2015 it will be implemented starting with the financials. This will also affect the budgeting.

Mr. Przybelski is working a dress code policy for the building. Once it is developed it will be brought to the Board for action. Mr. Przybelski stated attire has become quite lax over the years. Dr. Numsen questioned if other departments have dress codes. Mr. Przybelski stated there are uniforms in the Sheriff's Department, Parks, and Facilities has shirts. There are dress codes in other departments per Laura Belanger Tess from Human Resources.

Ms. Prince asked for a brief report on the leadership training.

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 wishing to speak on a specific agenda item.

II. PROGRAM ISSUES

A. Discussion/Action on Health and Human Services Board Meeting Date and Time

After much discussion, it was decided the Board will meet on the second and fourth Mondays of the month at 4:30 p.m. at the Gilfry Building in rooms 103 and 104.

B. Discussion/Presentation of First Quarter Division of Public Health Program Statistics

Mr. Garske immunizations, fluoride, HIV testing, and PNCC is about the same. There is one active case of TB. Only active cases are reported, not latent cases. There was one meningococcal case at the jail. Ms. Borski questioned when blastomycosis is commonly seen. Mr. Garske stated this is typically in the winter time when the ground becomes mucky. There has been a steady increase in chlamydia mainly with the university. One case of Histoplasmosis was seen in an individual that works in the pulp mill in Wausau. Statewide cases for WIC are down. Ms. Borski questioned how much revenue is lost when enrollment is down. Mr. Garske stated it is very minimal, only about 4%. Wisconsin Well Women enrollment is down. It is anticipated this is due to the Affordable Care Act. Funding is only available until June 30 for this program. Environmental Health statistics varied this quarter due to one sanitarian being on maternity leave. One case of rabies was submitted. One lead case is being followed due to the case moving here from Milwaukee. Ms. Borski questioned if there is any impact on the health of people due to bat mold. Mr. Garske stated he did not know. Ms. Prince questioned if there were any MRES cases in the state. Mr. Garske stated he just received information on a case in Indiana. There are none in Wisconsin. Mr. Garske stated there was one case in isolation for mumps and it was determined not to be mumps this past Friday. The staff is getting ready to retest the TB cases. Ms. Borski questioned if measles is reported. Mr. Garske stated they are not required to be reported.

C. Discussion/Action on Board Member Attendance at Northwoods Shared Services Project

Mr. Przybelski stated Board members are being requested to attend so they are involved in the decision making process. The meeting will be held on May 30 from 9:30 to 12:30 in Phillips, Wisconsin, with cross jurisdictional sharing. Per diem will be paid from the grant. A motion was made by Ms. Prince and seconded by Ms. Borski to approve Board member attendance at this meeting. Motion carried.

III. FISCAL ISSUES

A. Discussion/Action on Grant Approval for Building Local Capacities to Address Public Health Impact of Climate and Extreme Weather

Mr. Przybelski stated this is a two year grant paid in two installments of \$5,000 each year. The grant will be used to develop how to better prepare the community for climate and extreme weather. The funding comes from the state. A motion was made by Ms. Prince and seconded by Mr. Krems to approve the grant application. Motion carried.

B. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated regular account vouchers totaled \$43,510.43. High cost account vouchers totaled \$181,798.90. They include voucher number 20140335 for \$119.02, voucher number 20140354 for \$8,608.85, and voucher number 20140356 for \$39,039.80. Adult substitute care totaled \$35,130.30 and children's substitute care totaled \$141,619.60. Prior authorizations totaled \$909.27. Purchases totaled \$1,227.18. Portage House vouchers totaled \$700.91. They include voucher number 20140353 for \$700.91. Ms. Borski questioned what was purchased for the TB clinics on page 25. Mr. Przybelski stated it was water and various other materials in order to complete the TB clinics. Ms. Prince questioned the energy services vouchers on page 9. Mr. Przybelski stated we get funds in and they are given back for LIHEAP. Mr. Walters questioned if individuals can apply more than once a year for energy assistance. Mr. Przybelski stated he was not sure. A motion was made by Ms. Borski and seconded by Dr. Numsen to place the vouchers on file. Motion carried.

IV. REPORTS FROM BOARD APPOINTED COMMITTEES/ACTIVITIES

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

The Board did not go into closed session.

Mr. Walters reported on the CAP Services meeting.

Ms. Dodge reported on the permanency planning 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 there are no vacancies at this time.

VI. NEXT MEETING

Mr. Przybelski stated the next scheduled meeting would be on Memorial Day. As such it was decided the next meeting would be on Tuesday, May 27, at 3:00 p.m.

VII. ADJOURNMENT

The meeting adjourned at 5:25 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD
May 27, 2014

Present

Jeanne Dodge
Dan Dobratz
Lonnie Krogwold
Nancy Prince
Dr. Gene Numsen
Janis Borski
Jerry Walters
Jim Krems

Excused

Joanne Suomi

Also Present: Ray Przybelski, Director; Dawn Grasamkee, Recording Secretary; Kim Vagueiro, Children and Family Coordinator; and Phil Idsvoog, County Board Chair.

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 May 12, 2014

Ms. Borski requested the location included in item II.C. be changed from Phillips to Wausau. Both Ms. Borski and Ms. Prince will attend. Ms. Prince requested a change in item I.C. in the second paragraph. The word "on" is missing in the first sentence. Additionally in item II.B. the acronym is MERS rather than MRES. A motion was made by Ms. Borski and a second by Mr. Krems to approve the minutes as amended.

B. Correspondence

A list of tentative meeting dates for the Board was included in the packet.

C. Director's Report

Mr. Przybelski stated a third phase of the alternative response for child welfare cases is coming from the state. Basically, the response is the same as it currently is but the families can work on a volunteer basis and no court action is required. The state will supply training on this response. No additional funding will be provided for this response.

Mr. Przybelski stated it is tax deed property time which prompted a referral for a human health hazard for properties in Portage County. A referral regarding a hoarding issue was referred to the agency. Mr. Idsvoog stated tax deeded property is becoming a huge concern for the county.

Mr. Przybelski informed the Board he was accepted to be on the legislative study committee for the state.

- 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 wishing to speak on a specific agenda item.

II. PROGRAM ISSUES

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

Ms. Vagueiro reported there were 211 child protective services referrals to access in the first quarter. Of these 79 or 34% involved children under age 5. 144 or 68% of these referrals alleged a parent as the maltreater. Of the 211 maltreatment referrals, 95 or 45% were for neglect, 64 or 30.3% alleged physical abuse, 35 or 16.5% alleged sexual abuse, and 16 or 7.5% alleged emotional abuse. Three new foster homes were opened and two were closed. Volunteer transportation rides has increased. Ms. Borski questioned how these rides are different from the Logisticare system provided by the state. Ms. Vagueiro explained Logisticare now MTM is only for medical rides. The volunteer rides are for such things such as supervised visitation and other appointments. Economic Support's performance measures require that all applications received be processed within 30 days. Portage County completed 97.92% of the applications within the timeframe which beat both the state and consortium percentage. Child support continues to either meet or beat most of the benchmarks set every month. Performance measure number 4 although below benchmark is higher than the state average. This is one benchmark that is very difficult to meet since arrears can only be collected after current monthly support obligations are met.

III. FISCAL ISSUES

A. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated regular account vouchers totaled \$63,183.53. High cost account vouchers totaled \$36,908. They include voucher number 20140355 for \$35,578, voucher number 20140391 for \$16,519.93, and voucher number 20140393 for \$45,534.11. There were no adult substitute care or children's substitute care vouchers. Prior authorizations totaled \$2,491.45. Purchases totaled \$274.16. Portage House vouchers totaled \$567.82. They include voucher number 20140390 for \$567.82. Ms. Borski questioned how the emergency housing is selected on page 11. Mr. Przybelski stated this is a revolving loan. The UW Green Bay Outreach regarding hoarding was questioned on page 12. Mr. Przybelski stated this was a training that was attended by the three staff members on hoarding. Payment on page 18 for New Partnership for Children was questioned. Mr. Przybelski stated this was a training he attended regarding child welfare. Also questioned on page 18 was the Clark County Health Care Center payment. Mr. Przybelski stated this is the payment for the Woodlands Health Commission the county is involved in with Clark County Health Care Center. Mr. Przybelski clarified the YMCA family memberships questioned at previous meetings. The family situation is looked at. If the membership is needed, it is written into the support plan for the child and is paid through CLTS Waivers. The funds come from the state.. A motion was made by Ms. Borski and seconded by Mr. Walters 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.

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 the recruiting is being done on the home and financial manager vacated position.

Mr. Przybelski stated a Portage House counselor is leaving and recruitment for refilling the position is being done.

Ms. Dodge questioned with Ross Dick retiring, now would be the opportunity to make sure the contract for Portage House and CRP is altogether. It makes sense to have both CRP and Portage House reporting to one entity rather than two. Currently Portage House reports to HHS and CRP reports to Justice Programs.

VI. NEXT MEETING

The next meeting is Monday, June 9, at 4:30 p.m.

VII. ADJOURNMENT

The meeting adjourned at 3:40 p.m. on a motion from Dr. Numsen and second from Mr. Dobratz.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD
June 9, 2014**

Present

Jeanne Dodge
Janis Borski
Lonnie Krogwold
Nancy Prince
Dr. Gene Numsen
Jerry Walters
Jim Krems

Excused

Joanne Suomi
Dan Dobratz

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

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

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

I. MINUTES, GENERAL REPORTS, AND COMMENTS

A. Approval of Meeting Minutes of Health and Human Services Board for May 27, 2014

Ms. Borski requested the name be changed from Ms. Borski to Ms. Prince in items I.A. Ms. Borski requested her name be added to the questions on page 3 in item III.A. Ms. Borski stated the word "said" is missing from the first paragraph on page 4 in item V.A. A motion was made by Mr. Krems and seconded by Ms. Borski to approve the minutes as amended. Motion carried.

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski reported a female was placed at Meta House located in Milwaukee County. A contract was entered into with Meta House for \$10,650.

Mr. Przybelski informed the Board of the clinic remodel that will be occurring due to the clinic not being ADA compliant and to allow for more work space for WIC and Community Health. It is anticipated this remodel will be completed by August. The lab area will also be recaptured in this remodel as well. Currently the lab area is occupied by the Mobile Pantry. They have been given a 60 day notice to move. There is no rent being charged for use of this area by Mobile Pantry. They will be moving to the Health Care Center.

- 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 wishing to speak on a specific agenda item.

II. PROGRAM ISSUES

- A. Discussion/Action on Updated Portage County Health and Human Services Interpreter Policy

Mr. Przybelski stated the Interpreter Policy has been amended to include the appropriate staff names as well as contact numbers. Interpreter services are required to be provided free of charge. Ms. Borski questioned if there are any languages we don't have interpreters for. Mr. Przybelski stated the language line covers every language. A motion was made by Dr. Numsen and seconded by Mr. Krogwold to approve the policy. Motion carried.

- B. Discussion/Input on Potential Indigent Funeral Policy

Information for this policy was distributed. Mr. Przybelski stated currently \$3,000 is set aside every year. Both the agency as well as the coroner received requests regarding indigent funerals. The funds pay for cremation. Discussion occurred with various counties over the past three years. Langlade does not provide for indigent funerals. Lincoln, Oneida, and Sauk counties have \$1,500 set aside for these funerals. Mr. Krogwold questioned how much funds are in the coroner's budget for these funerals. Mr. Przybelski stated there was none set aside, the funds were just removed from the budget. Mr. Przybelski asked for input from the Board regarding what should be in the policy. Ms. Borski suggested that something be in

writing to have the family member(s) sign off that they will not be responsible since they had no contact with the individual for many years prior to death. Ms. Prince questioned how the final eligibility for the funds would be determined and suggested that be included in the policy. Mr. Przybelski stated if they were Medicaid eligible prior to death there are funds available and thus indigent funeral funds would not be used. Ms. Dodge requested a statement in the policy that neither HHS or the coroner would be responsible for interment of ashes. The final suggestion was to set the price in the policy not to exceed \$800. Mr. Przybelski will bring the policy back for finalization.

C. Update on Psychiatrist Recruitment

Mr. Przybelski reported Ministry previously provided the contract position but has stopped. Dr. Opaneye has expressed an interest in eight hours a week. Dr. Saul from Marshfield has expressed an interest in providing services on Thursday. The contract is for \$64,000 for the duration of 2014. A decision will be made soon.

D. Community Health Update

Mr. Garske thanked Ms. Borski and Ms. Prince for their participation in the shared services discussion. Mr. Garske stated a dead crow in Portage County was tested and found to have the West Nile virus. Citizens are urged to use precautions such as using bug sprays with Deet, wearing long sleeved clothing in the mornings and early evenings if outside, etc. The active client with TB has been released from isolation. Three negative sputums were received. Additionally, the client went in for x-rays and there was no difference found on the x-rays. The second round of testing was completed consisting of 130 individuals and only one latent TB case was found. This case had close contact with the original client and tested negative the first time around but is now positive for latent TB. There are only 17 cases remaining.

III. FISCAL ISSUES

A. Discussion/Action on Smiles Across America Grant

Mr. Przybelski stated this grant is for \$20,000 and will be used to hire a dental assistant for the oral health program. If the grant is not received, the position will not be hired. A motion was made by Mr. Krogwold and seconded by Ms. Prince to approve the grant request. Motion carried.

B. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated regular account vouchers totaled \$68,092.13. High cost account vouchers totaled \$182,060.92. They include voucher number 20140392 for \$66,086.10, voucher number 20140423 for \$6,333.91, and voucher number 20140424 for \$38,574.09. Adult substitute care vouchers totaled \$36,035.87. Children's substitute care vouchers totaled \$141,091.63. Purchases totaled \$414.60. Portage House vouchers totaled \$2,822.72. They include voucher number 20140422 for \$406.53. Prior authorizations totaled \$2,416.19. Ms. Borski questioned the voucher for room for one week on page 11. Mr. Przybelski stated the individual had no place to stay so the agency is paying for one week of rent at the Blue Top. The individual has health issues and a guardianship is in progress. Ms. Borski questioned the groceries on page 29 for Portage House. Mr. Przybelski stated there is a specific amount set aside and a staff person accompanies the residents to purchase the groceries. A motion was made by Mr. Krogwold and seconded by Mr. Krems to place the vouchers on file. Motion carried.

IV. REPORTS FROM BOARD APPOINTED COMMITTEES/ACTIVITIES

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

The Board did not go into closed session.

Ms. Borski and Ms. Prince reported on the Shared Services grant meeting.

Mr. Walters reported on the CAP Services meeting.

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 the Foster Care Coordinator, Cathy Rhutasel, will be retiring at the end of June. Interviews are completed and the position will be offered soon.

Mr. Przybelski stated over 130 applications were received for the Child Welfare Assistant position. As soon as the applications are screened, interviews will begin.

VI. NEXT MEETING

The next meeting is Monday, June 23, at 4:30 p.m.

VII. ADJOURNMENT

The meeting adjourned at 5:45 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD
June 23, 2014

Present

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

Excused

Jerry Walters

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

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

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

I. MINUTES, GENERAL REPORTS, AND COMMENTS

A. Approval of Meeting Minutes of Health and Human Services Board for June 9, 2014

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

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski stated position reclasses are due on July 1. There are three recalls being requested. Three are in the Administration/Business Division and one is in the Children and Family Services Division. No action is required on reclasses.

- 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 wishing to speak on a specific agenda item.

II. PROGRAM ISSUES

- A. First Quarter Program Update from Healthy Beginnings

Ms. Hicks distributed the quarterly report, a summary of home observations, goals set and achieved, parenting reflections, the current intake process, an article on Toxic Stress and Its Impact on Early Learning and Health, and the Healthy Babies parenting class brochure. Ms. Hicks brought in toys made from re-purposed food containers. Ms. Hicks reviewed the items distributed. Approximately 60 families were served. Five (10.8%) families had child abuse/neglect reports. Ms. Hicks stated there was a \$15,000 cut in federal funding for the program.

- B. Discussion/Action on Indigent Funeral Policy

Mr. Przybelski stated the recommendations made at the last Board meeting were added to the policy. Dr. Numsen questioned if a limit needs to be set on how often the funds can be accessed. Mr. Przybelski stated there are funds set aside for 4-5 requests a year. There have never been that many requests. A motion was made by Mr. Krogwold and seconded by Mr. Krems to approve the policy. Motion carried.

- C. Discussion/Information Placing Health Care Advisory Referendum on the November 4, 2014 Ballot

Mr. Przybelski stated this is a referendum related to BadgerCare and the 33% over poverty level. Mr. Idsvoog stated he heard from David Calendar of WCA and he stated the referendum would irritate the legislature and Governor's office and would not go very far. Mr. Przybelski also stated he heard from the DHS staff "that shipped has sailed" and they are not interested in pursuing it further. Dunn and Eau Claire Counties have decided to place a referendum on their ballots. Mr. Przybelski stated the Wisconsin Counties Association is not taking any official stance on this topic.

Ms. Dodge commented with the Governor's election taking place in November the timing may not be good. Additionally, it would depend on who wins the Governor's race. Concerns were raised that the public would need to be educated regarding the referendum and the timing does not allow for in depth education. Ms. Dodge's understanding is that Affordable Care Act would cover these individuals. Ms. Suomi moved to discuss this further at the next Board meeting. Ms. Borski seconded the motion. Ms. Dodge stated it will be on the next Board meeting agenda as discussion and possible action.

III. FISCAL ISSUES

A. Discussion/Action on Children's Miracle Network: Children All Ride Safely (CARS) Grant

Mr. Przybelski stated the grant is for \$3,000. It would be used to purchase car seats and provide training on installing car seats. The Portage County Passenger Safety Association provides this service. This would not replace that program but would assist the Association who is currently having difficulty meeting the requests. This would target specific clients such as those receiving birth to three services and prenatal care services. Mr. Krogwold questioned where any unused funds would be spent. Mr. Przybelski stated they would be given to the Portage County Passenger Safety Association. A motion was made by Ms. Suomi and seconded by Mr. Dobratz to approve the grant application. Motion carried.

B. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated regular account vouchers totaled \$108,328.83. High cost account vouchers totaled \$1,442.17. They include voucher number 20140448 for \$1,563.95, voucher number 20140463 for \$14,684.90, voucher number 20140465 for \$74,616.55, voucher number 20140475 for \$142.80, and voucher number 2014046 for \$28,268.75. There were no adult substitute care or children's substitute care vouchers. Prior authorizations totaled \$4,097.65. Purchases totaled \$880.52. Portage House vouchers totaled \$6,842.39. They include voucher number 20140462 for \$5,749.87. Prior authorizations totaled \$1,092.42. Ms. Borski questioned the following vouchers: Community Industries on page 2. Mr. Przybelski stated this is for job coaches based on the number of hours they provide services. This is for adults served in the Community Support Program and CCS program. Family Planning May/June Advertising on page 5. Mr. Przybelski stated

there is advertising done through Family Planning for public health nutrition. AODA prevention services on page 8. Mr. Przybelski stated this is a contract for direct services time spent. Blue Top and Point Motel on page 11. Mr. Przybelski stated this is rent paid due to an emergency housing need. Professional Services Group on page 13. Mr. Przybelski stated this a contract that is paid to Professional Services Group for the supervised visitation they provide as well as weekend follow-up on juveniles. The ADRC payment on page 15. Mr. Przybelski stated these is volunteer rides provided. We reimburse based on the IRS rate for mileage. All requests for these rides come from the workers, not the clients. A motion was made by Mr. Krogwold and seconded by Ms. Borski 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.

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 Foster Care Coordinator position was filled with an internal candidate.

Mr. Przybelski stated 137 applications were received for the Child Welfare Assistant position and interviews will begin soon.

VI. NEXT MEETING

The next meeting is Monday, July 14, at 4:30 p.m.

VII. ADJOURNMENT

The meeting adjourned at 5:50 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD
July 14, 2014

Present

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

Excused

Jim Krems

Also Present: Ray Przybelski, Director; Dawn Grasamkee, Recording Secretary; Gary Garske, Health Officer; Jason Hake, Business Manager; Kim Vagueiro, Children and Family Services Coordinator; Jody Hurrish, Greg Hanneman, Jim Jakusz, Darlene Jakusz, Darlene Todd, Rob Golla, Jerry Ugland, Democratic Party; Cindy Chelcun, citizen; Mike McKenna, Corporation Counsel; Tom Mallison, County Board; Kevin Konz and Jen Cohen, Citizen Action of Wisconsin; and Katrina Shankland, 71st Assembly District Representative.

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

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

I. MINUTES, GENERAL REPORTS, AND COMMENTS

A. Approval of Meeting Minutes of Health and Human Services Board for June 23, 2014

Ms. Borski requested a word change on page 1 under I.C. in the second sentence. The word "recalls" should be "reclass." A motion was made by Ms. Borski and seconded by Mr. Dobratz to approve the minutes as amended. Motion carried.

B. Correspondence

Mr. Przybelski had no correspondence. Mr. Walters distributed a report from CAP Services.

C. Director's Report

Mr. Przybelski stated the annual meeting regarding the Department budget needs to be held. After discussion it was agreed the meeting will be held on August 6 at 6:00 p.m. at the Annex.

Mr. Przybelski informed the Board the clinic remodel has begun and it is anticipated it will take 3-4 weeks to complete. The remodel is being done by the facilities staff.

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

Many members of the public wished to speak on agenda item II.B. Ms. Dodge will call them off in order as they signed the attendance sheet.

II. PROGRAM ISSUES

A. Discussion/Action on Approval of Voluntary Medical Advisor

Mr. Przybelski stated Dr. Ryan Andrews is willing to serve in the capacity of our voluntary medical advisor. There is no reimbursement involved. The advisor is covered with liability insurance with the state. Dr. Numsen suggested on page 9 of the packet that the signature be changed from M.D. to M.D./D.O. so the document can be open in the future. A motion was made by Ms. Dodge and seconded by Ms. Prince to approve Dr. Andrews as the voluntary medical advisor. Motion carried.

B. Discussion/Action on Resolution Placing Health Care Advisory Referendum on the November 4, 2014, Portage County Ballot

Ms. Dodge questioned if any of those present wishing to address the Board are eligible for the portion being proposed. No one responded they are directly affected by the proposed referendum. Ms. Dodge went through the list of attendees. Ms. Hurrish, Mr. Hanneman, Mr. Jakusz, and Ms. Jakusz elected not to speak.

Ms. Todd encouraged support on passage of the resolution due to concerns she has for those who are directly affected.

Mr. Golla handed in two letters of support from the National Alliance on Mental Illness and the Mental Health America of Wisconsin. He read an excerpt from each letter.

Mr. Ugland submitted a letter of support from the American College of Physicians, Wisconsin Chapter. By supporting the expansion of the Medicare benefit it will reduce rates for everyone else.

Mr. Konz submitted a letter of support from the Wisconsin Council of Churches. Mr. Konz stated there are approximately 850 Portage County residents that would benefit from the state's expansion of Medicare. Currently Outagamie County has passed the referendum. Both Marathon and Wood Counties are reviewing the referendum. Clark and LaCrosse Counties are voting on Thursday. It is felt when these types of decisions need to be made that the public should have the opportunity to express their wishes and the decision should not be made by the state alone. The funds have already been paid for through taxes. Mr. Krogwold questioned how long the federal funds would be available. Mr. Konz stated 100% of the federal funds are available for the first three years and the 90% thereafter.

Ms. Cohen submitted a letter of support from the Wisconsin Breast Cancer Coalition.

Ms. Chelcun spoke as a citizen member regarding the impact economically.

Representative Shankland spoke regarding how residents are well served and well resourced with BadgerCare. Once the Affordable Care Act opened the exchanges, there were 1,000 individuals seen in two days time. The Affordable Care Act was not intended to cover individuals between 100% and 133% of the federal poverty level. Many individuals would like the opportunity to state their choice.

Mr. Przybelski stated from the Department's perspective the only concern he has with the expansion would be if it goes through that the department would be desperately under funded. There is currently no employee in place that could take on the additional cases that would be eligible if the decision by the Governor is reversed. Representative Shankland stated that could be discussed during the budget at the state level.

Mr. Mallison remarked that \$300 is a bargain price to find out how the people feel on a specific issue.

A motion was made by Ms. Dodge to approve the resolution with a second by Ms. Borski. Motion carried with Ms. Prince and Ms. Dodge voting nay. The resolution will now move on to the Executive Operations Committee.

C. Discussion/Information on Family Find Initiative

Ms. Vagueiro distributed the Family Find handout. Family Find is a process to build a support network for children/youth who would not otherwise have a permanent family. Four family members would be found and to get three of those members to be lifelong contacts for the child/youth. Portage County is one of six counties selected by the State to be a pilot project for this initiative. This initiative is not funded. There are 12 children being involved in the initiative currently. It is hoped through this initiative the time spent in out-of-home care will be reduced.

III. FISCAL ISSUES

A. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated regular account vouchers totaled \$73,639.08. High cost account vouchers totaled \$169,793.92. They include voucher number 20140491 for \$33.60, voucher number 20140510 for \$76.54, voucher number 20140506 for \$13,350.93, voucher number 20140507 for \$31,465.50, voucher number 201405329 for \$17, voucher number 20140543 for \$5,542.16, and voucher number 20140547 for \$36,763.53. Adult substitute care vouchers totaled \$27,167.10 and children's substitute care vouchers totaled \$129,083.66. There were no prior authorizations. Purchases totaled \$8,855.97. Portage House vouchers totaled \$9,802.19. They include voucher number 20140505 for \$4,400.65 and voucher number 20140542 for \$5,401.54. There were no prior authorizations for Portage House. Ms. Borski questioned what happens to customized bikes that were given to a family when they no longer need it. Mr. Przybelski stated it is the family's to do with what they want. Some do give the item to us for use with another family but they are not required to do so. Ms. Borski questioned the following vouchers: page 23 Childcaring Inc. Mr. Przybelski stated this company provides certifications for child care. Page 23 Guardianship Evaluation/Testimony. Mr. Przybelski stated this was a court ordered evaluation and testimony. Mr. Walters questioned the use of rental cars. Mr. Przybelski stated rental cars are encouraged for longer trips since it is cheaper than paying mileage. Mr. Walters asked what LIHEAP stands for.

Mr. Przybelski stated Low Income Housing Energy Assistance Program. A motion was made by Mr. Krogwold and seconded by Mr. Dobratz 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 was unable to attend the permanency plan reviews but gave a brief overview of the children reviewed.

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 are being done for the Dispositional Social worker. A resignation was received from the Public Health Planner. The Public Health Assistant position is now vacated due to a resignation.

VI. NEXT MEETING

The next meeting is Monday, July 28, at 4:30 p.m.

VII. ADJOURNMENT

The meeting adjourned at 5:40 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD
July 28, 2014**

Present

Jeanne Dodge
Jerry Walters
Janis Borski
Dan Dobratz
Lonnie Krogwold
Nancy Prince
Dr. Gene Numsen

Excused

Jim Krems

Absent

Joanne Suomi

Also Present: Ray Przybelski, Director; Dawn Grasamkee, Recording Secretary; Gary Garske, Health Officer; Jason Hake, Business Manager; Connie Sherd, Special Needs Supervisor; and Amy Marcott, Community Programs Coordinator.

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

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

I. MINUTES, GENERAL REPORTS, AND COMMENTS

A. Approval of Meeting Minutes of Health and Human Services Board for July 14, 2014

Ms. Dodge stated on page 4, first paragraph, the motion was made by Ms. Suomi, not Ms. Dodge. A motion was made by Mr. Dobratz and seconded by Dr. Numsen to approve the minutes as amended. Motion carried.

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski stated he requested employees with a comp time balance use it by November 30, 2014. If they are unable to use the balance, the remainder will be paid out on the December 14 check. This will eliminate the comp time balance from the books as requested by the auditor.

Mr. Przybelski informed the Board the new room divider has been installed in rooms 103/104.

Mr. Przybelski thanked Joanne Suomi for her work on the Board. Ms. Suomi will be leaving the Board at the end of the month.

- 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 Second Quarter Departmental Program Statistics

Mr. Przybelski reported on the Division of Children and Family Services statistics. There are currently 86 cases consisting of 147 children in child welfare. There is a vacant position currently which is anticipating to be filled in September. Out of home placements are up. This seems to be a cyclical pattern. Four foster homes were closed in the second quarter and one new home was opened. There are currently 7,081 active economic support cases. If the funds from the federal government are received to allow for those individuals between 100% and 133% of federal poverty level, it would mean a new position would be needed. There is no state funding for this position. Mr. Walters questioned who makes decisions on funding. Mr. Przybelski stated it is done through a state allocation. In order to receive more funding counties have to beg/grovel for it.

Ms. Marcott reviewed the Community Programs statistics. The psychiatric wait list is up due to one of the psychiatrist that left at the end of May. Currently there are 31 people on the wait list. Another psychiatrist will be starting on August 18 and will work 8 hours per week. There are no mental health vouchers due to the Affordable Care Act. Clients with insurance can find services in the community. Emergency detentions are maintaining. There are 370 unduplicated clients being served by the psychiatrists with only a 9% no show rate which is very good. Additionally the client contact hours of 72% for the clinician is very good as well. Four individuals were pulled from the intensive in-home wait list, leaving only four individuals on the wait list. The high cost inpatient reflects 9 individuals at Winnebago which half are kids. The Community Based Residential Facilities reflect the closing of Brown's Assisted Living. My Innovative Services opened on May 1. Ms. Sherd reported birth to three services remain high at 46 referred and

110 receiving services. There are only two service coordinators handling this caseload. The wait list for Family Support Program and CLTS Waiver has been combined into one wait list. Ms. Marcott reported work continues on the CCS regionalization effort with Wood County.

Mr. Garske reviewed the Division of Health statistics. Immunizations given are increasing. More are receiving Tdap. Fluoride requests are down. Prenatal Care Coordination services are seasonal. There was only one pertussis case reported. Influenza is holding steady. One blastomycosis case resulted in one death. Chlamydia is up due to the presence of the university. Lyme is seasonal. TB clinics are still being held. WIC's numbers are in line with previous quarters. The Farmers Markets were kicked off last quarter. Environmental health is caught up on inspections. Licenses ended as of June 30 and renewals were completed. Temporary inspections are up due to the festival season. Ms. Borski questioned the number of rabies. Mr. Garske stated this was a bat and cat incident. Dogs are required to be vaccinated whereas cats are just suggested to be vaccinated. Costs are high due to the use of the language line for translation purposes for the TB cases. Environmental Health staff are currently training individuals for Farm Technology days. There have been 300 trained thus far. When the training is completed over 600 people will have been trained.

III. FISCAL ISSUES

A. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated regular account vouchers totaled \$83,939.27. High cost account vouchers totaled \$27,189.99. They include voucher number 20140546 for \$28,268.75, voucher number 20140572 for \$2.25, voucher number 20140589 for \$12,656.55, and voucher number 20140591 for \$76,675.37. There were no adult substitute care vouchers or children's substitute care vouchers. Prior authorizations totaled \$4,249.06. There were no purchases. Portage House vouchers totaled \$1,378.74. They include voucher number 20140590 for \$1,378.74. Ms. Borski questioned the voucher on page 8 for WI Health Care Liability Insurance. Mr. Przybelski stated this is the liability insurance for the psychiatrist. Ms. Borski questioned the vouchers on page 10 and 11 for LIHEAP. Mr. Przybelski stated the one for operations is for emergency services, crisis is funds spent for an individual, weatherization is for weatherization services, outreach is for operations. A motion was made by Ms. Borski and seconded by Mr. Walters 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 interview committee for the justice planner.

Mr. Walters attended the CAP Services 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 there are three positions in public health being filled. The Child Welfare Assistant position will be starting shortly. The Child Welfare Dispositional Worker is anticipated to be filled on September 1.

VI. NEXT MEETING

The next meeting is Wednesday, August 6, at 6:00 p.m. at the Annex. This is the budget public hearing. Mr. Przybelski stated he will be out of the office for the August 11 meeting. Currently there is no agenda. If no issues, the next meeting would then be August 25.

VII. ADJOURNMENT

The meeting adjourned at 5:20 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD
August 6, 2014

Present

Jeanne Dodge
Jerry Walters
Janis Borski
Dan Dobratz
Lonnie Krogwold
Nancy Prince
Dr. Gene Numsen

Excused

Jim Krems

Also Present: Ray Przybelski, Director; Dawn Grasamkee, Recording Secretary; Gary Garske, Health Officer; Jason Hake, Business Manager; Kim Vagueiro, Children and Family Coordinator; Gordon Hamilton, citizen; Reid Rocheleau, citizen.

The meeting was brought to order by Ms. Dodge at 6:00 p.m.

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

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. Walters questioned the precautions being taken regarding the eboli outbreak and the two individuals brought back to the States for treatment. Mr. Przybelski stated all precautionary measures are being taken. The best chance for recovery is in the United States. Mr. Rocheleau questioned the issue of over crowding at the jail and how we treat inmates with mental health issues. Mr. Przybelski stated we work with the jail and provide some psychiatric services to the inmates. No one can be removed due to over crowding. If they are removed the individual goes to legal detention which is more expensive then treating them in the jail. The department pays for part of the social worker involved in the jail. Mental health services are in our high cost budget due to the volatile nature of the account.

Mr. Przybelski gave an overview of the budget. The department also works with Alzheimer's patients in tandem with Community Care of Central Wisconsin. Due to new funding rules in some programs, regionalization needs to occur. Portage County will be working with Wood County for the Comprehensive Community Services programs in order to capture more

funding from the State as well as to realize savings. Due to the Affordable Care Act start up funds ending, there will be positions cut in the Economic Support area. Work is being done currently on applying for a juvenile AODA grant. If the department is not successful in getting the grant or finding other funds, an additional position in juvenile justice may be lost. One area where more time is needed is in Birth to Three Services. There are start up funds for the Children's Long Term Support initiative that are to be used to get children off the wait list. Unfortunately there are no funds to maintain them. The Department's total budget is about \$14 million. Tax levy makes up 19-20% of the budget or about \$4.6 million. In comparison, surrounding counties have tax levy percentages of about 30% in health and human services budgets.

Mr. Rocheleau questioned what services are mandated and which are not. Mr. Przybelski stated Portage House and a jail social worker are not mandated programs. Most every service the Department provides is mandated. Most prevention programs are gone. Mr. Walters clarified if we see savings with the jail social worker. Mr. Przybelski stated we do as having the position can prevent an inmate from going to detention which is more costly. Mr. Przybelski stated the Department is not mandated to inspect restaurants, hotels, etc. We contract with the State to be the agent providing these services which are covered by the licencing fees.

Mr. Rocheleau questioned how successful the Department is in getting grants and other funding. Mr. Przybelski stated in some cases the State states you are doing a good job and then we are penalized by less funding for doing too good of a job. An additional area of concern is the State changing back 17 year olds to be charged as juveniles instead of adults. This will entail additional work without additional funding made available by the State.

The meeting adjourned at 6:55 p.m. on a motion from Ms. Borski and second by Mr. Dobratz.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD
August 25, 2014

Present

Jeanne Dodge
Jerry Walters
Chris Doubek
Janis Borski
Dan Dobratz
Lonnie Krogwold
Nancy Prince
Dr. Gene Numsen

Excused

Jim Krems

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

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

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

Mr. Doubek was introduced. He has been appointed to replace Ms. Suomi. Board members and staff members introduced themselves to Mr. Doubek.

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

A. Approval of Meeting Minutes of Health and Human Services Board for July 28, 2014, and August 6, 2014

A motion was made by Mr. Krogwold and seconded by Ms. Borski to approve the minutes of July 28, 2014, as presented. Motion carried.

A motion was made by Mr. Dobratz and seconded by Ms. Borski to approve the minutes of August 6, 2014, as presented. Motion carried.

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski distributed the 2013 Annual Report. Board members are asked to review it and bring any questions to the next meeting.

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

There were no members of the public present.

II. PROGRAM ISSUES

A. Discussion/Presentation of Health and Human Services 2015 Budget

Mr. Hake distributed a handout outlining the major changes in the 2015 budget. Mr. Hake reviewed the major changes.

The Administration budget reflects a \$65,000 addition due to Portage House AMSO. Publications, Subscriptions, and Dues has increased due to the hiring of an executive director for WCHSA. Mr. Walters questioned the shift of funds from Portage House. Mr. Hake stated Portage House has always been under the Department's budget. Due to the CRP we needed to change the way we billed the State. We now bill for actual costs.

The Public Health budget received a few grants. WIC funding was increased by 1% based on the caseload. Tobacco funding was increased by \$7,300. Wisconsin Well Women's Program funding was decreased by 56% and will end in 2015. This was due to the Affordable Care Act. These services will be assimilated by medical care providers. Funding for SNAP-Ed and Seal-A-Smile programs has decreased by 5% and 32% respectively. School health contracts were increased by 2%. The MCH grant decreased 3%.

The Community Programs budget reflects a reduction in the number of OWI assessments. Individuals are court ordered but many are ignoring it and driving without a license until they are caught. Due to the regionalization of CCS programming with Wood County, we can now collect 100% of expenses as opposed to 60%. COP funds were used to match CCS expenses. One FTE social worker in Children's Services Coordination will be added with grant funding for 2015. An additional 0.15 FTE position will

be added to Birth to Three. Due to PPACA, \$60,000 will be eliminated in the mental health voucher budget. Mr. Walters questioned what is being done by the Sheriff's Department regarding OWI's. Ms. Marcott stated regional meetings are held and these trends are seen throughout the state. There are also seasonal trends as well. The assessment costs \$250. Many individuals are choosing to not complete the assessment until they are caught driving without a license.

The Child Welfare/Juvenile Justice budget reflects a reorganization which combined home and financial managers and child welfare services. An increase in the Professional Services Group contract is due to the amount of court ordered supervised visits. The Truancy Abatement Grant totaling \$33,000 was lost. Additionally the AODA grant was lost as well. The position will be kept due to the increase in CRP AMSO revenue. \$40,000 was reduced in the Healthy Beginnings programming. Mr. Walters questioned if the AODA grant which was lost is the one we are reapplying for. Mr. Przybelski stated the grant was applied for last week and is more competitive now.

Two positions in the Income Maintenance/Economic Support section will be eliminated resulting from the 44% cut in PPACA revenues. A 0.35 FTE position will be eliminated due to the FSET funding being eliminated. There were no changes in the Child Support budget.

The Portage House budgets will be moved into the Community Programs division budget. Moved \$46,000 of tax levy allocation to HHS due to the 100% of direct costs covered under the new CRP program.

The High Cost budgets have no change from last year. There is discussion regarding using the fund balance to fund a TPR attorney and paralegal. Not sure where the positions would be located. They would either be at HHS, Corporation Counsel, or the District Attorney's Office. We are waiting for direction from DCF whether the positions can be in HHS. Mr. Krogwold questioned whether one attorney can handle the amount of TPR cases. When comparing with other counties there is one attorney for CHIPS/TPR cases for every five dispositional social workers.

Mr. Hake stated page 2 of the handout is the recap and page 3 is the comparisons for revenues and expenses. Mr. Dobratz questioned when the budget will be presented to the County Executive. Mr. Przybelski stated he presented the budget last week to the County Executive and it went well.

B. Discussion/Action on Portage County Health and Human Services Dress Code Policy

Mr. Przybelski stated since this would be our policy at HHS it does not need to go through Human Resources. An effective date when the policy will take effect will be needed. The policy can be readdressed as fashions change. Common sense should be used. A motion was made by Mr. Walters with a second by Dr. Numsen to have the effective date 1/1/15. The motion was rescinded. A new motion to have the effective date 10/1/14 was made by Mr. Walters with a second by Ms. Borski. The motion failed on four ayes and four nays. A motion was made by Mr. Dobratz with a second by Mr. Krogwold to have the effective date 12/1/14. Motion carried with Mr. Walters and Ms. Borski voting nay.

III. FISCAL ISSUES

A. Discussion/Action on Approval of Contract over \$25,000 but Less than \$100,000

Mr. Przybelski stated the contract is for the new psychiatrist, Dr. Opaneye, for the balance of 2014. A motion was made by Mr. Krogwold with a second by Mr. Dobratz. Motion carried.

B. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated regular account vouchers totaled \$105,495.79. High cost account vouchers totaled \$177,055.36. They include voucher number 20140617 for \$40, voucher number 20140630 for \$243.42, voucher number 20140644 for \$4,332.13, 20140648 for \$29,395.27, 20140672 for \$9,499.76, and 20140674 for \$89,405.04. Adult substitute care vouchers totaled \$28,072.67 and children's substitute care vouchers totaled \$123,986.51. Prior authorizations totaled \$3,434.88. Purchases totaled \$2,009.26. Portage House vouchers totaled \$8,087.34. They include voucher number 20140643 for \$783.18 and 20140673 for \$7,304.16. Ms. Borski questioned the total changes to zero on pages 6 and 7. Mr. Przybelski stated the payments were voided due to being over on the contract. Ms. Borski questioned the refunds which appear on pages 1, 2, and 6. Mr. Przybelski stated the ones on page 1 and 2 are for insurance payments. The refund on page 6 was due to an assessment deposit which was made and the assessment was not needed so the \$50 deposit was refunded. A motion

was made by Ms. Borski and seconded by Mr. Krogwold 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 planning 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 vacancy in Public Health was offered and we are awaiting acceptance. The social worker vacancy in Child Protective Services was filled last week.

VI. NEXT MEETING

The next meeting is September 8, 2014.

VII. ADJOURNMENT

The meeting adjourned at 5:40 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD
September 8, 2014

Present

Jeanne Dodge
Jim Krems
Jerry Walters
Chris Doubek
Janis Borski
Lonnie Krogwold
Nancy Prince
Dr. Gene Numsen

Excused

Dan Dobratz

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

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

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

I. MINUTES, GENERAL REPORTS, AND COMMENTS

A. Approval of Meeting Minutes of Health and Human Services Board for September 8, 2014

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

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski informed the Board of a continued contract for \$6,500 with Formal Learning Youths and Young Adults which is a treatment alternative for youth.

Mr. Przybelski stated not all the information from the State is available yet regarding the budget. There are Able Bodied Adults without Dependents funding totaling \$4-7 million to the state. It is unknown at this time how the funds will be divided out. This will replace funds lost with PPCACA.

- 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/Follow-Up on 2013 Annual Report

Ms. Dodge stated the report is a good synopsis of the services provided by the agency. Ms. Dodge asked for the report to be sent to all County Board members.

III. FISCAL ISSUES

- A. Discussion/Action on Application for NACCHO Accreditation Support Initiative

Mr. Przybelski stated this grant was one which we applied for last year for \$30,000. The grant is much smaller this year. There is no match. The grant would be used to get accreditation for public health. It would help pay for onsite training for the staff. A motion was made by Ms. Borski and seconded by Dr. Numsen to approve the grant application. Motion carried.

- B. Discussion/Action on Grant Application for Brighter Futures Initiative

Mr. Przybelski stated this request is being postponed at this time. Work is continuing with community partners for the prevention funds. The grant would be approximately \$116,000.

- C. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated regular account vouchers totaled \$36,988.73. High cost account vouchers totaled \$580. They include voucher number 20140708 for \$6,028.87 and voucher number 20140710 for \$31,563.33. There were no adult substitute care voucher or children's substitute care vouchers. Purchases totaled \$677.56. Portage House vouchers totaled \$6,171.36. They include voucher number 20140707 for \$3,050 and 20140719 for \$903.73. Pre-authorizations totaled \$2,217.63. Ms. Borski

questioned the difference in respite care payments on page 2. Mr. Przybelski stated the length of respite care was different for the children. Ms. Borski questioned the Ameri-Corp vouchers on page 3. Mr. Przybelski stated this is for the first six months for the Ameri-Corp volunteer working out of the building. Ms. Borski questioned the voucher on page 6 to O'Brien and Associates. Mr. Przybelski stated this is for the economic support fraud investigations. Ms. Borski questioned the travel expenses for the ADRC volunteers. Mr. Przybelski stated volunteers are paid the IRS rate for transporting clients. Ms. Borski questioned the Gateway Report Center voucher on page 8. Mr. Przybelski stated the Gateway program is an after school program for at risk youth to prevent out of home placements. The program runs Monday thru Friday from 3:30 to 8:00 p.m. Thus far only a small percentage of the youth placed in the program have re-offended. Ms. Prince questioned the Champion Seminars vouchers on page 13. Mr. Przybelski stated these are for the Portage House CRP Program anger management seminars residents are required to go through. A motion was made by Ms. Borski and seconded by Mr. Krems 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. There were no reports presented.

- 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 30 hour per week nursing position.

VI. NEXT MEETING

The next meeting scheduled for September 22 has been rescheduled to September 29 due to the County Board members having a scheduling conflict.

VII. ADJOURNMENT

The meeting adjourned at 5:45 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD
September 29, 2014

Present

Excused

Jeanne Dodge
Dan Dobratz
Jim Krems
Jerry Walters
Chris Doubek
Janis Borski
Lonnie Krogwold
Nancy Prince
Dr. Gene Numsen

Also Present: Ray Przybelski, Director; Dawn Grasamkee, Recording Secretary; Gary Garske, Health Officer; Jason Hake, Business Manager; Kim Vagueiro, Children and Family Services Coordinator; Melanie Baehr, Public Health Supervisor; Cheryl Butkus, Accounts Receivable Supervisor; Dianne Koca, Office Manager; Zach Bishop, Portage House Director; Erica Wojcik, Assistant Business Manager; Mandy Mayek, Economic Support Supervisor; Amy Marcott, Community Programs Coordinator; Jill Hicks, Healthy Beginnings; and Patty Dreier, County Executive.

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

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

I. MINUTES, GENERAL REPORTS, AND COMMENTS

A. Approval of Meeting Minutes of Health and Human Services Board for September 8, 2014

Ms. Borski corrected page 3 to state that Mr. Walters asked for the presentation on the Gateway Program. Mr. Przybelski stated the acronym on page 1 under I C should be PPACA rather than PPCACA. A motion was made by Mr. Krems and seconded by Mr. Doubek to approve the minutes as amended. Motion carried.

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski informed the Board the clinic remodel is almost finished. There is one item we are waiting for. Board members are invited to stop in to see the new clinic or can look through the clinic area at the next meeting.

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

There were no members of the public present.

II. PROGRAM ISSUES

A. Discussion/Presentation on Second Quarter Statistics from Healthy Beginnings

Ms. Hicks passed around pictures that are used to show parents how children can either look at a real item in person versus a picture of an item, i.e., an actual pine branch versus a picture of a pine branch. Ms. Hicks distributed the quarterly report and reviewed the document. On page 1 under protective factors the number should be 42 families rather than 41 families. Ms. Hicks distributed a chart of the HOME scores as well as the FRIENDS summary. Only 7 families have completed the post test thus far. The other 35 families will be completing the post test. Ms. Borski questioned the number of attempted visits. Ms. Hicks clarified the number shows how many times a worker went to the homes and no one answered. Mr. Doubek questioned how families are referred to the program. Ms. Hicks stated through the hospital, Prenatal Care Coordination program, or Health and Human Services. Mr. Walters questioned how someone graduates from the program. Ms. Hicks stated they graduate once they complete four years of programming. Ms. Hicks distributed the Life Skills Progression. Ms. Borski questioned if families that have graduated are used to help other parents such as mentoring. Ms. Hicks stated they haven't used them thus far but it is a good idea. Mr. Krogwold questioned how long after graduating are families tracked. Ms. Hicks stated they haven't been tracked. Mr. Krogwold commented tracking these families is a good way to find out if the programming is working. Ms. Hicks distributed the 2014 budget. The program is right on track for 2014. Ms. Hicks distributed the budget update

for 2015 shows a \$40,000 reduction. This would mean a wait list would have to be developed. A reduction in staff would need to occur as well as a reduction of 20-30 less families being served.

B. Discussion/Update on 2015 HHS Budget

Mr. Hake distributed a handout that shows the page numbers of the major highlights of the budget. There were no significant changes since the budget was last presented. Mr. Krogwold questioned the reserve amount for the high cost accounts. Mr. Hake stated it is about \$1.2 million.

The Administration budget reflects a \$65,000 addition due to Portage House AMSO.

The Public Health budget received a number of grants. Funding for various programs such as Wisconsin Well Women, Seal-A-Smile, SNAP-Ed, and Maternal Child Health. The Wisconsin Well Women program will be ending in July 2015. Mr. Przybelski stated a reduction in hours was done in the Wisconsin Well Women program. The health assistant position for the Seal-A-Smile program was discontinued. Five hours were added to the tech position for tobacco and BRACE grant programming. Mr. Walters questioned what the tobacco funding is used for. Mr. Przybelski stated this is for compliance checks.

The Community Programs budget eliminated \$60,00 in the mental health voucher due to PPACA (Patient Protection Affordable Care Act). OWI assessments are down since individuals are not coming in. The Comprehensive Community Services regionalization will allow for 100% expense collection whereas only 60% was collected before. One FTE will be added in the Children's Service Coordination area and 0.15 FTE in Birth to Three. The Portage House budgets have now been added to this division.

The Child Welfare/Juvenile Justice budgets reflect the combination of the Home and Financial Manager and Child Welfare Assistant position. The Professional Services Group contract has increased due to the number of court ordered supervised visitations. The AODA juvenile justice grant funded a position. We have not received the grant but the position will remain due to funding available in the Community and Residential Program AMSO.

Two positions in the Income Maintenance/Economic Support section will be eliminated due to the reduction in PPACA funding. The FSET program funding has been eliminated which will result in the loss of 0.35 FTE position. Mr. Przybelski stated one position is currently vacant in Economic Support which will not be refilled. It is possible the other position will not be eliminated due to the state talking about the Foodshare Employment and Training Program working with Able Bodied Adults Without Dependents population.

III. FISCAL ISSUES

A. Discussion/Action on Approval of Brighter Futures Initiative Grant

Mr. Przybelski stated this is a statewide grant. The request is for \$197,414. A motion was made by Ms. Borski with a second by Mr. Krems to approve the grant application. Motion carried.

C. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated regular account vouchers totaled \$108,067.14. High cost account vouchers totaled \$157,511.76. They include voucher number 20140709 for \$28,268.75, voucher number 20140740 for \$20, voucher number 20140759 for \$17,492.16, voucher number 20140762 for \$69,605.19, and voucher number 20140765 for \$184.69. Adult substitute care vouchers totaled \$28,072.67 and children's substitute care vouchers totaled \$118,031.09. Prior authorizations include \$4,055.02. Purchases totaled \$9. Portage House vouchers totaled \$6,498.58. They include voucher number 20140758 for \$6,498.58. Ms. Borski questioned the voucher for Clark County on page 16. Mr. Przybelski stated one was a new placement and one is an ongoing placement. Ms. Borski questioned the voucher for My Innovative Services on page 16. Mr. Przybelski stated this is the crisis bed utilized by the county. A motion was made by Ms. Borski and seconded by Mr. Walters 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.

Dr. Numsen reported on the Mental Health Services Coordinating Committee and the Family Support Program meeting.

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 applications are pending for the school nurse as well as the environmental health technician.

VI. NEXT MEETING

The next meeting is scheduled for October 13, 2014.

VII. ADJOURNMENT

The meeting adjourned at 5:45 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD
October 13, 2014

Present

Excused

Jeanne Dodge
Dan Dobratz
Jim Krems
Jerry Walters
Chris Doubek
Janis Borski
Lonnie Krogwold
Nancy Prince
Dr. Gene Numsen

Also Present: Ray Przybelski, Director; Dawn Grasamkee, Recording Secretary; Jason Hake, Business Manager; Kim Vagueiro, Children and Family Services Coordinator; and Jodi Petersen, Juvenile Justice Supervisor.

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

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

I. MINUTES, GENERAL REPORTS, AND COMMENTS

A. Approval of Meeting Minutes of Health and Human Services Board for September 29, 2014

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

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski informed the Board information is coming in from the Department of Corrections (DOC), Division of Children and Families (DCF), and Division of Health Services (DHS) from the state regarding the state biennium budget requests. DCF is requesting a \$5 million increase in its base allocation for child welfare in the next biennium budget. No preliminary figures were received from DHS. DOC is holding its daily rate for the next year and corrections will remain flat for the next year.

Mr. Krogwold questioned if information was received regarding the allocations thus far. Mr. Przybelski stated not as of yet.

Mr. Przybelski stated the agency applied for and will receive the Juvenile AODA grant but it no dollar figure was given.

- 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 Gateway After School Report Center

Ms. Petersen distributed a copy of the Gateway Report Center brochure along with program outcomes. The center was started in 2007. The center runs from 3:00 to 8:00 p.m. on weekdays during the school year and from 12:00 to 5:00 p.m. in the summer. A total of 83 youth were served in the program. The majority were male. Only 18 of the 83 youth committed new offenses which were primarily misdemeanors. The majority of those reoffending were male. Seven of the 83 youth served entered out-of-home placements, again with the majority being male. Mr. Przybelski stated when the program was started, the agency looked at youth with a high risk of being removed from the home to be the first to attend. Mr. Krogwold questioned if the youth continue to be tracked after they are out of high school. Ms. Petersen stated they are not. The program is run by the Boys and Girls Club. The Gateway Program is located in a different building than the Boys and Girls Club. Mr. Przybelski stated the program is directed by JR Wynne, a former Board member.

III. FISCAL ISSUES

- A. Discussion/Action on Resolution to Approve Contract Over \$100,000

Mr. Przybelski stated this is the Energy Services contract. This is the LIEHAP funds received from the State. There are no other individuals or businesses available to provide this service. Ms. Dodge questioned the contract amount. The contract is for \$127,263. The resolution will be

amended to include the contract amount and brought back at the next meeting.

C. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated regular account vouchers totaled \$51,551.61. High cost account vouchers totaled \$210,908.10. They include voucher number 20140798 for \$4,644.65 and voucher number 20140800 for \$62,856.05. Adult substitute care vouchers totaled \$27,167.10 and children's substitute care vouchers totaled \$114,950.26. Prior authorizations include \$1,528.99. Purchases totaled \$1,089.04. Portage House vouchers totaled \$2,145.71. They include voucher number 20140797 for \$746.97. Prior authorizations totaled \$1,398.74. Mr. Walters questioned the voucher for recreational/alternative activities on page 2. Mr. Przybelski stated this is for the Family Support Program for recreational activities for a child served in the program. Mr. Walters questioned the purchase of a birth certificates on page 7. Mr. Przybelski stated birth certificates are needed for some of the children served in the program. The workers will hold on to the birth certificate for the youth. Mr. Walters questioned the number of health checks on page 12. Mr. Przybelski stated these are health checks that need to be performed prior to a client being placed at a residential care facility. They end up being billed back to a third party pay source. Mr. Dobratz questioned the balance for the high cost accounts. Mr. Przybelski stated as of 10/13 59% of the budget has been utilized. There are always revenues and expenditures that are delayed. A motion was made by Mr. Walters and seconded by Mr. Krems to place the vouchers on file. Motion carried.

IV. REPORTS FROM BOARD APPOINTED COMMITTEES/ACTIVITIES

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

The Board did not go into closed session.

Ms. Borski distributed a copy of the Portage County Coalition for alcohol/drug abuse prevention agenda for October 23.

Ms. Dodge reported on the permanency plan for October.

B. Return of Open Session (If Necessary)

The Board did not go into closed session.

Mr. Przybelski stated he neglected to report on ebola for Mr. Garske. There is no ebola in the state. Local health providers are meeting to come up with plans if an ebola case is found in the state.

V. PERSONNEL ISSUES

A. Discussion/Information on Position Refills

Mr. Przybelski stated interviews were held for the school nurse as well as the environmental health technician.

VI. NEXT MEETING

The next meeting is scheduled for October 27, 2014.

VII. ADJOURNMENT

The meeting adjourned at 5:10 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD
October 27, 2014

Present

Dan Dobratz
Jim Krems
Jerry Walters
Chris Doubek
Janis Borski
Lonnie Krogwold
Nancy Prince
Dr. Gene Numsen

Excused

Jeanne Dodge

Also Present: Ray Przybelski, Director; Dawn Grasamkee, Recording Secretary; Gary Garske, Health Officer; Kim Vagueiro, Children and Family Services Coordinator; Amy Brogan, social worker; and Sari Lesk, Stevens Point Journal.

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

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

I. MINUTES, GENERAL REPORTS, AND COMMENTS

A. Approval of Meeting Minutes of Health and Human Services Board for October 13, 2014

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

B. Correspondence

Mr. Przybelski stated Jim Canales is retiring from Community Care of Central Wisconsin (CCCW). A recognition event will be held on November 19. Any one interested in submitting anything for this event can send their comments to Mr. Przybelski and he will get forward it on.

Mr. Przybelski stated Bill McCulley, a former coordinator with Human Services, has been diagnosed with terminal illness. A get-together is planned for November 1 from 1:00 to 3:00 p.m. at Meyers Landing. Anyone interested in attending should contact Lauri Rockman. Mr. Przybelski will email Lauri's contact information to the Board.

C. Director's Report

Mr. Przybelski stated budget figures from the State for the Division of Health Services and the Department of Corrections is still forthcoming.

Mr. Przybelski stated there is no ebola in Portage County.

Mr. Przybelski stated round 2 of enrollment in the Affordable Care Act is scheduled to be held from November 1 thru November 15.

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 Posting of Inspection Reports on Healthspace

Mr. Garske distributed a handout of the definitions for Priority items, Priority Foundation items, and Core items. The Department receives requests from the public regarding restaurant inspections. These are public domain. Healthspace is an inspection program which shows the inspection reports on the day the inspection was held. The Department of Health Services has asked departments conducting inspections whether they wish to make these available to the public. A link would be posted on the county's website. Ms. Prince asked if inspections are scheduled or unscheduled. Mr. Garske stated they are unannounced inspections unless a follow up is needed. Restaurants have been informed the inspections can be made public. Mr. Walters stated he assumed if any restaurants were opposed to making these reports public, they would have attended the meeting to voice their objection. The only reports available currently would be restaurants licensed through the Department of Health Services. The reports would be available online after January 1, 2015. A motion was made by Mr. Walters and seconded by Mr. Doubek to approve the posting of inspection reports on the website. Motion carried.

III. FISCAL ISSUES

A. Discussion/Action on Resolution to Approve Contract Over \$100,000 with Energy Services

Mr. Przybelski the resolution was amended to include the contract amount of \$127,263. A motion was made by Mr. Krogwold with a second by Mr. Krems to approve the resolution. Motion carried.

B. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated regular account vouchers totaled \$96,621.28. High cost account vouchers totaled \$33,937.65. They include voucher number 20140799 for \$28,268.75, voucher number 20140819 for \$174.96, voucher number 20140834 for \$76,169.30, and voucher number 20140835 for \$19,545.20. There were no adult substitute care vouchers or children's substitute care vouchers. Prior authorizations totaled \$4,593.71. Purchases totaled 9. Portage House vouchers totaled \$9,140.12. They include voucher number 20140833 for \$7,852.83. Prior authorizations totaled \$1,287.29. Ms Borski questioned the vouchers on page 14 for Board SNF. Mr. Przybelski stated these are for the daily rate we pay to Trempealeau County Health Care which are not reimbursed by Medicaid. 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.

Mr. Walters reported on the CAP Services meeting.

Mr. Walters reported on the AODA Coalition 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 environmental health technician position has been hired. The vacant school nurse position was offered and the candidate turned down the job. An offer will be going out to the next candidate.

Ms. Borski questioned the Portage House positions and whether they come thru the Board. Mr. Przybelski stated they generally do but the position currently being filled is for relief staff. These positions turn over quickly so an exception was made for these positions for Board approval to have ongoing recruitment without them needing to be brought to the Board.

VI. NEXT MEETING

The next meeting is scheduled for October 27, 2014.

VII. ADJOURNMENT

The meeting adjourned at 5:08 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD
November 10, 2014

Present

Jeanne Dodge
Dan Dobratz
Jim Krems
Jerry Walters
Janis Borski
Nancy Prince

Excused

Lonnie Krogwold
Chris Doubek
Dr. Gene Numsen

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

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

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

I. MINUTES, GENERAL REPORTS, AND COMMENTS

A. Approval of Meeting Minutes of Health and Human Services Board for October 27, 2014

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

B. Correspondence

There was no correspondence.

C. Director's Report

Mr. Przybelski informed the Board of a committee regarding the possibility of a treatment alternative court being developed by the judge. A treatment alternative grant is anticipated being available in 2016 or sooner.

Mr. Przybelski stated the County Executive vetoed the additional funding to Healthy Beginnings. Mr. Przybelski stated it is up to Healthy Beginnings to speak at the County Board meeting to reconsider making the additional funding available. The Department will continue to work with Healthy Beginnings to serve as many families as we can with the funding available.

- 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: Adoption of the 2015 Health and Human Services Fee Schedule

Mr. Przybelski stated there were a couple of changes on the fee schedule. Under the social work services section, under Electronic Monitoring, the Level 3 rate should be \$5 per day instead of \$5.75 per day. Also under the Early Intervention Specialist the rate should be \$98 per hour instead of \$97.25 per hour. Under the Other Services by Appointment section the Brief Interperiodic Visit should be \$10.98 per 5-10 minutes instead of \$10.96 and the Lead Test Analyzer should be \$16.52 per test instead of \$16.89 per test. A motion was made by Mr. Dobratz and seconded by Ms. Prince. Motion carried.

- B. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated regular account vouchers totaled \$50,301.34. High cost account vouchers totaled \$145,441.65. They include voucher number 20140857 for \$354.42, voucher number 20140867 for \$15,653.75, voucher number 20140868 for \$30,938.15, and voucher number 20140875 for \$2,978.94. Adult substitute care vouchers totaled \$28,072.67 and children's substitute care vouchers totaled \$117,368.98. Prior authorizations totaled \$428.08. Purchases totaled \$1,168.81. Portage House vouchers totaled \$489.90. They include voucher number 201408666 for \$489.90. Ms. Borski questioned the vouchers on page 5 regarding rabies submission. Mr. Garske stated this was for west nile virus which is tested until it is confirmed. Mr. Dobratz questioned if the high cost accounts are on track for 2015. Mr. Przybelski stated currently they are but there are still a couple months to go. A motion was made by Mr. Dobratz and seconded by Ms. Borski to place the vouchers on file. Motion carried.

III. PROGRAM ISSUES

A. Discussion/Information on Third Quarter Division of Public Health Statistics

Mr. Garske presented the public health statistics. Mr. Dobratz asked for an update on the TB issue. Mr. Garske stated the case was completed as of mid September. The individual in quarantine has now relocated to California. The decrease in immunizations for the quarter compared to last year was due to the large amount of hepatitis A immunizations given last year. Chlamydia continues to be high due to the University population. Lyme's numbers were up due to more awareness of the disease and physicians testing for it. There was more interest in the Farmer's Market program than vouchers available. There was a change in the state regarding regionalizing the Wisconsin Well Women Program on July 1, 2014. We may be one of the regional centers, but the decision has not yet be made. Environmental Health is on track. The division spent a considerable amount of time on the Farm Technology Days in the third quarter for the purpose of public outreach and education purposes. The environmental health staff provided a larger number of temporary licenses due to it being fair season. Preparedness began work on early intervention for ebola. Staff vacancies were filled with one nurse position still vacant. Mr. Walters questioned the lead poisoning procedures. Mr. Garske stated blood lead testing is done and the department monitors individuals who have a blood lead level greater than 5 mg/dl. Additionally a nutrition assessment is also completed and an environmental assessment, if warranted, if a child's blood lead is greater than 15 mg/dl.

B. Information/Tour: Remodel Health Services Clinical Space

The Board took a tour of the remodeled health services clinical space.

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. Walters reported on the CAP Board meeting.

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 20 hour nurse position is the only vacant position and it is hopeful to be filled soon.

VI. NEXT MEETING

The next meeting is scheduled for November 24, 2014.

VII. ADJOURNMENT

The meeting adjourned at 5:40 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

**MINUTES
HEALTH AND HUMAN SERVICES BOARD
November 24, 2014**

Present

Jeanne Dodge
Dan Dobratz
Jim Krems
Dr. Gene Numsen
Jerry Walters
Janis Borski

Excused

Lonnie Krogwold
Chris Doubek
Nancy Prince

Also Present: Ray Przybelski, Director; Dawn Grasamkee, Recording Secretary; Jason Hake, Business Manager; Zach Bishop, Portage House; Amy Marcott, Community Programs Coordinator; Mike McKenna, Corporation Counsel; Lacey Coonen, Corporation Counsel; and Kate Kipp, Justice Programs.

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

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

I. MINUTES, GENERAL REPORTS, AND COMMENTS

A. Approval of Meeting Minutes of Health and Human Services Board for November 11, 2014

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

B. Correspondence

There was no correspondence. Mr. Przybelski introduced Kate Kipp from Justice Programs and Lacey Coonen from Corporation Counsel.

C. Director's Report

Mr. Przybelski had nothing to report.

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 Division of Community Programs Third Quarter Statistics

Ms. Marcott reported the psychiatric wait list is down to only six individuals on the wait list with about a one month wait. Adult protective services has been very busy with 29 very complicated investigations and 6 guardianships. Emergency detentions are down. There were 21 interventions which diverted placement in the hospital or emergency detentions. No vouchers were given due to the Affordable Care Act. Ms. Marcott stated the state has changed the reporting program for crisis diversions. Ms. Marcott stated the rough numbers are 14 mobile crisis diversions and two crisis bed diversions. Placements at Winnebago are due to complicated cases as well as the other placements are full at this time. There is still one individual at Trempealeau County. The individual will be transitioned to a group home. CCS Regionalization has been approved as of September 1 with Wood County. The agency will now receive 100% reimbursement compared to the previous 60% reimbursement for individuals receiving CCS services. There is a push to have as many clients as possible receive CCS services in order to free up funds in other areas. The Birth to Three caseload has been growing rapidly. A motion was made by Mr. Dobratz and seconded by Dr. Numsen to put the report on file. Motion carried.

B. Discussion/Action on Resolution Designating the Office of Corporation Counsel to Represent the Interest of the Public for Legal Actions Under Chapter 48, Children's Code Pursuant to Section 48.09 State Statutes

Mr. Przybelski stated currently TPR's are handled by the Corporation Counsel. The CHIPS cases are handled by the District Attorney's Office but are moved to the Corporation Counsel if TPR is pursued. Mr. Przybelski stated there are 64 of 72 counties having their CHIPS and TPR's handled in the same office. A study was done by an ad hoc committee which reported the cases should be handled by one office, efficiencies will be gained, and resources will be required. The resolution being presented will move CHIPS cases to the Corporation Counsel office. It is anticipated the move would be fully implemented by 9/1/15. Mr. McKenna agreed with Mr. Przybelski's summarization. Mr. McKenna stated it would help move the process along. Mr. Walters questioned what the financial impact would be. Mr. McKenna stated there would be a financial impact in that an attorney and paralegal would need to be hired. The funds would come from the LTC budget.

Additionally some IV-E funds would also be received. A motion was made by Ms. Borski and seconded by Mr. Dobratz to approve the resolution. Motion carried.

III. FISCAL ISSUES

A. Discussion/Action: Resolution Approving Contract with Justiceworks for the Provision of CRP Services

Mr. Przybelski stated the resolution is being brought to this Board and will then be forwarded to the Judicial Governing Committee. The resolution is to approve the contract with Justiceworks for CRP services. There are currently 15 individuals in the program. The state is vested in moving this programming forward. A motion was made by Mr. Krems and seconded by Dr. Numsen to approve the resolution. Motion carried.

B. Discussion/Action: Resolution Approving 2015 Contracts Greater than \$100,000 with the Health and Human Services Department

Mr. Przybelski stated the contract list is also included. The contract amounts will most likely not be reached for each contract. The figures are in line with what was budgeted. Mr. Dobratz questioned if there are any new providers. Mr. Hake stated Professional Services Group was previously below \$100,000 but they are now over due to handling the supervised visitations. A motion was made by Mr. Dobratz and seconded by Ms. Borski to approve the resolution. Motion carried.

C. Discussion/Action Approval 2015 Contracts Greater than \$25,000 but Less Than \$100,000

Mr. Przybelski stated all the contracts on this list fall within this range and need only HHS Board approval to enter into contracts for 2015. A motion was made by Mr. Krems and seconded by Dr. Numsen to approve the contracts. Motion carried.

C. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated regular account vouchers totaled \$53,432.25. High cost account vouchers totaled \$11,028. They include voucher number 20140894 for \$87.50, voucher number 20140924 for \$4,503.78, and voucher number 20140926 for \$58,288.72. There were no adult substitute care

vouchers or children's substitute care vouchers. Prior authorizations totaled \$1,610.25. Purchases totaled \$2,322.83. Portage House vouchers totaled \$5,722.21. They include voucher number 20140923 for \$5,722.21. A motion was made by Ms. Borski and seconded by Mr. Walters 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.

- 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 there are no vacant positions. There are still the new positions approved in the budget process for 2015. Recruitment will start in December for these positions.

VI. NEXT MEETING

The next meeting is scheduled for December 8, 2014.

VII. ADJOURNMENT

The meeting adjourned at 5:10 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P

MINUTES
HEALTH AND HUMAN SERVICES BOARD
December 8, 2014

Present

Jeanne Dodge
Chris Doubek
Jim Krems
Nancy Prince
Dr. Gene Numsen
Lonnie Krogwold
Janis Borski

Excused

Dan Dobratz
Jerry Walters

Also Present: Ray Przybelski, Director; Dawn Grasamkee, Recording Secretary; Gary Garske, Health Officer; Kim Vagueiro, Children and Family Services Coordinator; Jill Hicks, Healthy Beginnings; Sarah Wallace, Planning and Zoning; Connie Creighton, UW Extension.

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

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

I. MINUTES, GENERAL REPORTS, AND COMMENTS

A. Approval of Meeting Minutes of Health and Human Services Board for November 24, 2014

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

B. Correspondence

Mr. Przybelski distributed the 2015 tentative meeting list for the Board. Mr. Przybelski passed around a sheet for the Board to express their Christmas wishes to the staff.

C. Director's Report

Mr. Przybelski distributed a list of the 2015 contracts below \$25,000. These contracts are primarily for counseling for CCS clients.

Mr. Przybelski reported the agency was approved for the Brighter Futures Initiative grant. The agency had the highest scoring application in the State. There will be \$197,000 for prevention services over the next three years.

These funds will be used for foster parent training, foster parent mentoring, and foster youth mentors. Implementation is expected to occur by March 1, 2015.

- 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 Statistics from Healthy Beginnings Program

Ms. Hicks distributed the Healthy Beginnings third quarter report. Ms. Hicks gave an update on the contract and how this new system will be handled. A rate per hour will be determined. A service contract will be put in place. UW-Extension is considering the cost and risk of the contract. There are issues involved regarding the state contract benefit rate, the cost of fringe benefits, etc. Mr. Przybelski stated the Department has always had service contracts that are based on the actual cost of a service including administrative costs, supplies, travel, etc. These are billed monthly. Ms. Hicks reviewed the quarterly report. The current wait is now three but in reality there is no one on the wait list. Ms. Borski questioned if information on the parents such as sex, age, ethnicity are tracked. Ms. Hicks stated it is tracked but not included in the report.

- B. Discussion/Information on Third Quarter Program Statistics from the Division of Children and Families

Ms. Vagueiro reviewed the statistics. There is a record number of younger children (7 years old) on delinquency. Mr. Przybelski stated this limits our options for detention as youth must be at least age 12 to be in detention. There are 89 children in foster care with an additional 21 more children placed in the last five weeks. The majority of Child Welfare cases. Economic support is down 2.5 FTE and it is now open enrollment time for the federal marketplace. There were an additional 330 cases consortium wide that will be sent to the agency to see if they are Medicaid eligible. Child Support has been stable.

C. Discussion/Request for Board Member(s) Participation in the 140 Review

Mr. Przybelski stated this review occurs every five years. The review will be held on December 11 beginning at 10:00 a.m. in conference room 107. The State has asked for Board member participation. They would like one or two Board members. Ms. Borski volunteered. Ms. Prince will tentatively attend. Ms. Dodge also will attempt to participate.

III. FISCAL ISSUES

A. Discussion/Action to Apply for Healthier Wisconsin Partnership Grant in Amount of \$300,000

Mr. Przybelski stated this is a \$300,000 grant. Ms. Wallace stated this is an off shoot of the Bike/Pedestrian Plan to help residents get active and healthier. Mr. Garske stated this is also a portion of the Healthy Wisconsin plan. The funds would allow for sustainable changes in the community. A 30 month FTE employee would be hired as a the health educator and advocator. Ms. Wallace stated there is also a Safehouse School component for K-12. The grant would be written jointly. A motion was made by Ms. Prince and seconded by Ms. Borski to approve applying for the grant. Motion carried.

B. Discussion/Action to Place Vouchers on File

Mr. Przybelski stated regular account vouchers totaled \$93,831.78. High cost account vouchers totaled \$165,233.40. They include voucher number 20140925 for \$28,268.75, voucher number 20140937 for \$110, voucher number 20140942 for \$11,942.92, and voucher number 20140943 for \$72,776.81. Adult substitute care vouchers totaled \$27,167.10 and children's substitute care vouchers totaled \$115,098.60. Prior authorizations totaled \$3,701. Purchases totaled \$179. Portage House vouchers totaled \$1,852.85. They include voucher number 20140941 for \$1,852.85. Ms. Borski questioned the voucher on page 5 for respite care. Mr. Przybelski stated these are the respite providers. Ms. Borski questioned the dental program vouchers on page 6. Mr. Przybelski stated the vouchers are for dental sealants which still provided but has been discontinued for sixth graders. Ms. Borski questioned the CAP Services vouchers for rent on page 7. Mr. Przybelski stated these are for the four supported apartments. Ms. Borski questioned the compliance checks voucher on page 12. Mr. Przybelski stated this is for WINS which is for tobacco compliance checks.

There was a 98% compliance rate with only one out of 25 establishments checked that sold to a minor. Ms. Borski questioned the pre-authorizations on page 17 for the Kalarhari. Mr. Przybelski stated these were for the rooms booked for the staff to attend a conference. Ms. Borski questioned the bus ticket purchased for a client on page 18. Mr. Przybelski stated this was for an individual who was not a county resident with mental health issues who wanted to leave the area. A motion was made by Ms. Borski and seconded by Mr. Krems 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.

Dr. Numsen reported on the Mental Health Committee meeting.

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 interviews are occurring for the 20 hour public health nursing position. There is a Community Long Term Support position that has been posted for 2015 which was approved through the budget process.

VI. NEXT MEETING

The next meeting is scheduled for either December 22, 2014 or January 12, 2015. An email will be sent out if the December 22 meeting is cancelled.

VII. ADJOURNMENT

The meeting adjourned at 5:35 p.m.

Submitted by:

Dawn Grasamkee
Recording Secretary

0599P