

Minutes are provided for informational purposes only. The official record can be obtained from the County Clerk's office. All minutes are unofficial until approved.

Minutes are generally approved at the following meeting

MINUTES
Pierce County Board of Human Services
[January 17, 2008](#)
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, Dan Reis, Ruth Suplick, Mike Larson, Joyce Borgerding and Bill Gilles. Ogden Rogers was excused. Staff present were Tammy Kincaid, Ronda Brown Anderson, Jill Kvigne, Julie Krings, Megan Smith and Donna Robole.
Minutes	Motion by Ms. Suplick, seconded by Ms. Sans, to approve the December 20, 2007 , board meeting minutes. Motion carried.
Public Comments	None
Presentation on Differential Response Conference	Program manager Jill Kvigne recently attended a national conference on Differential Response. She provided an overview of child protection scenarios using differential response methods that continue the goal of safety of children.
RFP Human Services Department Needs Analysis	Motion by Ms. Sans, seconded by Ms. Borgerding, to approve and forward to Finance and Personnel the Request for Proposal (RFP) for a needs assessment. Motion carried.
Discussion of Comprehensive Community Services and Children's Services reimbursement options	Director Tammy Kincaid reviewed with the Board the department's research relative to initiating a Comprehensive Community Services program. The Board also received information about the department's use of the children's long term support waiver. The department is maximizing funds relative to the client population served, and is leading Wisconsin in the use of the children's long term support waiver.
Financial Report	Operations manager Donna Robole presented the year-to-date financial report. The department is showing a positive balance. Several county residents were transported to inpatient treatment hospitals in November and December and the cost of these placements will be expensed in the weeks to come. The department utilizes a modified accrual basis of accounting, and expenditures in 2007 will be reimbursed to providers through February, with books closing by the end of March, and state settlements closing in June 2008.
Director's Report	<ul style="list-style-type: none">• Director Tammy Kincaid concluded 1:1 discussions with agency employees and shared with the Board her report. She reported the pulse of the agency in areas where at least two or more employees made the same comment. The Board and Administrative Coordinator Curt Kephart thanked the staff for their resilience and positive attitude in 2007 through the transition of an outgoing director, an interim director, and a new director, plus the move of more than 15 offices in the building on first and third floors and from the bank building, and the onset of change relative to long term care reform.• The Economic Support Specialist vacancy was posted and filled with an internal candidate. Required new worker training begins in March.• Recruitment for the child support supervisor is in motion. Applications will close later in January.• An expanded request for key card access within the department was made by the director.• The director will be attending the next Loss Control committee meeting to discuss

needed equipment or procedures for evacuating wheelchair persons from the third floor during a fire or other emergency.

- The next Board of Human Services meeting is February 21, 2008, at 5:15 p.m.

Closed Session

Motion by Mr. Larson, seconded by Ms. Suplick, with a unanimous roll call vote to convene into closed session pursuant to Section 19.58(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's annual performance evaluation and Employee performance matter. Motion carried.

Return to Open Session Action on Closed Session Items

Motion by Ms. Sans, seconded by Mr. Lockwood, with unanimous roll call vote to return to open session. No further Board action was taken.

Adjournment

Mr. Lockwood moved, Ms. Borgerding seconded the meeting be adjourned at 7:25 p.m. Motion carried.

Respectfully submitted,

Donna Robole

MINUTES

Pierce County Board of Human Services
March 13, 2008
Pierce County Office Building, Meeting Room 1

Public Hearing regarding combining Council on Aging with the Aging and Disability Resource Center Advisory Council

- 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, Dan Reis, Ruth Suplick, Mike Larson, Joyce Borgerding, Bill Gilles, and Ogden Rogers.
- Staff present were Tammy Kincaid, Julie Krings, Kim Thompson, Ronda Brown-Anderson, Jill Kvigne, Kathy Hass, Tami Billeter, and Margaret Hinrichs. Eugene Kittilson, Chairperson of the Pierce County Council on Aging was also present.
- Public Comments Kathy Hass indicated that a public hearing is necessary to provide input in regard to combining the Council on Aging with the Aging and Disability Resource Center Advisory Council. Haas recommended that the board should move forward with the new Advisory Council.
- Eugene Kittilson informed the board that the Office on Aging Council decided to disband. He recommended to the board to move forward and form the new advisory council. He believes this will be a great opportunity for the community.
- Adjournment Dr. Rodgers moved, Ms. Sans seconded that the meeting be adjourned at 5:19 p.m. Motion carried.

Respectfully submitted,

Julie Krings

MINUTES
Pierce County Board of Human Services
March 13, 2008
Pierce County Office Building, Meeting Room 1

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, Dan Reis, Ruth Suplick, Mike Larson, Joyce Borgerding, Bill Gilles, and Ogden Rogers. Staff present were Tammy Kincaid, Julie Krings, Kim Thompson, Ronda Brown-Anderson, Jill Kvigne, Kathy Hass, Tami Billeter, and Margaret Hinrichs. Eugene Kittilson, Chairperson of the Pierce County Council on Aging was also present.
Minutes	Motion by Ms. Sans, seconded by Ms. Suplick to approve the January 17, 2008 board meeting minutes. Motion carried.
Public Comments	None
Discussion of ADRC Advisory Council	Discussion was held to establish the Aging and Disability Resource Center Advisory Council. Ordinances will need to be changed and there was a discussion in regard to staggering the terms for office. Motion by Dr. Rogers, seconded by Ms. Sans to approve the establishment of the ADRC with an amendment to the ordinance 4-11(A) to change to nine citizen members and two county board members and recommend that this be moved to the Finance and Personnel Committee for approval. Motion carried.
Aging and ADRC Manager Job Description	The Aging and Disability Resource Center will need to have a program administrator. The recommendation is to have the program manager of the Office on Aging become the manager for the ADRC. Motion by Dr. Rogers, seconded by Mr. Reis to move the proposed job description to the Finance and Personnel Committee for approval. Motion carried.
Update on ADRC and LTS	Kathy Hass reported that the transition of long term care is continuing. Starting July 1, 2008, clients will begin transitioning to the CMO. The ADRC will be located in the present location of Meeting Rooms 1, 2, and 3 of the Pierce County Office Building. Initial training for the Options Counselors began on March 13, 2008. Staff are working on developing policies and procedures for the ADRC.
Vacant Positions	Donna Robole, Operations Manager, has resigned her position. There is also an Administrative Support staff position that is vacant. Ms. Kincaid is considering a recommendation to move the Operations Manager position back to a Business Manager and assign Administrative Support staff to each program manager. Members provided feedback that they believe this is a good idea and indicated that staff knows what is best and recommended proceeding with a plan for the vacant positions. In the interim, Tami Billeter, accountant, has taken on some of the Operations Manager duties as well as the other program managers. No action was taken; discussion was tabled to the next meeting.
Conference Room Furnishings	The current furnishings in the conference rooms have deteriorated and are in need of replacement. Each conference room is under constant use from 8:00 a.m. until 7:30 p.m. Approximately 30 chairs and a few tables are needed. Motion by Dr. Rogers, seconded by Ms. Sans to allocate up to \$10,000 for conference room furnishings. Motion carried.

Annual Report Ms. Kincaid presented the agency 2007 Annual Report. Highlights from the report include major changes in leadership with the department having three directors in 2007. In addition, there was a new manager hired for Economic Support/Child Support. Due to budget cuts, many positions were eliminated in the Community Behavioral Health Unit. A major change to the agency was the move of Economic Support/Child Support from the Bank Building to the Office Building. Another major change is the continuing transition to Family Care and the initiation of the ADRC. The agency started working with a county-wide collection agency. The Community Behavioral Health Unit increased alcohol and drug services through the Primary Outpatient Program. Waitlists for mental health services were also eliminated. In the Children, Youth, & Families Unit, access calls increased twenty-five percent. The Juvenile Justice ASAP program has been very successful in working with youth who have been adjudicated on sexual offenses. There is a bill that has been introduced to move seventeen year olds back into the juvenile justice system. If this bill is passed, this will have significant impact on our agency. In Child Support and Economic Support, staff have been faced with significant caseloads and this has impacted the ability to process cases due to the large workload volume. The Long Term Support Unit is transitioning to Family Care and working to set up the ADRC. The Office on Aging has been faced with stagnant funding and increased costs of services related to meals and transportation. The Elderly Benefits Specialist was very busy assisting consumers with Medicare Part D questions. At this time, the agency is showing a surplus with the 2007 budget.

The board members thanked the staff for their hard work. The Annual Report will be forwarded to the full county board.

Director Goals A recommendation was presented on the 2008 Director's goals. Motion by Dr. Rogers, seconded by Mr. Larson to approve the goals. Motion carried.

Financial Report The budget report shows that the Long Term Support Unit is over budget. However, this is not exactly the case. Costs are shifting to prepare for the transition to Long Term Care Reform. There have been an increase in emergency detentions and hospitalizations. It appears that for 2007, the agency is \$200,000 in the black.

Director's Report There are many transitions occurring with staff due to vacancies and long term care reform, but we are continuing to be stable.

Adjournment Dr. Rogers moved, Ms. Sans seconded that the meeting be adjourned at 6:10 p.m. Motion carried.

Respectfully submitted,

Julie Krings

MINUTES
Pierce County Board of Human Services
April 21, 2008
Pierce County Board Room

- Call To Order The meeting was called to order at 5:30 p.m. by Chair Bill Gilles.
- Roll Call Members present were Bill Gilles, Dan Reis, Joyce Borgerding, Ogden Rogers, and Paul Barkla. Ron Lockwood, Pamela Sans, Ruth Suplick, and Mike Larson were excused.
- Staff present were Tammy Kincaid and Julie Krings.
- Minutes Motion by Dr. Rogers, seconded by Ms. Borgerding to approve the March 13, 2008 board meeting minutes. Motion carried.
- Public Comments None
- Business Manager
Position Description A revision of the business manager job description was proposed. It is proposed to have this position focus on the financial and budgetary aspects of the agency and have the human resource duties go to the program managers. Motion by Mr. Barkla, seconded by Dr. Rogers to approve the new position description and to move to Finance and Personnel for consideration. Motion carried.
- Increase in Social
Work Position The agency received a new grant to provide additional services to families with chemical dependency issues and the agency has additional funding in the Coordinated Services Team grant. In addition, a social work position was changed from 40 hours to 35 hours. Because of the grants and change in one position, there is funding available to increase the Coordinated Services Team Social Work position from 21 hours to 35 hours. Motion by Mr. Reis, seconded by Dr. Rogers to increase the social work position from 21 to 35 hours and to move to Finance and Personnel for consideration. Motion carried.
- Human Services
Staffing Plan An updated staffing plan was presented to the board. Motion by Mr. Barkla, seconded by Mr. Reis to approve the Human Services Staffing plan and to move to Finance and Personnel for consideration. Motion carried.
- Closed Session Motion by Mr. Barkla, seconded by Dr. Rogers, with a unanimous roll call vote to convene into closed session pursuant to Section 19.58(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; and, Section 19.85(1)(f) Wisconsin Statutes for the purpose of considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where Wisconsin Statute 19.85(1)(b) applies which, if addressed in public, would be likely to have a substantial adverse effect

upon the reputation of any person referred to in such histories or data, or involved in such programs or investigations: Human Service employees performance matters and preliminary consideration of personnel problems. Motion carried.

Return to Open
Session/Action on
Closed Session
Items

Motion by Mr. Barkla, seconded by Dr. Ogden, with unanimous roll call vote to return to open session. No further Board action was taken.

Adjournment

Mr. Barkla moved, Mr. Reis seconded the meeting be adjourned at 5:47 p.m. Motion carried.

Respectfully Submitted,

Julie Krings

Pierce County Human Service Board Minutes
Thursday, May 15, 2008

1. **The meeting was called to order** by the Chairperson, Bill Gilles at 7:03 P.M.
2. **Roll call** was taken. Those attending included: Dan Reis, Joyce Borgerding, Greg Place, Ogden Rogers and Bill Gilles. Nicky Shoinoiki came later in the meeting. Staff present included Tammy Kincaid, Kathy Hass and Chuck Balzer.
3. **Election of officers.** Mr. Reis nominated Bill Gilles for Chairperson. This was seconded by Mr. Lockwood. There were no other nominations and the motion was carried unanimously. Mr. Gilles then accepted nominations for vice-chairperson. Mr. Lockwood nominated Dan Reis and this was seconded by Dr. Rogers. There were no other nominations and the motion was carried unanimously.
4. Due to an error in sending out the wrong minutes to the board Ms. Kincaid asked that the board defer the reading and approval of the minutes until the June meeting.
5. Chairperson Gilles opened the table up for comments by the public and there were none.
6. **ADRC financing and building project:** A detailed discussion followed about the ADRC and the funding needed to make the alterations to the meeting rooms in the PCOB. It was pointed out that although the County Board passed a resolution calling for the development of an Aging and Disability Resource Center, no subsequent formal funding was ever attached to the resolution. Discussion centered around the surplus funds left from the 2007 PCDHS budget; \$12-20,000 left in the 2007 budget for changes to the office space in the lower level of the PCOB and the recently passed bond issue that has been designed to make numerous changes and updates in county space over the coming years. Ms. Kincaid pointed out that the State of Wisconsin has agreed to allocate a rather large sum of money to operate the ADRC and they will expect that there is suitable space dedicated for the ADRC. The discussion was narrowed down to the listing of three options for this funding:
 - A) Using a portion of the bond money;
 - B) using a portion of the 2007 surplus funds;
 - C) using a portion of the contingency fund.Mr. Lockwood made a motion that was seconded by Dr. Rogers to recommend to the Finance and Personnel Committee to explore contingency funds available to urgently plan and implement construction (at an approximate cost of \$40,000) of the ADRC of Pierce County. Motion carried 5-0.
7. Discussion followed about the **RFP for the Human Services Study** that is needed to subsequently address the 5-year plan for the department. The E. J. Olson Company was the only respondent. Although \$30,000 was allocated for the study, the bid came in at \$38,000. Ms. Kincaid pointed out that there may be up to a 16% reduction of county costs as a portion of the costs can be recouped from Federal funds. She went on to explain that this project will not be done in time to impact the 2009 budget process. Dr. Rogers made a motion that was seconded by Mr. Lockwood to recommend that we accept the proposal with a rider indicating our counter-offer of \$30,000 funding. Motion carried.
8. Ruth Suplick has resigned from the Board with one year left on her term and Dr. Roger's term is up for reappointment. The plan is to advertise for the citizen board member position. Mr. Gilles mad a motion that was seconded by Greg Place to recommend to the Board that Dr. Rogers be appointed for another term on the Human Services Board. The motion passed 5-0 with one abstention.

9. **Financial Report:** The wrong financial report was placed in the mailed information and the correct copy was handed out and reviewed by Ms. Kincaid. She pointed out that the approved ESS position and the Child Support Supervisor positions have been filled. She also explained that the LTC Reform process makes it very difficult to forecast the end of the year situation. Presently we are within the budget; however, she pointed out that 1-2 costly placements could change that quickly. A large concern presently is the increase in the emergency detentions that have been occurring. A discussion followed about the design of the financial reports. Ms. Kincaid reported that a redesign is in the works but that more time is needed before there will be a finished product.

10. **Director's Report:**

- A. A decision has been reached on the grievance filed through the AFSME union. The department lost the grievance over the filing for 2 hours of overtime when using part of the day as vacation time (2 hours) and working the rest of the day (8 hours).
- B. Since 5/1/08 PCDHS has been functioning as the fiscal agent for the Food Shelf. From now on the Food Shelf will get the funding directly from the Hunger Council. It was also pointed out that the county has been paying the rent at the Village Hall and plans on continuing for the remainder of 2008. The county will need to make a decision as to the future of this funding for 2009. Dr. Rogers asked that Ms. Kincaid investigate the relationships that the various food shelves have around the county relative to the reporting requirements that we have with this operation.
- C. Ms. Kincaid asked Kathy Hass and Chuck Balzer to give a brief update of the Long Term Care Reform process.
- D. Due to a resignation and a position transfer relative to the CYF Unit taking on responsibility for children with disabilities, there has been some shuffling relative to job postings. Once the posting process has been completed there will need to be two positions filled.
- E. The ESS Unit is now filled but three of the six positions are in various points of the training process that generally takes around six months to complete.
- F. Ms. Kincaid reported on her attendance at the WCHSA Conference. She also pointed out these meetings are attended by a significant number of Human Service Board members from the various counties. She extended an invitation to the Board to attend these meetings with her.
- G. There was a short discussion about orientation for the new Human Service Board members. It was decided to postpone the orientation until the final consumer position is filled.
- H. Meeting times for the board meetings will now be at 6:30 P.M

11. Motion made by Dr. Rogers and seconded by Joyce Borgerding to adjourn.
Motion carried.

Respectfully Submitted,
Chuck Balzer

Pierce County Human Service Board Minutes
Thursday, June 19, 2008

1. **The meeting was called to order** by the vice-chairperson, Dan Reis at 6:35 P.M.
2. **Roll call was taken.** Those attending included: Dan Reis, Greg Place, Ogden Rogers, Ron Lockwood and Nicky Shoinoiki. Staff present included Tammy Kinkaid, Julie Krings and Heather Conway.
3. Dan Reis made a motion that was seconded by Ogden Rogers to approve the minutes from the meetings on April 21, 2008 and May 15, 2008. Motion carried.
4. Discussion took place regarding the Human Services Study. Ogden Rogers made a motion to accept the Human Services Study proposal and advised Ms. Kinkaid to contract with E.J. Olson Company for professional services. Ron Lockwood seconded the motion. Motion carried.
5. Ms. Kincaid provided the board with copies of the agency mission statement. Discussion occurred as to whether the mission statement accurately reflects the services that the agency provides. The board suggested that the mission and vision statements may be looked at as part of the strategic planning process.
6. **Financial Report:** At this time there is a forecasted end of year balance of \$613,000.00. Ms Kincaid cautioned that it is early in the year and things could change quickly. Suggestions were made to improve the current budget worksheet. Ms. Kincaid stated that this would be looked at once the Business Manager position is filled.
7. **Director's Report:**
 - A. Budget:** An open hearing for public participation is needed prior to budget discussions. This hearing will be scheduled before the Human Services Board meeting in July. Three position recommendations are being considered for the next budget cycle. Ms. Kincaid received the budget calendar yesterday and time did not allow the position recommendations to be added to the agenda for this meeting. The board was asked if they should hold a special meeting to approve the position recommendations or discuss in July and turn the recommendations into administration late. The board expressed disappointment that the budget calendar was not made available sooner. The board advised Ms. Kincaid to add the position recommendations to the agenda to be discussed at the July board meeting.
 - B. Mental Health:** Prairie St. Johns is considering building a hospital in St. Croix or Pierce County. A crisis response unit in the hospital is recommended to divert placements and ensure that placements are appropriate. Pierce County is working with St. Croix, Dunn, Chippewa and Eau Claire counties to determine if there is a way to utilize crisis response grant money that is available from the state. A summary of surveys completed by clients receiving mental health services was included in the board packet.
 - C. Economic Support:** Ms. Kincaid explained that because E.S. programs are now web-based, when the server is down, clients cannot be served and appointments have to be cancelled. There is a need for more IT support. For the first time, the state has fined agencies for not meeting E.S. target goals. Dunn County was recently fined. Counties are frustrated as it appears that E.S. caseloads will continue to grow but there

has been no additional support from the state to help counties maintain caseloads and provide quality services.

D. Child Support: Heather Conway reported that the Child Support fiscal year is ending September 30, 2008. Payment towards arrears is a performance measure and staff are looking at ways to get obligors to make at least one small payment prior to the end of September to increase performance.

E. ADRC: Finance and Personnel allotted up to \$40,000 from the contingency fund to pay for the ADRC building costs. Ms. Kincaid stated that the goal is to have the project complete by September 1, 2008. Ms. Kincaid emphasized the importance of completing the ADRC space and board voiced their appreciation of her advocacy efforts.

F. CYF: Interviews are scheduled for the 3 open positions. Four new state funded waiver slots were made available to take kids off of the waiting list.

G. Administration: The Business Manager posting closes on June 25, 2008. Interviews are scheduled for June 26, 2008 for the administrative support position. FEMA will be in Pierce County on July 21, 2008 to observe the Prairie Island Nuclear drill. The citizen position has been advertised in the newspapers. Discussion about the review of vouchers for outgoing payments took place. Ms. Kincaid will make the vouchers available for the board's review at each meeting. The current bills were presented to the board.

8. Motion made by Ogden Rogers and seconded by Ron Lockwood to adjourn. Motion carried.

Respectfully submitted,
Heather Conway

MINUTES
Pierce County Board of Human Services
July 17, 2008
Pierce County Board Room

- Public Hearing** A Public Hearing was held on Thursday, July 17, 2008, for the purpose of receiving the public's input relative to the 2009 Human Services and Office on Aging budget. Patricia Draxler spoke on behalf of the Family Resource Center of St. Croix Valley in regards to the partnership with Pierce County, as well as contract considerations for the coming year. Paul Cook and Linda Fike were present, representing Community Health Partnership. They thanked Pierce County for their partnership with the Long Term Care Reform. Thomas Fuchs, Director of L.E. Phillips-Libertas was also present. He urged the Board to consider freeing up some resources for alcohol and drug services for the purpose of recovery. He also stated that L.E. Phillips now is offering a 28-day treatment program. Tammy Kincaid also noted that she received letters from those who couldn't attend: Red Cedar Medical Center, Cumberland Hospital, and Northwest Counseling and Guidance Clinic. Motion by Dr. Rogers, seconded by Mr. Reis to close the public hearing at 6:25 p.m. Motion carried.
- Call to Order** Chairman Gilles called the regular monthly board meeting to order at 6:30 p.m.
- Roll Call** Members present were William Gilles, Ogden Rogers, Dan Reis, Greg Place, Ron Lockwood and Joyce Borgerding.
- Staff present were Tammy Kincaid, Kim Thompson, Ronda Brown-Anderson, Kathy Hass, Julie Krings and Tami Billeter.
- Minutes** Motion by Dr. Rogers, seconded by Mr. Lockwood to approve the minutes of the June 19, 2008, meeting. Motion carried.
- Public Comments** None
- New Position Requests** Ms. Kincaid presented the 2009 new position requests to the board. Motion by Mr. Lockwood, seconded by Dr. Rogers to approve and forward to Finance and Personnel the requests for new positions for Human Services based on the 2009 budget process. Motion carried.
- Citizen Representative Member** Ms. Kincaid presented a request from Pat Voelker to be considered for the Citizen Representative Member. Mr. Lockwood nominated Mike Larson to be considered for the position. Dr. Rogers nominated Pat Voelker for the position. Mr. Gilles closed the nominations and entertained a vote. Mike Larson won the vote (4 -2).
- Staffing Plan** Ms. Kincaid presented the 2008 revised staffing plan to the Board. She stated that Tami Billeter was promoted to Business Manager. She also noted that two accountant positions are now vacated. Discussions occurred about changing one of the accountant positions to an administrative assistant position for the ADRC. She noted that this position could possibly be able to capture some federal reimbursement

from the ADRC grant. She also noted that the workload would shift due to the addition of the ADRC and the elimination of the Long-Term Support unit. Motion by Mr. Lockwood, seconded by Dr. Rogers to approve the 2008 staffing plan with the revisions. Motion carried.

Financial Report

Tami Billeter reviewed the department's financial report. General program expenditures are 6.5% below target and collections are 4% higher than expected. It was noted that placements in the CYF program area are down right now and it was cautioned that this could change at any time. The Board received the report as presented.

Director's Report

State Updates: On July 1, 2008, the Department of Health and Family Services became the Department of Health Services and the new Department of Children and Families was created. Ms. Kincaid stated that the state is in the process of preparing its biennial budget. She noted that there will be a reduction in IV-E money for the counties. The state is looking into other incentives. The 2009 county allocations should be available by the first part of September.

Mental Health: The Mental Health fund structures are being looked into by the state. This area is the most underfunded area with the highest level of local support. Pierce County is looking into becoming a provider of Rule 34 – Crisis Services. Kim Thompson is taking part in a workgroup to obtain a regional grant for the start-up of these services.

Economic Support: There is a workload study being performed. The state is starting to recognize that the workloads are increasing significantly. Childless adults will become eligible for Badgercare Plus in 2009 based on requirements of the program. There is some heating assistance available for Excel Energy clients that have been previously served.

Adult Protection Services: The state is looking at the role of counties in the Adult Protection Services area. They recognize that these services will still need to be provided by the counties after Long-Term Care Reform. There will be a meeting on August 1st to discuss funding allocations and other issues.

Long-Term Care: The first two groups of clients have been sent to CHP. It was noted that some folks aren't ready to move that are on the wait-list. The state commented on the good work that Pierce County did to make this transition happen.

ADRC: Ms. Kincaid stated that the notice for bids for the ADRC should be advertised shortly.

Motion by Dr. Rogers, seconded by Ms. Borgerding to adjourn at 7:25 p.m. Motion carried.

Respectfully submitted,
Tami Billeter

MINUTES

Pierce County Board of Human Services

August 21, 2008

Pierce County Board Room

- Call To Order The meeting was called to order at 6:30 p.m. by Chair Bill Gilles.
- Roll Call Members present were Ron Lockwood, Ogden Rogers, Bill Gilles, Joyce Borgerding, Mike Larson, and Nikki Shonoiki. Dan Reis and Greg Place were excused.
- Staff present were Tammy Kincaid, Tami Billeter, Chuck Balzer, Kathy Hass, Jill Kvigne, Kim Thompson, Julie Krings, Ronda Brown-Anderson, and Heather Conway.
- Minutes Motion by Dr. Rogers, seconded by Ms. Borgerding to approve the July 17, 2008 board meeting minutes. Motion carried.
- Public Comments None
- 2008 Staffing
Plan The 2008 staffing plan was presented to move the Accounting Assistant at 2080 hours to the Aging and Disability Resource Center. Motion by Dr. Rogers, seconded by Ms. Borgerding, to approve and forward to Finance and Personnel. Motion carried.
- 2009 Human
Services Budget Ms. Kincaid presented the proposed 2009 budget. Discussion included that 10-20 percent of Pierce County residents utilized services through Human Services and this data does not include economic support or child support services. Discussed that the budget process is unpredictable due to potential placements and needs of Pierce County residents. Over the past five years, the department has ended the year being in the black seventy-five percent of the time. In 2005 and 2006, there were budget deficits but the deficits were due to the increase in meth manufacturing and use in our county as well as an increase in juvenile sex offenders. Possible future trends include the abuse of prescription drugs and placements are unpredictable. Motion by Dr. Rogers, seconded by Ms. Borgerding, to approve the 2009 Budget request and to move to Finance and Personnel. Motion carried.

Equipment
Purchases

It was proposed to purchase new chairs and tables for the conference room, modular furniture for one office, a fax machine, and the NetSmart system server with money from the 2008 budget. Motion by Dr. Rogers, seconded by Mr. Lockwood to approve the purchases. Motion carried.

Orientation of New
Board Members

Orientation will be held on September 18, 2008 at 5:30 p.m. in the County Board room for the new board members.

Financial Report

The agency will have a reduction in the community aids allocation and an increase in ADRC funding. Collections are approximately \$10,000 more this year compared to 2007. At this time, the agency is continuing to be in the black for 2008.

Director's Report

The Community Behavioral Health Unit is working with other counties on a grant for crisis services. Kim Thompson is on the steering committee for this project. The Children, Youth, & Families Unit was the recipient of the 2008 Beyond the Blue Ribbon Award for child abuse prevention. Three additional children were taken off of the Children's Long Term Support Waitlist due to new State funding. Jill Kvigne, Children, Youth, & Families Unit Program Manager has resigned. The Child Support Administrative Support staff has been trained to enter health insurance information into the system to improve their performance standards. The Economic Support Unit is continuing to experience an increase in applications. The wait time for an appointment has been cut in half. The Board praised the efforts of the unit in accomplishing this task. The Disability Specialist in the ADRC has served 19 people to date. A caregiver's conference will be held on October 18, 2008. The Long Term Support Unit is half way through the transition of long term care reform. E.J. Olson will be at the next board meeting to discuss the strategic plan.

Adjournment

Dr. Rogers moved, Ms. Borgerding seconded the meeting be adjourned at 7:37 p.m. Motion carried.

Respectfully Submitted,

Julie Krings

MINUTES

Pierce County Board of Human Services

September 18, 2008

Pierce County Board Room

- Call to Order The meeting was called to order at 6:35 p.m. by Chair Bill Gilles.
- Roll Call Members present were Bill Gilles, Dan Reis, Ogden Rogers, Ron Lockwood, Joyce Borgerding, Nikki Shonoiki, and Greg Place. Mike Larson was excused.
- Staff present were Tammy Kincaid, Tami Billeter, and Kathy Hass.
- Minutes Motion by Dr. Rogers, seconded by Ms. Borgerding to approve the August 18, 2008 board meeting minutes with minor changes. Motion carried.
- Public Comments None
- Presentation by
EJ Olson &
Associates Edward jj Olson from EJ Olson and Associates reviewed with the board the study that is being conducted of the Human Services department relative to its effectiveness and its strategic plan for the future. He stated that he and his team had spent the day meeting with various managers, staff, and board members, working in focus groups and conducting individual interviews. The team will continue to work on the study over the next few of months, gathering data and interviewing clients over the phone. They will be presenting the results and making recommendations for the department in a few months.
- 2009 Revised
Human Services
Budget Ms. Kincaid presented the revised 2009 proposed budget. The budget was revised due to the fact that new positions were included in the original budget that was presented on August 21st. She was advised by Julie Brickner and Paul Barkla to remove the new personnel since the budget directive was to prepare the budget without any new personnel. Discussions occurred regarding the fact that salary and fringe increases were included in the budget which puts the request for county tax levy at an 11% increase over 2008. Ms. Kincaid reminded the board that the salary and fringe increase would include two years of increases since the 2008 budget was prepared without any salary or fringe increases. Ms. Kincaid also stated that it was her understanding that salary and fringe increases were to be paid by the county and should not be included in the request for additional tax levy. Motion by Dr. Rogers, seconded by Mr. Lockwood to defer action on the revised 2009 Human Services budget pending more clarification on the budget directives. Motion carried.

Minutes are provided for informational purposes only. The official record can be obtained from the County Clerk's office. All minutes are unofficial until approved.

Minutes are generally approved at the following meeting.

MINUTES

Pierce County Board of Human Services

August 21, 2008

Pierce County Board Room

- Call To Order The meeting was called to order at 6:30 p.m. by Chair Bill Gilles.
- Roll Call Members present were Ron Lockwood, Ogden Rogers, Bill Gilles, Joyce Borgerding, Mike Larson, and Nikki Shonoiki. Dan Reis and Greg Place were excused.
- Staff present were Tammy Kincaid, Tami Billeter, Chuck Balzer, Kathy Hass, Jill Kvigne, Kim Thompson, Julie Krings, Ronda Brown-Anderson, and Heather Conway.
- Minutes Motion by Dr. Rogers, seconded by Ms. Borgerding to approve the July 17, 2008 board meeting minutes. Motion carried.
- Public Comments None
- 2008 Staffing
Plan The 2008 staffing plan was presented to move the Accounting Assistant at 2080 hours to the Aging and Disability Resource Center. Motion by Dr. Rogers, seconded by Ms. Borgerding, to approve and forward to Finance and Personnel. Motion carried.
- 2009 Human
Services Budget Ms. Kincaid presented the proposed 2009 budget. Discussion included that 10-20 percent of Pierce County residents utilized services through Human Services and this data does not include economic support or child support services. Discussed that the budget process is unpredictable due to potential placements and needs of Pierce County residents. Over the past five years, the department has ended the year being in the black seventy-five percent of the time. In 2005 and 2006, there were budget deficits but the deficits were due to the increase in meth manufacturing and use in our county as well as an increase in juvenile sex offenders. Possible future trends include the abuse of prescription drugs and placements are unpredictable. Motion by Dr. Rogers, seconded by Ms. Borgerding, to approve the 2009 Budget request and to move to Finance and Personnel. Motion carried.

Equipment
Purchases

It was proposed to purchase new chairs and tables for the conference room, modular furniture for one office, a fax machine, and the NetSmart system server with money from the 2008 budget. Motion by Dr. Rogers, seconded by Mr. Lockwood to approve the purchases. Motion carried.

Orientation of New
Board Members

Orientation will be held on September 18, 2008 at 5:30 p.m. in the County Board room for the new board members.

Financial Report

The agency will have a reduction in the community aids allocation and an increase in ADRC funding. Collections are approximately \$10,000 more this year compared to 2007. At this time, the agency is continuing to be in the black for 2008.

Director's Report

The Community Behavioral Health Unit is working with other counties on a grant for crisis services. Kim Thompson is on the steering committee for this project. The Children, Youth, & Families Unit was the recipient of the 2008 Beyond the Blue Ribbon Award for child abuse prevention. Three additional children were taken off of the Children's Long Term Support Waitlist due to new State funding. Jill Kvigne, Children, Youth, & Families Unit Program Manager has resigned. The Child Support Administrative Support staff has been trained to enter health insurance information into the system to improve their performance standards. The Economic Support Unit is continuing to experience an increase in applications. The wait time for an appointment has been cut in half. The Board praised the efforts of the unit in accomplishing this task. The Disability Specialist in the ADRC has served 19 people to date. A caregiver's conference will be held on October 18, 2008. The Long Term Support Unit is half way through the transition of long term care reform. E.J. Olson will be at the next board meeting to discuss the strategic plan.

Adjournment

Dr. Rogers moved, Ms. Borgerding seconded the meeting be adjourned at 7:37 p.m. Motion carried.

Respectfully Submitted,

Julie Krings

2007 Human
Services Surplus

Ms. Kincaid discussed the 2007 surplus of \$315,997 with the board. She expressed her concern over the fact that Human Services is constantly reminded of the budget deficits of 2005 and 2006. She would like the board to consider taking action on returning the 2007 surplus back to the general fund. Motion by Mr. Reis, seconded by Dr. Rogers to defer action on returning the 2007 surplus of Human Services to the general fund. Motion carried.

Financial Report

Ms. Billeter presented the financial report to the board. She stated that expenses continue to be below average and collections are above projections. She also stated that long-term support is continuing to transition clients to CHP and final reconciliations of the various programs will be completed at year-end. Ms. Billeter also presented the monthly schedule of vouchers to the board.

Director's Report

Ms. Kincaid stated that the department has moved forward on the refill of the CYF Program Manager vacated by Jill Kvigne. The closing date for applications is on September 30th so interviews should follow shortly after that date. The staff in the ADRC continue to see an increase in contacts. Long-term support staff have been working with CHP to develop a procedure for clients who are enrolled in Family Care and enter IMD's. Clients are disenrolled from the program at that point and need to re-enter the program after discharge.

Adjournment

Mr. Place moved, Ms. Borgerding seconded the meeting be adjourned at 8:05 p.m. Motion carried.

Respectfully Submitted,

Tami Billeter

MINUTES
Pierce County Board of Human Services
September 30, 2008
Pierce County Board Room

- Call to Order The meeting was called to order at 6:00 p.m. by Chair Bill Gilles.
- Roll Call Members present were Bill Gilles, Dan Reis, Ogden Rogers, Greg Place, Joyce Borgerding, and Mike Larson. Nikki Shonoiki was excused.
- Closed
Session Motion by Dr. Rogers, seconded by Ms. Borgerding, with a unanimous roll call vote to convene into closed session pursuant to Section 19.85(1) (e) Wisconsin Statutes for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: for the purpose of discussing staffing and budget related strategy considerations. Motion carried.
- Ron Lockwood entered at 6:20 p.m. and joined the meeting.
- Return to Open
Session Motion by Mr. Reis, seconded by Dr. Rogers, with unanimous roll call vote to return to open session. No further Board action was taken.
- 2009 Budget
Directives Ms. Kincaid reviewed with the board the budget directives that were given to the department. The department was directed to prepare the 2009 budget with a 0% tax levy increase from 2008 with salary and fringe increases to be absorbed by the department. Mr. Gilles advised Ms. Kincaid to decrease the CYF placement budget to arrive at the 0% tax levy amount due to the fact that placements appear to be low at this time. Ms. Kincaid presented trends of the department over the last nine years. She specifically pointed out to the board that placements have fluctuated from year to year. She also highlighted hospitalizations in the CBH unit. They have increased dramatically over the years. Ms. Kincaid presented the revised 2009 Human Services budget with a 0% tax levy increase which would include the following tax levy amounts: \$1,764,468 for Human Services, \$62,853 for Child Support, and \$158,787 for Office on Aging for a combined total of \$1,986,108. Motion by Mr. Larson, seconded by Mr. Lockwood to approve the revised 2009 budget request and to forward it to the Finance and Personnel Committee. The motion carried, with Mr. Gilles, Mr. Reis, Mr. Place, Ms. Borgerding, and Mr. Larson voting for, and Dr. Rogers voting against.
- Adjournment Motion by Dr. Rogers, seconded by Mr. Reis that the meeting be adjourned at 6:44 p.m. Motion carried.

Respectfully Submitted,

Tami Billeter

MINUTES

Pierce County Board of Human Services

October 16, 2008

Pierce County Board Room

- Public Hearing** A public hearing was held on October 16, 2008, for the purpose of receiving the public's input relative to the 2009 Human Services and Office on Aging budgets.
- Call to Order** The meeting was called to order at 6:38 p.m. by Chair Bill Gilles.
- Roll Call** Members present were Bill Gilles, Dan Reis, Ogden Rogers, and Joyce Borgerding. Paul Barkla participated in the meeting via telephone. Mike Larson, Nikki Shonoiki, Greg Place, and Ron Lockwood were excused.
- Staff present were Tammy Kincaid, Tami Billeter, and Kim Thompson.
- Minutes** Motion by Rogers, seconded by Borgerding to approve the September 18 and September 30, 2008 board meeting minutes. Motion carried.
- Public Comments** None
- Transfer of Human Services funds to General fund** Ms. Kincaid discussed the transfer of \$100,000 from the Human Services non-lapsing fund to the county's general fund since Human Services had a budget surplus in 2007. She noted that the Finance and Personnel committee approved at the October 6, 2008 meeting, the addition of a new Economic Support lead position and an increase in hours for the AODA Counselors. Motion by Reis, seconded by Borgerding to transfer \$100,000 from the Human Services fund to the county's general fund. The motion carried, with Gilles, Reis, Borgerding, and Barkla voting for, and Dr. Rogers abstaining from the vote.
- Write-off of Human Services Debt** Ms. Kincaid presented the write-off request for Human Services receivables in the amount of \$2,019,233.58. She explained that this amount consists of client receivable amounts from 1994 to 2004. Included in this amount are Mental Health and AODA inpatient charges, various CYF placements, and some outpatient charges. This debt is currently sitting on the department's old Accounts Receivable system, DRI. She stated that the system is unusable and the clients haven't been billed for four years. The auditors have also recommended that this debt be written off if determined uncollectible. Motion by Reis, seconded by Rogers, to proceed with the write-off of \$2,019,233.58.

Ms. Billeter addressed the board and stated that the department has been working on policies and procedures for Accounts Receivable and the goal is to have them completed by the end of 2008. The department will continue to focus on collections. A collections update will be added to the financial report each month.

**Section 85.21
Office on Aging
Grant**

Ms. Kincaid reviewed with the board the application for the 2009 Section 85.21 Assistance for Elderly and Handicapped Transportation grant. She stated that these grant funds are used to provide transportation to the elderly and handicapped population. This grant is matched with county funds. Motion by Rogers, seconded by Borgerding, to approve the application of the Section 85.21 Assistance for Elderly and Handicapped Transportation grant pending the approval of the 2009 budget. Motion carried.

**Conversion of
Accountant
Position**

Ms. Kincaid stated that the department still has an Accountant vacancy remaining. The department was holding off on refilling the vacancy based on the changes that will be occurring in the department with the Long-Term Care Reform and the addition of the ADRC. She reminded the board that one Accountant position was eliminated already and converted into an Administrative Assistant for the ADRC. She stated that the department has reviewed the workload and duties that need to be performed after all of the changes have occurred. The recommendation would be to convert the Accountant position into an Accounting Assistant position. Motion by Borgerding, seconded by Rogers, to approve the conversion of an Accountant into an Accounting Assistant pending full County Board approval of the 2009 Human Services budget and the approval of the new Economic Support Lead position and the increase in hours for the AODA Counselors.

**Presentation on
Mental Health
Services**

Kim Thompson presented to the board the Mental Health Services that are being provided in Pierce County. She stated that the department employs two full-time mental health therapists, one case manager for the severely and persistently mentally ill clients, one part-time psychiatric nurse, a psychiatrist who works one day per week, and one Chapter 51 case manager. She stated that the therapists are currently providing therapy for Pierce County residents without insurance or MA unless the clients is an internal referral. Ms. Thompson stated that one of the department's goals is to run the outpatient clinic with a 60% or higher billable rate. The unit is meeting monthly and considering various options to maximize their ability to bill for services. The CBH unit will be adding at least one new program in 2008 and is considering becoming certified under HFS 34 sub. III as a provider of Crisis services. The

board thanked Ms. Thompson for her presentation and Dr. Rogers commended her on the progress in the CBH unit.

Financial Report

Ms. Billeter reviewed with the board the financial report for the department. She stated that general program expenditures are under budget by about 7% and collections are about 1.5% higher than expected. This accounts for the department's year-end forecast balance of \$534,000. Placements continue to be lower than budgeted. Ms. Billeter noted that the Teamsters back-pay wages are not included in this amount yet and should be paid by the end of 2008. She also stated that the department received a grant award in the amount of \$4,000 for meth prevention in women and women with children. The board received the report as presented.

Director's Report

Ms. Kincaid stated that the number of delinquency referrals has increased significantly. The Child Support unit has the 4th highest paternity establishment rate in the state. The Economic Support unit has had 92 face-to-face and 107 mail-in applications since the beginning of September. The third party liability collections are increasing. The department keeps 15% of all third party liabilities collected. The ADRC has had 872 contacts from May through August (192 were information only). They have taken 15 off and added 22 people to the wait-list. The Long-Term Care transition has been pretty smooth. The department needs to work with Community Health Partnership on sub-contracting services.

Mr. Reis updated the board on the progress of the ADRC. The ADRC building plan was approved by the State. Construction will begin very soon.

Adjournment

Dr. Rogers moved, Ms. Borgerding seconded the meeting be adjourned at 7:47 p.m. Motion carried.

Respectfully submitted,

Tami Billeter

MINUTES

Pierce County Board of Human Services

November 20, 2008

Pierce County Board Room

- Call to Order** The meeting was called to order at 6:30 p.m. by Vice-Chair Dan Reis.
- Roll Call** Members present were Dan Reis, Ogden Rogers, Nikki Shonoiki, Ron Lockwood, Greg Place, and Joyce Borgerding. Don Rohl was also present. Mike Larson and Bill Gilles were excused.
- Staff present were Tammy Kincaid, Tami Billeter, and Chuck Balzer.
- Minutes** Motion by Rogers, seconded by Borgerding to approve the October 16, 2008 board meeting minutes. Motion carried.
- Public Comments** None
- Furniture Request for ADRC** The Aging and Disability Resource Center is in need of furnishings upon its remodel completion. This includes office chairs, side chairs, and various pieces of modular furniture for the offices. The IT department will be moving to where Office on Aging is currently located and will be using some of the furniture that is already there. The remaining pieces of furniture will be incorporated into the new offices; however a need still remains for additional furnishings. Motion by Rohl, seconded by Rogers to approve the purchase of up to \$20,000 for ADRC furnishings. Motion carried.
- Transfer of Drug Court to Human Services** Discussion occurred regarding the transfer of Drug Court responsibilities to Human Services. Currently Drug Court is supervised by Judge Wing. There was also a separate Drug Court committee. That committee has since been dissolved. The Finance and Personnel Committee and the full County Board passed the transfer of Drug Court to Human Services. Ms. Kincaid stated that it makes sense to have the Drug Court under the supervision of Human Services. Drug Court will be part of the CBH unit under the supervision of Kim Thompson.
- Closed Session** Motion by Rogers, seconded by Place, with a unanimous roll call vote to convene into closed session pursuant to Section 19.85(1)(f) Wisconsin Statutes for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where paragraph (b) applies, which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to such histories or data, or involved in such problems or investigation: employee leave of absence request. Motion carried.
- Return to Open**

Session Motion by Rogers, seconded by Lockwood, with unanimous roll call vote to return to open session.

Motion by Rogers, seconded by Lockwood to approve Kim Stensland's leave of absence request for four weeks without pay in addition to the six weeks allowed under the Family and Medical Leave Act. Motion carried.

Financial Report Ms. Billeter reviewed the financial report with the board. She noted that the forecasted year-end balance is subject to change based on the final Long-term Support reconciliation process. The state expects to give the preliminary contract adjustments for the Long-term support waiver programs in mid-December. A batch of delinquent accounts was sent to the collection agency totaling \$155,831. Ms. Billeter also presented the monthly schedule of vouchers to the board for review.

Director's Report Ms. Kincaid stated that Badgercare for childless adults will begin on January 1, 2009. Most of this is available online, but Economic Support must process all applications that are received. The Economic Support Lead worker position was posted internally. It was not posted by anyone so it will be advertised externally. Child Support arrears collections have increased by five percent since September 2007. Child Support has met all of the performance standards set by the state and have performed higher than the state average. The state is in the process of developing a statewide call center for Child Support intakes. This will mean a deduction of approximately \$10,000 of our allocation. Long-term Support has finished the transfer of clients to Family Care. The last Long-term Support social worker will transfer to the CBH unit as an Adult Protective Services worker in December. They CYF Supervisor position was re-advertised and the screening will take place shortly. Ms. Kincaid continues to do all of the intakes and case assignments in the interim. In the CBH unit, the 60% billable time goal was met. Human Services has been involved in meetings with Law Enforcement agencies to look at other options for chapter 51 transports. Two of the Administrative Support staff have been transferred back under the supervision of the Business Manager. The Child Support and Economic Support administrative assistants will remain under the Child Support supervisor and Economic Support Supervisor respectively. The construction of the ADRC should be completed by the end of December.

Adjournment Motion by Rohl, seconded by Rogers that the meeting be adjourned at 7:17 p.m. Motion carried.

Respectfully Submitted,

Tami Billeter