

MINUTES
Pierce County Board of Human Services
January 18, 2007
Pierce County Office Building, Meeting Room 245

- Call To Order The meeting was called to order at 5:15 p.m.
- Roll Call Members present were Ruth Suplick, Joyce Borgerding, Ben Plunkett, Rich Purdy, Dan Reis, Ogden Rogers, Pamela Sans and Bill Gilles.
- Staff present were Reggie Bicha, Donna Robole, Kim Thompson, Gary Holden, Reggie Christiansen, Chuck Balzer, Ronda Brown Anderson, Julie Krings and Jill Kvigne. Curt Kephart was also present.
- Minutes Motion by Dr. Rogers, seconded by Ms. Borgerding, to approve the minutes of the December 14 board meeting. Motion carried.
- Public Comments None
- Presentation on Intoxicated Driver Program Community Behavioral Health program manager Kim Thompson and program staff Reggie Christiansen and Gary Holden shared information about their work with the Intoxicated Driver Program (IDP) and about developing plans that help individuals obtain and maintain sobriety. In the past 12 months, 268 people have been seen for an IDP assessment.
- Action to Adopt Policy Administrative Policy CBH-05, Community Behavioral Health unit on Clinical Supervision for Licensed Psychotherapists was reviewed and received as presented.
- Action to approve 2007 Purchase of Service Contracts Motion by Dr. Rogers, seconded by Mr. Reis, to approve the list of 2007 purchase of service contracts and amounts as presented. Motion carried.
- Action on Resolution for Long Term Care Reform and Action on Resolution for ADRC Funding Motion by Dr. Purdy, seconded by Dr. Rogers, to approve the resolution to commit Pierce County to participate in Wisconsin's Long Term Care Reform and to approve a resolution to apply for funding from the Department of Health and Family Services for the development of an Aging and Disability Resource Center (ADRC) and forward both resolutions to the Finance and Personnel Committee for further consideration. Motion carried. The Board approved the resolutions and noted as a matter of procedural process some details such as specific state funding is still in flux. The Board also asked that this topic remain on the Human Services Board agenda for the next several months to provide a platform for the Board to hear new information.
- Action to Approve Position Descriptions Motion by Dr. Purdy, seconded by Dr. Rogers, to approve the Operations Manager and the Aging and Human Services Program Administrator position descriptions as presented and forward them to the Finance and Personnel Committee for further consideration. Motion carried.

Financial Report	The Board reviewed the year-to-date financial report and received the report as presented.
Director's Report	Ronda Brown Anderson began employment with Pierce County on January 11 as the program manager for Economic Support and Child Support. She was present and Mr. Bicha introduced her to the Board.
	Interviews for an AODA counselor vacancy were completed earlier this month and the position should be filled within the next 30 days.
	Long Term Care Reform topics will continue on January 23 with the Council on Aging, and a community forum and ADRC focus group on February 13 and March 13.
	Ethics and Boundaries Training will be held in February for all agency employees participating through the Western Wisconsin Partnership.
	On January 15, Ellsworth and Prescott school staff, along with several department staff, participated in a training called Unlocking the Secrets of Change. Dot Everhart facilitated the training cosponsored by the Western Wisconsin Partnership and CST grant funds.
	The County provided notice that Economic Support and Child Support staff will be relocated out of the bank building by June 30, 2007. The department will be working with the Building Committee, Maintenance and Administration to develop a plan to bring staff into the Pierce County Office Building.
	Director Reggie Bicha has been appointed by the Wisconsin County Human Services Association to represent the organization on a statewide committee on Juvenile Court Intake training requirements.
Closed Session	At 7:15, Chairman Gilles passed the gavel to Vice Chair Purdy and was excused. Motion by Dr. Purdy, seconded by Ms. Sans, with a unanimous roll call vote to convene into closed session at 7:16 p.m. pursuant to Section 19.85(1) (c) Wisconsin Statutes, for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction of exercises responsibility: Human Services Director's annual performance evaluation. Motion carried. Motion by Dr. Rogers, seconded by Ms. Borgerding, to return to open session at 7:37 p.m. Motion carried.
Return to Open Session	Motion by Mr. Reis, seconded by Ms. Borgerding, to approve the Director's performance goals as presented with the addition of the Long Term Care Transitional planning process. Motion carried.
Adjournment	Dr. Rogers moved, Ms. Borgerding seconded the meeting be adjourned at 7:38 p.m. Motion carried.
	Respectfully submitted,

	Donna Robole

MINUTES
Pierce County Board of Human Services
February 22, 2007
Pierce County Office Building, Meeting Room 245

- Call To Order The meeting was called to order at 5:15 p.m.
- Roll Call Members present were Ruth Suplick, Joyce Borgerding, Ben Plunkett, Rich Purdy, Dan Reis, Ogden Rogers, Pamela Sans and Bill Gilles.
- Staff present were Reggie Bicha, Heather Rewey Conway, Kathy Hass, Donna Robole, Julie Krings and Jill Kvigne. Curt Kephart was also present.
- Minutes Motion by Dr. Purdy, seconded by Ms. Borgerding, to approve the minutes of the [January 18](#) board meeting. Motion carried.
- Public Comments None
- [Presentation on Children's Long Term Care Programs](#) Social Worker Heather Rewey Conway presented an overview of programs available in our county for children with physical, emotional or developmental disabilities and their families. The children's programs can serve those up to age 22. Currently 40 percent of the county's Long Term Support waiting list is comprised of children with severe emotional disabilities, physical and/or developmental disabilities.
- [Long Term Care Reform Initiative](#) On February 2, 2007, the Human Services Directors from Dunn, St. Croix, Chippewa, Eau Claire and Pierce Counties, along with Community Health Partnership CEO Karen Bullock, met with DHFS Secretary Kevin Hayden and other officials. The productive meeting allowed counties, its partners, and the state to discuss pending issues relative to long term care implementation.
- The department also held a community forum on February 13 with more than 100 consumers, providers, and people of interest in attendance.
- The Finance and Personnel Committee approved both resolutions on long term care, and they are scheduled for a first reading of the County Board on February 27, 2007.
- [Capital Equipment Purchases](#) The Department utilizes seven computers that were purchased in 2002 or before. The county policy requires that IT equipment be replaced after five years of service. Motion by Dr. Purdy, seconded by Mr. Reis, to approve the computer and software purchases of \$11,872 as presented. Motion carried.

Action to Adopt Policy

Policy BD-05, Director Absence or Vacancy, was amended to designate authority to the Aging and Human Services Program Administrator position for coverage and decision making when the Director is unavailable. Motion by Mr. Plunkett, seconded by Dr. Rogers, to suspend policy BG-20 relative to two readings and move to adopt this policy upon first reading. This motion passed by unanimous vote. Motion by Dr. Rogers, seconded by Dr. Purdy, to approve the policy amendment as presented. Motion carried.

Authorization to Refill Vacant Positions

Motion by Dr. Purdy, seconded by Ms. Sans, to approve and recommend to the Finance and Personnel Committee the refill of one full time administrative assistant position due to a resignation. The administrative support unit had already downsized one administrative assistant position as part of its 2007 budget, and this vacancy causes the department to be understaffed.

Motion by Mr. Reis, seconded by Dr. Rogers, to approve and recommend to the Finance and Personnel Committee refill for the Human Services Director position and to begin the recruitment process. Motion carried. Motion by Dr. Purdy, seconded by Dr. Rogers, to convey authority to Chairman Gilles and Administrative Coordinator Kephart to act as a subcommittee of the Board of Human Services for the purpose of determining an interim operations plan until a new director is named. Motion carried.

Financial Report

The Board reviewed the year-to-date financial report. The Department averaged \$53,219 per month in copayments and collections for \$638,519 collected in 2007. The agency's final 2006 claim will be filed with the State at the end of March and final settlements from the State to occur in May or June 2007. The board received the report as presented.

Director's Report

Aging and Human Services Program Administrator Kathy Hass attended the immigrant services meeting with other departments and community members. The purpose of the meeting was to better understand the immigrant needs of an ever diversifying population. Ms. Hass also partnered with the area United Way to increase overall benefit distribution for Pierce County residents. The local United Way is dedicated to food programs and will administer the Emergency Food and Shelter program for Pierce County.

Agency personnel completed Ethics and Boundaries training February 20, 2007. Trainer Norm Brickl from the Western Wisconsin Partnership facilitated a morning and an afternoon session for the department employees.

The county provided notice to the bank to end the county's lease of office space effective August 1, 2007. The department will be working with the Building Committee, Maintenance, Information Systems and Administration to develop a plan to bring Economic Support and Child Support staff into the Pierce County office building by June 30, 2007.

Director Bicha recommended Administrative Coordinator Kephart authorize temporary help for the administrative support unit due to downsizing, a resignation and two upcoming family medical leaves.

Director Bicha thanked the Board of Human Services for allowing him the privilege of working with a Board who provides a nice balance of taking care of people while managing revenue sources. He also thanked the talented and dynamic Department staff for their work.

Adjournment

Dr. Purdy moved, Dr. Rogers seconded the meeting be adjourned at 6:30 p.m. Motion carried.

Respectfully submitted,

Donna Robole

MINUTES
Pierce County Board of Human Services
May 9, 2007
County Board Room - Pierce County Courthouse

- Call To Order The meeting was called to order at 5:17 p.m. by Chairperson Bill Gilles.
- Roll Call Members present were Joyce Borgerding, Dan Reis, Mike Larson, Ogden Rogers and Bill Gilles. James Camery representing the Finance and Personnel Committee was also present. Ruth Suplick, Pamela Sans and Ron Lockwood were excused. Administrative Coordinator Curt Kephart was present.
- Public Comments None
- [Closed Session Human Services Director Interviews](#) Motion by Dr. Rogers, seconded by Mr. Reis, with a unanimous roll call vote to convene into closed session pursuant to 19.85 (1)(c) Wisconsin Statutes for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Human Services Director interviews.
- Met with four candidates for the position of Director of the Department of Human Services.
- Return to Open Session and Action on Closed Session Item If Required Motion by Mr. Reis, seconded by Dr. Rogers to return to open session at 9:44 p.m. Motion unanimously carried.
- Adjournment Mr. Larson moved, Dr. Rogers seconded the meeting be adjourned at 9:45 p.m. Motion carried.

Respectfully submitted,

Donna Robole

MINUTES
Pierce County Board of Human Services
May 10, 2007
County Board Room - Pierce County Courthouse

- Call To Order The meeting was called to order at 5:20 p.m. by Chairperson Bill Gilles.
- Roll Call Members present were Joyce Borgerding, Dan Reis, Mike Larson, Ogden Rogers and Bill Gilles. James Camery representing the Finance and Personnel Committee was also present. Ruth Suplick, Pamela Sans and Ron Lockwood were excused. Administrative Coordinator Curt Kephart was present.
- Public Comments None
- Closed Session Human
Services Director Interviews Motion by Dr. Rogers, seconded by Mr. Reis, with a unanimous roll call vote to convene into closed session pursuant to 19.85 (1)(c) Wisconsin Statutes for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Human Services Director interviews.
- Met with three candidates for the position of Director of the Department of Human Services.
- Return to Open Session and
Action on Closed Session
Item If Required Motion by Mr. Reis, seconded by Dr. Rogers to return to open session at 9:15 p.m. Motion unanimously carried.
- Adjournment Mr. Reis moved, Mr. Camery seconded the meeting be adjourned at 9:17 p.m. Motion carried.

Respectfully submitted,

Donna Robole

MINUTES
Pierce County Board of Human Services
May 17, 2007
Pierce County Office Building, Meeting Room 245

- Call To Order The meeting was called to order at 5:15 p.m. by Chairperson Bill Gilles.
- Roll Call Members present were Joyce Borgerding, Dan Reis, Mike Larson, Pamela Sans, Ogden Rogers and Bill Gilles. Ruth Suplick and Ron Lockwood were excused.
- Staff present were Interim Director John Borup, Donna Robole, Kathryn Van Dusartz, and Joyce Barker. Administrative Coordinator Curt Kephart was also present, as were several other department employees.
- Minutes Motion by Dr. Rogers, seconded by Ms. Borgerding, to approve the Minutes of the [April 19](#) board meeting. Motion carried.
- Public Comments None
- [Presentation on Children's Mental Health Diagnosis](#) Mental Health Therapists Kathryn Van Dusartz and Joyce Barker presented on children's mental health diagnosis and the different diagnoses seen in the clinic, with emphasis on post traumatic stress disorder also known in youth as complex trauma. Children comprise one-third of the 200 people seen in the department's clinic each year.
- [Discuss and Take Action on to Secure Medical Assistance Funding for In Home Services with PATH Wisconsin Inc.](#) Motion by Dr. Rogers, seconded by Ms. Borgerding, approving the department to act as the billing agent for In Home Services with PATH Wisconsin, Inc., and affirming that Pierce County agrees to make available the nonfederal share needed to provide Medicaid mental health and substance abuse outpatient services in a home or community setting. Motion carried.
- [Update on Director Recruitment](#) Interviews for the Human Services Director were held May 9 and 10 and second interviews are pending.
- Mr. Larson was excused at 5:55 p.m.
- [Discuss and Take Action on Office Relocation Costs](#) Plans are in motion to move four (4) Long Term Support staff to the lower level of the building the week of June 4. The Economic Support/Child Support staff will be moved out of the M & I Bank tentatively the weeks of June 18 and June 25. Because this is a non-budgeted item, the department is looking at low cost ways to make the move. Al Huppert from maintenance is prepared to make the move. Recycling has offered the use of one of its trucks. The department has secured the help of a corrections crew for at least one full day. The Board was informed that the department will need about \$4,000 for file shelving and office furniture modifications necessary to fit people and furniture into the allocated space.

Long Term Care Reform Initiative Preplanning Aging and Disability Resource Center (ADRC) video presentation

The Board viewed a short video on the Aging and Disability Resource Center (ADRC), followed by a discussion with program managers Chuck Balzer and Kathy Hass. The video shown at the meeting is available for viewing through the internet at <http://dhfs.wisconsin.gov/lcicare/Generalinfo/RCs.htm>. Location and space needs will need to be addressed by the department, the Human Services Board and the Building Committee if the county moves forward. There would be a need for a reception and waiting area, with an estimated initial space need of 1500 square feet. As the ADRC grows and Pierce County residents become more involved with the ADRC it is projected that Economic Support will see an expansion in work volume and space needs would grow to 2000 square feet of office space. The movement toward an ADRC will also cause a deficit in administrative state funding streams into Pierce County. Management again emphasized preliminary state revenue numbers will likely result in a significant drop in state funding to the department.

Financial Report

Donna Robole reviewed with the Board the department's financial report. Revenues are forecasted at \$9.9 million including copayments and cost shares averaging \$51,000 per month. The department continues to manage the 2007 out of home placements within forecasted cost parameters. The board received the report as presented. Additional discussion followed relative to placement of delinquent accounts with PPS, the county's collection agency. Several hundred accounts have been reviewed and determined to be delinquent. This group of delinquent accounts will be forwarded to PPS by the end of May.

Director's Report

Interim Director John Borup briefed the Board on personnel changes. A social worker vacancy went unsigned, and has moved to outside advertisement for recruitment and refill. The department completed interviews for a social services aide vacancy and an offer will be made pending reference checks.

Mr. Borup referenced the FYI section of the fact sheet and several topics for the Board's information.

County supervisor Jim Camery arrived at 6:25 p.m. and joined the meeting.

Closed Session
Director Recruitment

Motion by Mr. Reis, seconded by Dr. Rogers, with a unanimous roll call vote to convene into closed session pursuant to 19.85 (1)(c) Wisconsin Statutes for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Human Services Director interviews.

Return to Open Session and Action on Closed Session Item If Required

Motion by Dr. Rogers, seconded by Ms. Sans to return to open session at 8:25 p.m. with all present voting in favor. Motion carried.
Motion by Dr. Rogers, seconded by Ms. Sans to make a provisional offer of employment to Tamara Kincaid in the position of Director of Pierce County Department of Human Services with the salary and benefits to be negotiated by the Administrative Coordinator within established guidelines and pending a positive response in reference checks. Motion carried. Ms. Kincaid returned to the meeting and tentatively accepted the offer of employment pending the conditions outlined in the motion. She was congratulated by members of the Human Services Board and was asked to remain after the meeting to discuss terms and conditions of employment.

Adjournment

Dr. Rogers moved, Ms. Sans seconded the meeting be adjourned at 8:30 p.m. Motion carried.

Respectfully submitted,

Donna Robole

MINUTES
Pierce County Board of Human Services

June 21, 2007

Pierce County Office Building, Meeting Room 245

- Call To Order The meeting was called to order at 5:15 p.m. by Chairperson Bill Gilles.
- Roll Call Members present were Ruth Suplick, Ron Lockwood, Dan Reis, Mike Larson, Pamela Sans, and Bill Gilles. Joyce Borgerding and Ogden Rogers were excused.
- Staff present were Interim Director John Borup, Elaine Schultz, Michelle Meinen, Susan Conley, Joy Lynn George, Julie Krings and Donna Robole. Tammy Kincaid and Administrative Coordinator Curt Kephart were also present, as were several other department employees.
- Minutes Motion by Ms. Sans, seconded by Ms. Suplick, to approve the Minutes of the May 17 board meeting. Motion carried.
- Public Comments None
- [Introduction of Ongoing Placement Social Workers](#) In recognition of their outstanding work, Program Manager Julie Krings introduced to the Board Social Workers Susan Conley, Joy Lynn George, Elaine Schultz and Michelle Meinen. These four social workers have been instrumental in working creatively to bring Pierce County youth in substitute care closer to their home and reunification with their families. Last year at this time, there were ten (10) juveniles in residential institutional placement, and this year there are three (3). The Board applauded the work of these four employees and thanked them for their valuable service.
- [Discuss and Take Action on 2008 Budget Information](#) Several revenue items of interest were discussed and the Board received as much information as is known to the department to-date relative to 2008 state revenues. No further action was required.
- [Discuss and Take Action on New Position Requests for 2008 budget.](#) Parent Aide: The department's cost to contract this work has been higher than its cost to provide the service in-house. By providing the service in-house, a savings of \$12,500 could be realized (using 2007 wage rates). Motion by Mr. Reis, seconded by Ms. Suplick, to approve and forward to the Personnel and Finance Committee their recommendation that in 2008 a part-time parent aide position be increased to full time, moving from 21 hours per week to 35 hours per week FTE. Motion carried.
- Economic Support Specialist: Due to increased workload demands, current caseloads, and in preparation for Long Term Care reform, the department requested that in 2008, an Economic Support Specialist position be created. The position is 40 hours per week and 50 percent of the salary and fringe benefits are reimbursed by the State. Motion by Ms. Suplick, seconded by Ms. Sans, to approve and forward to the Personnel and Finance Committee their recommendation that in 2008, an Economic Support Specialist position be created at 40 hours per week. Motion carried.

Discuss and Take Action on Office Relocation Costs Moving Economic Support and Child Support to the Pierce County Office Building requires about 280 feet of file space. The file room only has about 140 feet of empty space. The department's solution is to turn the existing file room shelving to face east/west rather than north/south, freeing up the south wall of the file room resulting in an additional 140 feet of needed storage space. Additional shelving would be installed along the south wall to accommodate the existing files. Motion by Ms. Sans, seconded by Mr. Lockwood, to approve the purchase of additional shelving units with installation for \$2,413.08. Motion carried.

Discuss and Take Action on Long Term Care Reform and Tour Basement Offices The Board toured the basement offices now occupied by a portion of the Long Term Support staff. Safety, confidentiality, and efficiency were noted as chief concerns for the four Human Services staff in this location. The Board directed interim director John Borup to compile a list of items that need to be completed and forward the list to Al Huppert. The Board acknowledged these concerns, and acknowledged that while location on the third floor would be most preferable, collocation near the Office on Aging would provide more efficiencies than locating staff in the lower level of the building.

Vice-Chairperson Ron Lockwood informed the Board on consumer choice relative to Long Term Care reform. A discussion occurred about how consumer choice could involve county residents choosing care management options other than services only provided by Community Health Partnership.

Financial Report Donna Robole reviewed with the Board the department's financial report. Ms. Robole also provided the Board with a list of chargeable and nonchargeable services. The State of Wisconsin declares what services provided by the department are chargeable or nonchargeable. At least 40 different types of services are chargeable in a Human Services organization. To pursue collection, the department sends out bills monthly, accepts payment plans, and certifies debt for state tax refund intercept. The department also reported that 250 accounts were placed for collection with PPS, the county's collection agency. The department's goal was to place 110 accounts with PPS by July 1, and staff worked hard to meet the goal well in advance of the assigned deadline. Of the \$185,000 referred in late May, \$1,200 has already been collected by the Department. Additionally, \$2,383 has been received year-to-date through state tax refund intercept. Overall, the department has collected \$200,000 to-date for services provided.

Director's Report Interim Director John Borup together with the Board scheduled the department's Open Budget Hearing for July 19 at 5:15, preceding the regular monthly Board meeting. New Board member orientation will be scheduled outside of the regular monthly board meeting for Board members interested in completing the orientation.

Adjournment Ms. Sans moved, Mr. Reis seconded the meeting be adjourned. Motion carried.

Respectfully submitted,

Donna Robole

MINUTES
Pierce County Board of Human Services
July 19, 2007
Pierce County Office Building, Meeting Rooms 1-2-3

- Public Hearing A Public Hearing was held on Thursday, July 19, 2007, for the purpose of receiving the public's input relative to the 2008 Human Services and Office on Aging budget.
- Call To Order The meeting was called to order at 5:15 p.m. by Vice-Chairperson Ron Lockwood.
- Roll Call Members present were Ruth Suplick, Ron Lockwood, Dan Reis, Joyce Borgerding and Mike Larson. Pamela Sans, Bill Gilles and Ogden Rogers were excused.
- Staff present were Tammy Kincaid, Kim Thompson, Julie Krings, Jill Kvigne, Ronda Brown Anderson, Kathy Hass, Chuck Balzer and Donna Robole. Administrative Coordinator Curt Kephart was also present, as were several other department employees.
- Minutes Motion by Ms. Suplick, seconded by Mr. Reis, to approve the Minutes of the June 21 board meeting. Motion carried.
- Public Comments None
- Discuss and take action
on ADRC Director Tammy Kincaid presented a PowerPoint on Long Term Care Redesign and the Aging and Disability Resource Center Model. The Wisconsin reform of Long Term Care and the development of an Aging and Disability Resource Center (ADRC) is being developed to give people choices about where they live and the care they receive, and about preparing for the aging of baby boomers. It promotes wellness, individual planning and responsibility for future needs, and controls and better-manages public costs.
- Vice-Chairperson Ron Lockwood informed the Board on consumer choice relative to Long Term Care reform. A discussion occurred about how consumer choice could involve county residents choosing care management options other than services only provided by Community Health Partnership. The Department is talking with LaCrosse County's consortium who may be interested in expanding their role relative to consumer choice
- To move forward with an ADRC, the county would lose \$212,000 in administrative dollars generated by operating the current Long Term Care program. The ADRC will bring \$338,743 of new revenue to Pierce County to cover implementation and staff costs, and the county may be eligible to receive an additional \$40,000 for allowable related costs. By integrating existing staff into the ADRC and decreasing administrative costs due to position changes, the department believes it can break even.
- Following more discussion among the Board, the director and program managers, motion by Ms. Borgerding, seconded by Mr. Reis, to direct the department to make application to establish an Aging and Disability Resource Center for Pierce County. Motion carried.
- Discuss and Take Action
on 2008 Budget
Information Several revenue items of interest were discussed and the Board received as much information as is known to the department to-date relative to 2008 state revenues. No further action was required.
- Financial Report Donna Robole reviewed with the Board the department's financial report. Ms. Robole also provided the Board with three other detailed financial reports which are among the many reports utilized within the department and by the director and program managers to review revenues and expenditures each month. The department manages 51 categories of

state and other noncounty revenues plus seven categories of collections and cost shares. The Board asked that year-to-date collections data be added in detail, rather than in summary, to future Board reports.

The Board also received information that the 2006 fund balance summary had been completed by the county's audit firm and that barring anything unforeseen, the department finished at -\$354,874.20 plus \$23,221.78 depreciation expense for -\$378,096. Because of the forecasted deficit early on, during 2006 the department did not fill vacant positions, cut services to county residents, and laid off staff in an effort to minimize the revenue gap.

Director's Report

The Jim Dollahon Memorial Golf Tournament will be held August 6 at the River Falls Golf Club. Proceeds to the memorial fund services to children.

The next Board of Human Services meeting is scheduled for August 16, 2007, at 5:15 p.m.

Adjournment

Mr. Reis moved, Ms. Borgerding seconded the meeting be adjourned. Motion carried.

Respectfully submitted,

Donna Robole

MINUTES
Pierce County Board of Human Services
August 16, 2007
Pierce County Office Building, Room 245

- Call To Order The meeting was called to order at 5:15 p.m. by Chair Bill Gilles.
- Roll Call Members present were Ron Lockwood, Dan Reis, Joyce Borgerding, Mike Larson, Pamela Sans, Ogden Rogers and Bill Gilles. Ruth Suplick was excused.
- Staff present were Tammy Kincaid, Kim Thompson, Jill Kvigne, Kathy Hass, Chuck Balzer and Donna Robole. Administrative Coordinator Curt Kephart was also present, as were several other department employees.
- Minutes Motion by Ms. Sans, seconded by Ms. Borgerding, to approve the Minutes of the [July 19](#) board meeting. Motion carried.
- Public Comments None
(Mr. Larson arrived).
- [Discuss and take action on 2008 ADRC position request](#) A disability benefit specialist is a required position for the Aging and Disability Resource Center. The position is funded with Aging and Disability Resource Center State funding. Motion by Mr. Reis, seconded by Dr. Rogers, to approve and forward to Finance and Personnel the 2008 new personnel request for a disability benefit specialist. Motion carried.
- [Equipment Request](#) Motion by Mr. Reis, seconded by Dr. Rogers, to approve the purchase of a Hewlett Packard LaserJet Network Printer for \$1812 for the Office on Aging. Motion carried.
- The State of Wisconsin has provided \$2775 to the department for technology modernization appropriate for child support activity. The agency will be purchasing dual monitors for child support workers which is a preferred use for this allocation. Equipment purchased must be for the exclusive use of the child support program, and funds must be expended before September 30, 2007.
- [Discuss and Take Action on 2008 Budget Information](#) Director Tammy Kincaid reviewed with the Board the services being provided to county residents by the Department. Non IV-D cases in child support are on the rise. Long Term Support continues its waiting list. Office on Aging has already met the same number of citizens served as all of last year. The Children, Youth and Family Services Unit has received more intake calls year-to-date than all of 2006. Few other local resources are available to residents. More treatment foster homes are needed in the county. An emergent issue is the number of children and families with mental health needs. Overall the Board directed the department to follow a zero-percent county tax levy increase in its budget preparation, keep all of the existing services, and show in a separate column needed/desired funding.

Meeting Dates Meetings will continue on the third Thursday of the month starting at 5:15 p.m.

Financial Report Donna Robole reviewed with the Board the department's financial report. General program expenditures are on target and program-specific expenditures are one-percent under budget. The Board received the report as presented.

Director's Report The successful Dollahon golf tournament raised more than \$12,000 on August 6. Proceeds will be used for services benefiting children.

The department is recruiting for vacancies in Economic Support and Child Support.

A recruitment effort for foster homes was successful, with more than 20 new applicants. The department staffed a booth at the Pierce County Fair where employees and foster parents were available to talk with the public about this needed community resource.

The next Board of Human Services meeting is scheduled for September 20, 2007, at 5:15 p.m.

Adjournment Ms. Sans moved, Dr. Rogers seconded the meeting be adjourned at 6:20 p.m. Motion carried.

Respectfully submitted,

Donna Robole

MINUTES
Pierce County Board of Human Services
October 11, 2007
Pierce County Office Building, Room 245

- Call To Order The meeting was called to order at 5:20 p.m. by Chair Bill Gilles.
- Roll Call Members present were Ron Lockwood, Pamela Sans, Ogden Rogers, Mike Larson and Bill Gilles. Ruth Suplick, Dan Reis and Joyce Borgerding were excused.
- Staff present were Tammy Kincaid, Kim Thompson, Jill Kvigne, Julie Krings, Chuck Balzer and Donna Robole.
- Minutes Motion by Dr. Rogers, seconded by Ms. Sans, to approve the Minutes of the [September 20](#) board meeting. Motion carried.
- Public Comments None
- [Discuss and Take Action on 2008 Budget Information](#) The Board reviewed action taken by the Finance and Personnel Committee on October 1 wherein the Department of Human Services received a zero-percent increase in its operating tax levy for 2008, and 2006's deficit being paid. No further action was taken.
- [Discuss and Take Action on Long Term Care Resolution \(if state budget passes\)](#) No new information was available for the Board's review or discussion on Long Term Care reform because the State budget had not yet passed. The Aging and Disability Resource Center application was filed with the State on September 1. A teleconference with the State and the Department is scheduled for November 15 for the purpose of reviewing the application.
- [Out-of-State Travel Request](#) Children, Youth and Family Services Program Manager Jill Kvigne has requested permission to attend Differential Response in Child Welfare, a conference in Long Beach, California, with county costs of \$220 plus her time while attending the conference. Motion by Dr. Rogers, seconded by Ms. Sans, to approve and recommend to the Finance and Personnel Committee Jill Kvigne's out-of-state travel request. Motion carried.
- Financial Report State program revenue, private pay and insurance collections and copayments are \$5,874,382 to-date. Volatile expenditures reviewed were inpatient detoxification and hospitalization for \$12,000 inpatient cost in the last two months. Despite the spike, the budget in this program area remains on track. The Board discussed the [Pioneer Press](#) article on county cost for sexual offender mental commitments. This is another volatile budget item in a county Human Services budget. Mendota and Winnebago State Hospitals are increasing their 2008 rates by 9.5 percent, to \$741 per day. One person committed to the state hospital can result in a county cost averaging more than \$22,000 per month. More information will be provided at the November meeting.
- Director's Report The Human Services department tracked face-to-face encounters at its reception desk. In one month 1,000 people are greeted at the Human Services Department, with average face-to-face encounters at the reception desk of 53 people per day. Facilities management, cleaning and maintenance are affected by this level of foot traffic.
- The director has met individually with most of the department employees to hear their suggestions and to get to know them better. A summary of the meetings will be shared with the Board after the process has been completed.
- The next Board of Human Services meeting is November 15, 2007, at 5:15 p.m.
- Adjournment Dr. Rogers moved, Ms. Sans seconded the meeting be adjourned at 5:55 p.m. Motion carried.

Respectfully submitted,

Donna Robole

MINUTES
Pierce County Board of Human Services
November 15, 2007
Pierce County Office Building, Room 245

- Call To Order The meeting was called to order at 5:10 p.m. by Chair Bill Gilles.
- Roll Call Members present were Ron Lockwood, Pamela Sans, Ogden Rogers, Dan Reis, Joyce Borgerding, Ruth Suplick and Bill Gilles. Mike Larson was excused.
- Staff present were Tammy Kincaid, Julie Krings, Shelly Newton, Margaret Hinrichs, Kathy Hass, Chuck Balzer, Kim Thompson and Donna Robole. Several other agency staff were also in attendance.
- Minutes Motion by Dr. Rogers, seconded by Mr. Lockwood, to approve the [October 11](#) board meeting minutes. Motion carried.
- Public Comments None
- [Discuss and Take Action on Long Term Care Resolution](#) Motion by Ms. Suplick, seconded by Ms. Sans, to approve and forward to the Finance and Personnel Committee a resolution to release community aids funds to partially fund managed long term care. Motion carried.
- Chuck Balzer and Kathy Hass provided an update on the Aging and Disability Resource Center. The county's application has been reviewed by the State. Some minor improvements were suggested by the State, such as indicating how the agency plans to develop and update on a regular basis its resource information, to confirm in writing that social workers from the ADRC will be making home visits, and that stakeholders will continue to participate in meetings after the ADRC has been formed.
- [Discuss and Take Action on Child Support Early Access to Incentive Funds](#) In October, the Department of Workforce Development offered an amendment to the 2007 State/County contract allowing early access to Calendar Year 2008 incentive funds. To receive early access funding, the county must agree to carry forward and budget for child support expenditures in 2008 an amount of local funding at least equal to the additional incentive funds provided under the amendment. Motion by Dr. Rogers, seconded by Mr. Lockwood, to approve and recommend to Finance and Personnel that the county authorize carrying forward and budgeting for child support expenditures in 2008 an amount of local funding at least equal to the additional incentive funds provided under the amendment. Motion carried.
- [Discuss State Budget Update](#) Donna Robole reviewed with the board selected Department of Health and Family Services items in the 2007-2009 State Biennial Budget. Major initiatives relative to Medicaid expansion will contribute to even larger caseloads for county staff, whose caseloads have already grown to 500 per worker. The state budget hints that it will provide additional revenue to help fund workload associated with the initiative. Foster care rates will be increased by five percent in 2008 and five percent in 2009, and the budget provides funding to counties to support the increase. Reduced supplemental funding/state revenues for the intoxicated driver program suggest the county will receive only two-thirds of the funding they have received in previous years to use toward providing treatment. Overall, the 2007-2009 state biennial budget outlook is more positive than negative with regard to funding human services.
- [Overview of Coordinated Services Team with presentation by the team](#) Program manager Julie Krings, and social workers Shelly Newton and Margaret Hinrichs presented the Coordinated Services Team (Wraparound Family Services) initiative which has been well-received by area schools and community partners. The program is facilitated by human services and is founded on family-driven, strength-based, community-based, and outcome-oriented principles. It has officially existed for four years, and has helped join community partners who work together toward the goals of a family working with community teams. The Coordinated Services Team state grant funding is slated to end after 2009 and the department is reviewing options in an effort to keep this successful program in operation.

Financial Report

The department was successful in applying for and receiving \$54,000 in supplemental funding for the intoxicated driver program. The funding must be used toward service-provision relative to providing treatment for county residents which is usually in the form of outpatient programming staffed by agency personnel.

Director's Report

- Program manager Kim Thompson updated the board on the 980 law regarding civil commitment for sex offenders when they are in corrections.
- A child support supervisor position was restored for the 2008 county budget. Recruitment efforts will begin soon.
- The department's management team is working on a disaster planning document that will meet the requirements at the state and local levels for the department and its plan for serving the county during a disaster.
- A one-day point-in-time homeless survey found that three (3) families in Pierce County served by the department are homeless.
- The next Board of Human Services meeting is December 20, 2007, at 5:15 p.m.

Adjournment

Ms. Sans moved, Dr. Rogers seconded the meeting be adjourned at 6:45 p.m. Motion carried.

Respectfully submitted,

Donna Robole

MINUTES
Pierce County Board of Human Services
December 20, 2007
Pierce County Office Building, Meeting Room 1

Call To Order	The meeting was called to order at 5:15 p.m. by Chair Bill Gilles.
Roll Call	Members present were Ron Lockwood, Pamela Sans, Ogden Rogers, Dan Reis, Ruth Suplick, Mike Larson and Bill Gilles. Joyce Borgerding was excused. Staff present were Tammy Kincaid, Ronda Brown Anderson, Joyce Keenlyne, Kathy Hass, Chuck Balzer and Donna Robole.
Minutes	Motion by Dr. Rogers, seconded by Ms. Sans, to approve the November 15 board meeting minutes. Motion carried.
Public Comments	None
Discuss and Take Action on 2008 Transportation Grant for Office on Aging	Program Administrator Kathy Hass presented a request to pursue grant funding for use in elderly and disabled transportation. Motion by Dr. Rogers, seconded by Mr. Reis, to approve pursuit of the 85.21 Transportation Grant for Pierce County. Motion carried.
Discuss and Take Action on 2008 Computer Equipment Replacement Purchases	Motion by Ms. Sans, seconded by Dr. Rogers, to approve replacement of computer equipment for \$42,440 pursuant to the approved 2008 budget. Motion carried.
RFP Human Services Department Needs Analysis	Motion by Mr. Reis, seconded by Dr. Rogers, directing Tammy Kincaid to draft a Request for Proposals (RFP) for a needs assessment and department analysis covering budgeting, agency structure, community needs and long term planning applicable to the 2009 budget process. The RFP will be reviewed at the January 2008 Board of Human Services meeting. Motion carried.
Presentation on Child Support Services	Program Manager Ronda Brown Anderson and Economic Support/Child Support Lead Worker Joyce Keenlyne talked with the Board about their work in child support enforcement. Four (4) Pierce County child support staff serve 1600 families.
Financial Report	The department has been successful in earning more than \$65,808 year-to-date in federal funding for services to children that historically were funded with county tax levy dollars. There are only 13 children in out-of-home care at this time, down from an average of 21.
Director's Report	<ul style="list-style-type: none">• Congregate meal service at the Prescott meal site will change. Due to funding cuts and a lower usage at this site, meals will no longer be served on Fridays.• The Wisconsin Counties Association reports changes are being suggested in Juvenile Justice that would move the criminal justice process of 17-year-old juveniles from the adult system back to the juvenile system.• The Aging and Disability Resource Center (ADRC) Application has been reviewed by the State and the department is revising the application in six areas to provide clarification per the State's request. The department will also need to develop and submit policies and procedures relative to operating an ADRC. More to come in early 2008.• BadgerCare Plus is rolling out. This major initiative will become effective February 1, 2008. Caseloads in Pierce County exceed more than 500 families per worker. Caseloads will increase as more people become eligible for medical assistance. An additional economic support specialist position was approved for 2008 and recruitment will begin in January.• A letter from the Board and Director will be mailed to contracted providers informing them that as a result of Pierce County's 2008 budget development process, the Human Services Department received a zero (0) percent increase in

county funding. Thus the 2008 budget will remain flat for purchased services.

- The Director's evaluation is due. The Board instructed Director Kincaid to compile an informal self-evaluation and include suggested goals for 2008 for their review at the January meeting.
- The next Board of Human Services meeting is January 17, 2008, at 5:15 p.m.

Adjournment

Ms. Sans moved, Dr. Rogers seconded the meeting be adjourned at 6: 20 p.m. Motion carried.

Respectfully submitted,

Donna Robole