

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 15, 2009

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, and Joyce Borgerding. Nikki Shonoiki was available by phone. Mike Larson and Greg Place were excused.
- Staff present were Tammy Kincaid and Tami Billeter.
- Minutes** Motion by Rogers, seconded by Borgerding to approve the November 20, 2008 board meeting minutes. Motion carried.
- Public Comments** None
- Furniture and Computer Request** Ms. Kincaid requested that the board consider the purchase of modular furniture and computer equipment for the new Economic Support Lead worker as well as a new chair. She noted that all of the items are budgeted. Motion by Rogers, seconded by Borgerding to approve the furniture and computer equipment purchase not to exceed \$4,667. Motion carried.
- Update from Ed Olson regarding Human Services Strategic Plan** Ed Olson from E jj Olson & Associated was available via conference call to discuss the progress of the strategic plan for Human Services. They have reviewed the organizational structure of the department by conducting interviews with management and staff, focus groups, and acquiring annual reports from comparative counties. The accounting firm, Schenck Business Solutions has begun analyzing the financial information for the past five years. Socio-demographic trends as well as a demographic analysis of comparative counties (St. Croix, Shawano, and Chippewa) have been completed. Best practice models on the state and national level have been acknowledged and are currently being analyzed. Ed engaged members of the Human Services Board in a mini focus group session. He asked them to identify strengths, issues, and possible solutions for the Human Services department. Ed and his staff plan on meeting with various managers on January 22, 2009 to gather more information.
- 2009 Purchase of Service Contracts** Ms. Kincaid reviewed with the Board the 2009 Purchase of Service contracts. Motion by Rogers, seconded by Borgerding to approved the 2009 Purchase of Service contracts as presented. Motion carried.

2009 Meeting Dates

Time and Location Ms. Kincaid asked the board to consider moving the Human Services Board meetings from the third Thursday to the second Thursday of the month. Since Finance and Personnel will be meeting once per month rather than twice per month, it would allow enough time to get agenda items to Sandy for the next Finance & Personnel meeting. The Board also discussed moving the meeting time from 6:30 p.m. to 6:00 p.m. Tammy also asked that the meetings be held in the lower level of the Pierce County Office Building in the room next to the ADRC. Motion by Rogers, seconded by Borgerding to move the Human Services Board meetings from the third Thursday to the second Thursday of the month at 6:00 p.m. Motion carried.

Financial Report Ms. Billeter reviewed with the board the financial report. She noted that the state has not yet sent out the contract addendums for the various waiver programs. They are planning on sending them with the next CARS report. Human Services received notification that they will receive \$55,652 in Intoxicated Driver funds for 2008. It was also noted that Human Services will be meeting on a regular basis with Finance Director Julie Brickner, Public Health, and Highway to work towards an integrated financial report. Ms. Billeter also presented the monthly schedule of vouchers for the board to review. The board received the report as presented.

Director's Report The administrative assistant who has worked with Child Support for several years has taken the Accounting Assistant position within Human Services. An economic support worker will begin as our new administrative assistant for Child Support on February 2, 2009. This leaves two vacancies in Economic Support as the Lead worker position was filled in-house by an Economic Support worker. The administrative support unit is now taking new steps in attempt to reduce no shows and improve collections. Cassandra Malloy will begin as the new co-manager of the Children, Youth, & Families Unit on January 19, 2009. The State of Wisconsin has added additional funding to serve children through the Intensive Autism program. The Community Support Program will be offering parenting classes at the Rocky Branch Elementary School the third Tuesday of each month beginning January 20, 2009. The CBH unit has seen an increase in the number of serious mentally ill clients. The AODA group is focusing five hours per week of their time working on screening groups versus doing assessments.

Closed Session Motion by Rogers, seconded by Lockwood, with a unanimous roll call vote to convene into closed session 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 or exercises responsibility: Human Services Director's annual performance evaluation. Motion carried.

Return to Open Session

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

Motion by Rogers, seconded by Borgerding, to award the Human Services Director a favorable evaluation and to award a step increase. Motion carried.

Adjournment

Motion by Rogers, seconded by Borgerding, that the meeting be adjourned at 7:57 p.m. Motion carried.

Respectfully Submitted,

Tami Billeter

MINUTES

Pierce County Board of Human Services

February 12, 2009

Pierce County Board Room

- Call to Order** The meeting was called to order at 6:08 p.m. by Chair Bill Gilles.
- Roll Call** Members present were Bill Gilles, Ogden Rogers, Joyce Borgerding, and Ron Lockwood. Nikki Shonoiki was available by phone. Mike Larson and Greg Place were excused.
- Staff present were Tammy Kincaid, Tami Billeter, Cassandra Malloy, Kim Thompson, and Linda Hoyt.
- Minutes** Motion by Rogers, seconded by Borgerding to approve the January 15, 2009 board meeting minutes. Motion carried.
- Public Comments** None
- Drug Court** Linda Hoyt and Kim Thompson were available to discuss the Drug Court program with the Board. Drug Court will now be a part of the Community Behavioral Health Unit in Human Services. The goal of Drug Court is to prevent drug or alcohol addicted persons from going to prison. It is a voluntary program that has had 13 graduations to date with only two returning. It is a 13 – 18 month program that has three phases to it. Members of Drug Court must work 40 hours per week or must be doing community service 40 hours per week to be considered for the program. There is a \$750 fee for members. It has been a successful program so far and continues to get better. The Board thanked Ms. Hoyt for her hard work and commitment to this program.
- Dan Reis joined the meeting at 6:32 p.m.
- Human Services Surpluses & Deficits** Ms. Kincaid discussed the issue of the Human Services budget surpluses and deficits. There has been some confusion in the past regarding this issue. Ms. Kincaid presented a chart detailing how other counties in the region deal with surpluses and deficits in Human Services. Some counties have a contingency fund set up for emergency situations such as high cost child placements and psychiatric inpatient stays. Others give all surpluses to the county's general fund and the general fund also pays all deficits. Ms. Kincaid asked the Board to consider a recommendation for determining the process for future surpluses and deficits in Human Services. Motion by Rogers, seconded by Lockwood to make a recommendation that it is the understanding of the Human Services Board that all audited surplus funds of Human Services are returned to the County's general fund. Motion by Rogers, seconded by Lockwood to amend the recommendation that it is the understanding of the Human Services Board that all audited surplus funds of Human Services are returned to the County's

general fund with the understanding that all deficits should be the responsibility of the full County Board. Motion carried.

**Regional Crisis
Grant Proposal**

Ms. Thompson discussed the Regional Crisis grant proposal with the Board. She has been involved in the Regional Crisis Diversion Planning Committee. The grant funding would be used to implement a crisis diversion program. The start-up funds would be used for technical and needs assistance. The plan would be to implement the crisis diversion program in 2010. On average, counties who have a Crisis Diversion Program are able to divert about one-half of their emergency detention hospitalizations. In 2008, Pierce County had 179 emergency detention placements. The County paid for 45 of those placements which totaled approximately \$108,000. The grant would be for \$115,000 per year per region for five years. Pierce County's portion would be approximately \$5,000 per year. The Board supported the planning of this program.

**Allocation of Funds
For Drug Court**

Ms. Kincaid stated that the only funds allocated for Drug Court are for salary, fringe, and a few supplies. She noted that Ms. Hoyt hasn't had any formal training for Drug Court since there hasn't been any money allocated for this in the past. She recommended that funds be allocated from the Human Services non-lapsing fund for Drug Court training and ancillary charges. Motion by Rogers, seconded by Lockwood to allocate \$25,000 from the Human Services non-lapsing fund balance for Drug Court program support and services. Motion carried.

**ADRC Consulting
Fees**

The Board discussed the payment of the consulting fees for the Aging and Disability Resource Center. The fees were budgeted for \$5,000, but due to unexpected expenses, the fees were higher than anticipated. Motion by Lockwood, seconded by Borgerding to approve payment of the 2008 ADRC consulting fees from the Human Services 2007 audited balance. Motion by Rogers, seconded by Lockwood to amend the motion to approve the payment of the unbudgeted 2008 ADRC consulting fees. Motion carried.

**Director's Annual
Goals**

A recommendation of the 2009 annual Director's goals was presented. Motion by Rogers, seconded by Lockwood to approved the Human Services Director's annual goals. Motion carried.

Financial Report

Ms. Billeter reviewed with the board the financial report. She noted that contract addendums have been received for some of the Long-term Support waiver programs. The financial statement reflects these adjustments and some adjustments have been estimated based on Family Care transition dates. The department is currently in the process of reconciling 2008 accounts. At this time the department appears to have a balance of approximately \$627,000. It was noted that this balance could change after all final close-outs have been completed. The department is now able to accept credit card payments for

services through Official Payments. There is no cost to the department for this service, although payers are charged a 2.75% convenience charge. Ms. Billeter also presented the monthly schedule of vouchers for the board to review. The board received the report as presented.

Director's Report On March 19th, there will be a staff appreciation lunch after the all-agency meeting provided by department managers. The Board is invited to attend. Amanda Wood has started as the new Social Services Aide. The state will be implementing a new initiative for Community Response to low-end neglect and physical abuse cases. There is \$6,000 allocated from the state to develop a citizen review panel for Child Protection. There will be a training conference later in the year in Wyoming for Community Response that Ms. Malloy will be asked to attend. The ADRC furniture will be installed on February 17 – 19th and staff will be able to move after that. Child Support is noticing a large increase in the number of people requesting information on how to reduce or suspend their Child Support orders due to the number of layoffs. Emily Carlson has started as the Economic Support Lead worker. Interviews for the two vacant Economic Support positions will be on February 13th. There were 242 applicants and ten will be interviewed for the positions. Kim Thompson and Julie Raethke from the Community Behavioral Health unit have been meeting with area police departments to educate them on emergency detentions and detox hospitalizations. The AODA unit will be designating a time period one day per week to perform AODA screenings to determine if a further assessment is needed. There will be a flat fee charged for this service.

Adjournment Motion by Rogers, seconded by Borgerding, that the meeting be adjourned at 7:40 p.m. Motion carried.

Respectfully Submitted,

Tami Billeter

MINUTES

Pierce County Board of Human Services

March 12, 2009

Pierce County Board Room

- Call to Order** The meeting was called to order at 6:25 p.m. by Chair Bill Gilles.
- Roll Call** Members present were Bill Gilles, Ogden Rogers, Joyce Borgerding, Dan Reis, and Ron Lockwood. Greg Place and Nikki Shonoiki were excused.
- Staff present were Tammy Kincaid, Tami Billeter, and Kathy Spence.
- Minutes** Motion by Reis, seconded by Rogers to approve the February 12, 2009 board meeting minutes. Motion carried.
- Public Comments** None
- Presentation of ADRC Services** Kathy Spence was available to discuss the services of the Aging and Disability Resource Center. The Open House will be on Friday, May 8th from 1:00 – 4:00 p.m. in the ADRC. Ms. Spence stated that there were 98 people on the waitlist in May 2008 when the ADRC opened and there are currently 138 people on the waitlist. They have been able to take approximately four people off of the waitlist each month. The state has changed its policy from allowing counties two years to transition clients off of the waitlist to a three-year transition period. This change will mean that the Pierce County must transition about 2.1 clients per month in order to accomplish this goal. She noted that clients have three options to choose from when transitioning to Community Health Partnership including Family Care, IRIS, and the Partnership program.
- Out of State Travel/Training Request** The department has received a Citizen Review Panel grant totaling \$6,000. Part of that funding is for staff training. Ms. Kincaid asked the board to consider sending the Children's Services Manager to Jackson Hole, Wyoming to participate in the National Citizen Review Panel Conference which would be completely reimbursed by the Citizen Review Panel funding. Motion by Rogers, seconded by Borgerding, to approve the out of state travel/training request to send Cassandra Malloy to Jackson Hole, WY. Motion carried.
- Resolution No. 08-24** Motion by Reis, seconded by Ogden, to approve County Board Resolution No. 08-24 Transfer of County General Funds from 2009 Drug Court Program and Transfer of \$25,000 from Human Services to Human Services Drug Court Account. Motion carried.

**Governor Doyle's
Budget Proposal**

Ms. Kincaid reviewed with the Board the anticipated impact of Governor Doyle's budget proposal on Pierce County Department of Human Services in 2010 and 2011. The proposed budget consists of about \$150,000 in cuts in 2010 and \$270,000 in 2011. The biggest cut will be the loss of IV-E Incentive funds which has typically been about \$102,000 per year in the past. Other cuts in funding include the Basic County Allocation which will be cut by 14% in 2010 and 16% in 2011. Many other programs will be cut by 1% including the Income Maintenance contract. The Youth Aids allocation is expected to be cut by 6% as well.

Financial Report

Ms. Billeter stated that she and staff are finishing up the 2008 reconciliation process. The department has been taking a closer look at collections and has seen an increase in the amount of revenue received from tax intercept payments. The schedule of vouchers was presented for the Board to review.

Director's Report

Ms. Kincaid stated that Mr. Larson has decided to resign from the Human Services Board. He will be submitting a letter of resignation to Paul Barkla. She asked the Board to consider advertising for Mr. Larson's position. Motion by Rogers, seconded by Borgerding, to approve the advertisement of a citizen board member for the Human Services Board upon receipt of Mr. Larson's resignation letter. Motion carried.

Adjournment

Motion by Rogers, seconded by Reis, that the meeting be adjourned at 6:55 p.m. Motion carried.

Respectfully Submitted,

Tami Billeter

MINUTES

Pierce County Board of Human Services

May 14, 2009

Pierce County Board Room

- Call to Order** The meeting was called to order at 6:01 p.m. by Dr. Ogden Rogers.
- Roll Call** Members present were Ogden Rogers, Joyce Borgerding, Greg Place, and Ron Lockwood. Nikki Shonoiki was available by phone. Dan Reis was excused.
- Staff present were Tammy Kincaid, Tami Billeter, Kim Thompson, and Gary Holden.
- Minutes** Motion by Borgerding, seconded by Lockwood to approve the March 12, 2009 board meeting minutes. Motion carried.
- Public Comments** None
- Presentation on
MATRIX program** Gary Holden was available to discuss the MATRIX program currently being used by the AODA unit. Gary attended the training back in 2004 in California. It is an evidence-based treatment program for alcohol and drug addicts funded by HMO's. Brain imaging has proved that the MATRIX is successful. This program started being used in the Primary Outpatient Program when Kayla Buck started. It is a non-judgmental, supportive, and empowering form of treatment which is less stressful on staff. The agency has seen a 70 percent success rate with this program. Members of the Board commended Gary and his staff for their dedication and hard work.
- 2008 Human
Services Annual
Report** Ms. Kincaid reviewed the 2008 Human Services Annual Report with the Board. She noted that the biggest change in 2008 was the Long-Term Care transition and the start of the Aging and Disability Resource Center. The Administrative Support unit started quantifying phone calls and visitors. The agency received about 1,000 visitors per month and over 5,000 phone calls. The Community Behavioral Health unit continued to see the effects of the 2006 cuts, focusing on indigent clients. There was a significant increase in in-house use for mental health services. The AODA groups have increased with the addition of an AODA counselor. The Children, Youth, and Families unit was divided into two separate units – Child Protective Services and Youth Services. Placement costs decreased from \$1,000,000 in 2006 to \$250,000 in 2008. The Economic Support unit saw a significant increase in utilization. Child Support was fairly stable, although there were more people that couldn't make payments due to job loss. The Board received the report as presented.
- Television Request** The agency is in need of a new television for the group room. The previous television broke and a new one is needed for various AODA and Mental

Health groups. Motion by Lockwood, seconded by Place, to approve the purchase of a new television not to exceed \$1,000. Motion carried.

NACO Prescription

Drug Program

The agency is asking the Board to consider participating in the NACo prescription drug program. This program would offer significant savings for the underinsured and uninsured residents of Pierce County. It would mean a 22% discount for people who had a card. There would be no cost to participate since Pierce County is already a member of NACo. The ADRC would obtain the cards and would distribute them to people as needed. Motion by Borgerding, seconded by Shonoiki, to recommend to the full county board that Pierce County participate in the NACO Prescription Drug Program. Motion carried.

Financial Report

Ms. Billeter reviewed the new financial reports with the Board. She stated that she has been meeting monthly with Finance Director, Julie Brickner, Becky Johnson from Public Health, and Laurie Lundgaard from Highway to work on a unified financial report. There will still be a few more changes made to the report in the upcoming months. The monthly vouchers for March and April were also available for review. The Board received the information as presented.

Director's Report

Ms. Kincaid reviewed the current state budget situation with the Board. The state is projecting an additional \$1.5 billion deficit. They are projecting deeper cuts in state government spending. This could result in an additional 5% cut in state aids to local governments. This would have a significant impact on Human Services. The Board thanked Ms. Kincaid for the update.

Adjournment

Motion by Place, seconded by Borgerding, that the meeting be adjourned at 7:15 p.m. Motion carried.

Respectfully Submitted,

Tami Billeter

HUMAN SERVICES BOARD Thursday, June 11, 2009 – 6:00 p.m. County Board Room		
STATE OF WISCONSIN COUNTY OF PIERCE		
<p>The Pierce County Human Services Board met in the County Board Room of the Pierce county Courthouse, Ellsworth, WI. Vice Chair Reis called the meeting to order at 6:00 p.m.</p>		<p>Meeting convened</p>
<p>Members present:</p> <p>Also present:</p>	<p>Dan Reis Joyce Borgerding Greg Place Ron Lockwood Jim Ross</p> <p>Tammy Kincaid - Director Tami Billeter – Business Manager</p>	<p>Roll Call</p>
<p>Motion by Lockwood, seconded by Borgerding, to approve the May 14, 2009 board meeting minutes. <i>Motion carried.</i></p>		<p>Minutes</p>
<p>Vice Chair Reis called for public comments. There were none.</p>		<p>Public comments</p>
<p>Ms. Kincaid announced that Jim Ross was appointed to the Human Services Board. Motion by Ross, seconded by Lockwood, to nominate Dan Reis as Board of Human Services Chairperson. Motion by Place, seconded by Lockwood, to close nominations. <i>Motion carried.</i></p> <p>Motion by Ross, seconded by Lockwood, to nominate Greg Place as Board of Human Services Vice Chairperson. Motion by Borgerding, seconded by Ross, to close nominations. <i>Motion carried.</i></p>		<p>Election of officers</p>
<p>Chuck Balzer from Big River Consulting was available to discuss with the board the need for Mental Health Crisis Services in Pierce County. Chuck has been interviewing and working with other counties and facilities in the state relative to their Mental Health Crisis program operations. He has been participating in a regional steering committee for the past six to eight months to work on the application of a regional grant to implement crisis services in the western region made up of 18 counties. The intent behind the grant is to provide technical and training assistance for counties who wish to implement a Mental Health Crisis program. This program would help to reduce costs for emergency detention placements. Mr. Balzer recommended that the county consider applying for the regional Mental Health Crisis grant funds. The Board asked that this be an informational topic for the next full County Board meeting.</p>		<p>Presentation of Mental Health Crisis Services: Big River Consulting</p>
<p>Ed Olson and Antonio Hayes-Gonzalez from E jj Olson and Associates were present to review with the Board the Strategic Planning Assessment of Pierce County Human Services. He and his team have</p>		<p>Strategic Planning Assessment:</p>

<p>been working with staff, management, board members, and community members over the past several months to develop this assessment and a strategic plan. He noted that the department has many strengths including good communication and organization. The focus needs to be on Economic Support in the future as well as our aging population. He encouraged the Board to use this assessment and plan as a budgeting tool in the future. The Board thanked Mr. Olson and Mr. Hayes-Gonzalez.</p>	<p>Ejj Olson & Associates</p>
<p>Ms. Billeter reviewed the financial reports with the Board. She stated that expenditures are below target for the year. She will be working with Data Now in the upcoming months to make a few changes to the revenue portion of the reports. The monthly vouchers for May were available for review. The Board received the information as presented.</p>	<p>Financial Report</p>
<p>Ms. Kincaid noted that the James F. Dollahon 10th and Final Memorial Golf Tournament will be held on Friday, July 31st. The proceeds of this tournament will go to the Fund for services to children.</p> <p>The state budget seems to be changing constantly. Economic Support may have some of its funding backfilled by stimulus funds. Child Support will be excluded from the state funding cuts.</p> <p>Ms. Kincaid asked the Board to consider moving the July meeting from July 9th to July 16th at 5:00 due to the fact that there will need to be a public hearing in regards to the budget before this meeting. This will allow ample time to get notices mailed. The Board agreed to move the meeting to July 16th.</p>	<p>Director's Report</p>
<p>Motion by Borgerding, seconded by Ross, that the meeting be adjourned at 7:45 p.m. <i>Motion carried.</i></p>	<p>Adjournment</p>

Respectfully Submitted,

Tami Billeter

HUMAN SERVICES BOARD Thursday, July 16, 2009 – 5:00 p.m. Emergency Operations Center Room – Pierce County Courthouse					
STATE OF WISCONSIN COUNTY OF PIERCE					
<p>A Public Hearing was held on Thursday, July 16, 2009, for the purpose of receiving the public’s input relative to the 2010 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. Kim Edwards and Kelly Gunderson from Positive Alternatives were available to discuss their program which serves at-risk youth and families in Pierce County. They gave an overview of their services and stated that there would be no increase in rates for the upcoming year. Sarah Johnson from the Hunger Prevention Council was in attendance and encouraged the Board to consider some support for the basic hunger needs for the residents of Pierce County. There have been tremendous usage increases in Pierce County. She also stated that the Food Pantry is in need of more space. Amber Carlson from Have a Heart was available to discuss their program which serves people with disabilities. Currently, there are nine Pierce County residents in the program. This program is important because it is difficult for people with disabled children to find daycare. There will be no rate increases for 2010. She stated that Children’s Waivers currently fund many of the residents in Pierce County. Ms. Kincaid read a letter sent from the Prescott Chief of Police in support of the Children, Youth, and Families Unit. Chairman Reis closed the Public Hearing at 5:40 p.m.</p>	<p>Public Hearing</p>				
<p>The Pierce County Human Services Board met in the Emergency Operations Center Room of the Pierce county Courthouse, Ellsworth, WI. Chairman Reis called the meeting to order at 5:40 p.m.</p>	<p>Meeting convened</p>				
<table border="0" style="width: 100%;"> <tr> <td style="width: 15%; vertical-align: top;"> <p>Members present:</p> </td> <td> <p>Dan Reis Joyce Borgerding Greg Place Ron Lockwood Ogden Rogers Jim Ross (by phone)</p> </td> </tr> <tr> <td style="vertical-align: top;"> <p>Also present:</p> </td> <td> <p>Tammy Kincaid - Director Tami Billeter – Business Manager Cassandra Malloy – CYF Program Manager Kim Thompson – CBH Program Manager</p> </td> </tr> </table>	<p>Members present:</p>	<p>Dan Reis Joyce Borgerding Greg Place Ron Lockwood Ogden Rogers Jim Ross (by phone)</p>	<p>Also present:</p>	<p>Tammy Kincaid - Director Tami Billeter – Business Manager Cassandra Malloy – CYF Program Manager Kim Thompson – CBH Program Manager</p>	<p>Roll Call</p>
<p>Members present:</p>	<p>Dan Reis Joyce Borgerding Greg Place Ron Lockwood Ogden Rogers Jim Ross (by phone)</p>				
<p>Also present:</p>	<p>Tammy Kincaid - Director Tami Billeter – Business Manager Cassandra Malloy – CYF Program Manager Kim Thompson – CBH Program Manager</p>				
<p>Motion by Ross, seconded by Lockwood, to approve the June 11, 2009 board meeting minutes. <i>Motion carried.</i></p>	<p>Minutes</p>				
<p>Chairman Reis called for public comments. There were none.</p>	<p>Public comments</p>				
<p>Ms. Kincaid announced that the Human Services Citizen Board member position currently occupied by Joyce Borgerding is up for</p>	<p>Reappointment of Citizen</p>				

<p>reappointment. Motion by Lockwood, seconded by Rogers, to recommend reappointment of Joyce Borgerding to the Human Services Board. <i>Motion carried.</i></p>	<p>Member</p>
<p>Cassandra Malloy, Child Protective Services Manager, presented information regarding the Citizen Review Panel training that she attended in Jackson Hole, Wyoming. She stated that the Child Abuse and Prevention Treatment Act (CAPTA) requires Citizen Review Panels in every state. The State of Wisconsin has allocated \$6,000 to Pierce County for this purpose. The panel must consist of 11 – 16 members of the community who have knowledge and/or interest in Child Protection Services. This panel will serve as a system of checks and balances for the county’s internal policies and procedures. Some of the issues they will review include foster home availability and appropriateness of placements. Ms. Malloy stated that she will coordinate the recruitment and currently there are two interested participants. There will be training available for panel members.</p>	<p>Presentation of CPS Citizen Review Panel: Cassandra Malloy</p>
<p>The Board discussed the Needs Assessment and Strategic Plan provided by Ejj Olson and Associates. They were pleased with the information and data. Discussion occurred in regards to putting the information on the County website so that data can be accessible when needed. Motion by Rogers, seconded by Borgerding, to accept the Ejj Olson Needs Assessment and Strategic plan. <i>Motion carried.</i></p>	<p>Ejj Olson Needs Assessment and Strategic Plan: Members</p>
<p>Ms. Kincaid stated that a request was made to review one of the Board Policies. The policies were developed in 2003 and some were later updated in 2005. The Board discussed the review process for the policies and decided that all of the policies should be brought forward for review. Motion by Lockwood, seconded by Rogers, to bring forward all 45 policies of the Human Services Board. <i>Motion carried.</i></p>	<p>Human Services Board Policies: Members</p>
<p>Ms. Kincaid stated that the state allocations are not yet known. The 3% tax levy increase has been approved by the Finance and Personnel Committee. The Board directed Ms. Kincaid to prepare three budget scenarios for the next meeting and to prioritize needs as necessary.</p>	<p>Human Services Budget Directives</p>
<p>There are two signs on the outside of the Pierce County Office Building that need to be changed to reflect the Aging and Disability Resource Center. Ms. Kincaid stated that the Highway Department is willing to make the signs. Motion by Place, seconded by Borgerding, to approve the expenditure of up to \$1,200 for ADRC signage. <i>Motion carried.</i></p>	<p>ADRC Signage: Tammy Kincaid</p>
<p>Ms. Billeter stated that there is not enough information available at this time to make the software upgrade request. The Board agreed to table this agenda item until a later date. No motion necessary.</p>	<p>eWiSACWIS/ Financial software upgrade: Tami Billeter</p>
<p>Ms. Kincaid stated that she has been invited to attend the National Child Welfare Agencies and Courts Conference in Washington D.C. on August 7 – 9, 2009 as Co-Chair of WCHSA’s Children’s Political Action Committee (PAC). She stated that this conference will focus on best practices, future trends, and funding opportunities by the U.S. Children’s Bureau for Child Welfare agencies. The conference</p>	<p>National Child Welfare Agencies and Courts Conference: Tammy</p>

<p>expenses will be fully paid for by the federal government so there will be no cost to the county. Motion by Lockwood, seconded by Rogers, to approve the attendance of the Human Services Director at the National Child Welfare Agencies and Courts Conference. <i>Motion carried.</i></p>	<p>Kincaid</p>
<p>Ms. Billeter reviewed the financial reports with the Board. She stated that expenditures continue to be at or below target for the year. The auditors have finished the 2008 audit review of Human Services. The Department had a positive fund balance and will transfer \$760,974 to the County's General Fund. The Board received the information as presented.</p>	<p>Financial Report</p>
<p>Ms. Kincaid stated that some members of the Law Enforcement Committee have asked Human Services to consider working with them on a jail diversion program. They are not asking for financial support, but they are looking at possibly partnering with Human Services to come up with some other options to reduce the jail population.</p> <p>The agency has been working with several local agencies to apply for a grant through the Office of Justice Assistance to focus on areas such as alcohol issues, truancy, and gang activities.</p> <p>Child Support will be receiving some federal stimulus funds from ARRA not to be used for supplanting. They expect to receive about \$30,000 for 2009 and \$30,000 for 2010.</p> <p>All after-hours groups have been temporarily moved due to the HVAC project.</p> <p>The Badgercare Core Plan is in effect. The state has received numerous applications and has noticed that about 50% of the applicants are unemployed.</p> <p>There have been two complaints filed against the agency – one in the Child Support unit and one in the AODA unit. The complaints were determined to be unsubstantiated upon state review.</p> <p>The next Human Services Board meeting will be on Thursday, August 13, 2009 in the Emergency Operations Center Room in the Pierce County Courthouse at 6:00 p.m.</p>	<p>Director's Report</p>
<p>Motion by Place, seconded by Borgerding, that the meeting be adjourned at 7:09 p.m. <i>Motion carried.</i></p>	<p>Adjournment</p>

Respectfully Submitted,

Tami Billeter

HUMAN SERVICES BOARD Thursday, August 20, 2009 – 6:00 p.m. Highway Dept Meeting Room – Pierce County Highway Department		
STATE OF WISCONSIN COUNTY OF PIERCE		
The Pierce County Human Services Board met in the Highway Department Meeting Room of the Pierce County Highway Department, Ellsworth, WI. Chairman Reis called the meeting to order at 6:03 p.m.		Meeting convened
Members present:	Dan Reis Jim Ross Greg Place Ogden Rogers Paul Barkla Ron Lockwood (by phone)	Roll Call
Also present:	Tammy Kincaid - Director Tami Billeter – Business Manager Cassandra Malloy – CYF Program Manager Kim Thompson – CBH Program Manager Kathy Hass – Aging and Disability Resource Center Program Manager Megan Smith – CYF Social Worker	
Motion by Rogers, seconded by Ross, to approve the July 16, 2009 board meeting minutes. <i>Motion carried.</i>		Minutes
Chairman Reis called for public comments. There were none.		Public comments
Kathy Hass, Aging and Disability Resource Center Program Manager reviewed the 2010-2012 Aging Plan with the Board. She stated that the plan needs to be completed and approved every three years. The ADRC Governing Board has approved the plan. There are three areas that the plan focuses on: emergency preparedness, transportation, and caregiver support. Ms. Hass gave an overview of the Aging budget. The only flexible spending grant is the Title 3B grant of the Older Americans Act. All other funding is program specific. Motion by Rogers, seconded by Ross, to approve the Aging Draft Plan and Budget for 2010 – 2012. <i>Motion carried.</i>		2010-2012 Aging Plan and Budget: Kathy Hass
The Board discussed the process for reviewing the policies in the Pierce County Department of Human Services Policy and Operations Manual. There are a few concerns and questions with some of the policies. The Board agreed that they would review any policies that are suggested by the members. It was determined that the members will contact Tami Billeter with any suggestions for changes to be included in future agendas. Motion by Rogers, seconded by Lockwood that the first reading of the Pierce County Department of Human Services Policy and Operations Manual, policies B-G-01 thru B-G-26 and B-D-01 thru B-D-05 was completed and left open for potential review and action in the future. <i>Motion carried.</i>		Human Services Board Policies: Members

Supervisor Barkla was excused at 6:34 p.m.	
<p>Ms. Kincaid presented the proposed 2010 budget. She reminded the Board that most of the services provided by the department are mandated. The budget was prepared to maintain the current level of services with no layoffs or furloughs. There was a 14% health insurance increase and a 2/1% wage increase for 2010. There have been state funding decreases across the board including the Basic Community Aids decrease due to the Long Term Care transition. There are no new position requests and the FTE count will remain the same for 2010. Continued decrease in placement costs give some room for increases in daily expenses for 2010; however it was cautioned that placements are volatile and should be considered to fluctuate. The slowdown in the economy results in significant increased utilization of services. There is no room left for savings from best case scenario budgeting. Ms. Kincaid stated that there are three options for the Board to consider. Option A is the cost to continue with conservative cost/revenue projections. This option would result in an increase in county tax levy of \$191,250 (9.4%). Option B includes a reduction in placement costs for the Children, Youth, and Families program as well as for the Community Behavioral Health Unit. This results in a best case scenario projection of \$61,032 increase in tax levy (3%). Budget option C results in a 0% tax levy increase. The only way that this could be achieved is with voluntary and involuntary staff time without pay. Motion by Lockwood, seconded by Ross, to approve the 2010 Budget Option B request and to move to Finance and Personnel. <i>Motion carried by roll call vote with 4 in favor and 1 opposed (O. Rogers).</i></p>	<p>2010 Human Services Budget: Tammy Kincaid</p>
<p>Ms. Billeter reviewed the financial reports with the Board. She stated that expenditures continue to be at or below target for the year. Office on Aging appears to be above target at 67% of expenditures. This is due to the fact that expenses from donation funds were not included in the budget. The revenues are above target as well which work to offset the expenses. The revenues and expenses from donations will be included in future budgets. The schedule of vouchers and payment proofs were available for review. The Board received the information as presented.</p>	<p>Financial Report</p>
<p>Ms. Kincaid attended the National Child and Welfare Agencies and Courts Conference in Washington D.C. The hot topics right now are Alternative Response and the importance of supervisors in Child Welfare. There are training and funding options likely coming forward in these areas.</p> <p>The Western Region has been having discussions relative to opportunities to combine resources to provide services.</p> <p>There have been no responses to the advertisement for Citizen member besides the resume previously received.</p> <p>Economic Support employees are assisting the state with processing Badger Care + Core Plan applications. This will result in overtime for</p>	<p>Director's Report</p>

<p>the staff that will be reimbursed at a higher rate by the state. There continues to be an increase in clients utilizing services in the Economic Support area. Over 2,400 households in Pierce County are on some type of economic assistance. FoodShare caseloads have increased by 92% since May 2007 and the number of FS recipients served by the Economic Support unit has increased by 106%. The Management Evaluation Review occurred this month in the area of FoodShare. State staff met with employees, clients, and managers and sat in on various appointments. At this time no recommendations for corrective action plans have been made, although the final report will be forthcoming. It has been recommended that signage related to handicap parking needs to be available.</p> <p>Child Support continues to work on the plan to spend the ARRA stimulus money, with the focus being on overtime for staff to assist people with reducing Child Support orders due to job losses.</p> <p>The agency has applied for a grant through the Office of Justice Assistance. The goal of the grant is to reduce juvenile recidivism rates. The grant is for \$77,000 over two years. This money will be used for training staff, curriculum purchasing, and increase Social Service Aide time from 28 to 35 hours per week. Pierce County is one of three counties being considered for this grant. There will new state matched slots available for the Children's Long-Term Support Waiver. There are currently 40 kids on the waitlist in Pierce County. We are expected to receive 3-5 slots.</p> <p>September is Recovery Month. The CBH unit will be having a brat feed on Thursday, September 17th. The proceeds will go to treatment incentives. Meetings with Northwest Passage will begin to start the implementation of the Crisis program.</p> <p>There is currently a wait-list of five families in the Community Response Program. This program has produced great outcomes for families. There are two participants for the Citizen Review Panel at this time. There will be an open information meeting on August 27th.</p> <p>The Administrative Support Unit has been tracking visitors and phone calls that come into the agency. There has been an average of 835 phone calls and 298 visitors on any given week.</p> <p>The next meeting date will be on Thursday, September 10, 2009, location to be determined.</p>	
<p>Motion by Rogers, seconded by Ross, that the meeting be adjourned at 8:10 p.m. <i>Motion carried.</i></p>	<p>Adjournment</p>

Respectfully Submitted,

Tami Billeter

HUMAN SERVICES BOARD Thursday, September 10, 2009 – 6:00 p.m. Emergency Operations Center Room – Pierce County Courthouse		
STATE OF WISCONSIN COUNTY OF PIERCE		
The Pierce County Human Services Board met in the Emergency Operations Center Room of the Pierce County Courthouse, Ellsworth, WI. Chairman Reis called the meeting to order at 6:00 p.m.		Meeting convened
Members present:	Dan Reis Jim Ross Ogden Rogers Joyce Borgerding Ron Lockwood (by phone)	Roll Call
Also present:	Tami Billeter – Business Manager	
Motion by Ross, seconded by Rogers, to approve the August 20, 2009 board meeting minutes. <i>Motion carried.</i>		Minutes
Chairman Reis called for public comments. There were none.		Public comments
The Board discussed Policy B-G-10 of the Pierce County Department of Human Services Policy and Operations Manual. The Board agreed that they would discuss other policies later as questions arise. Jim Ross will contact Tami Billeter when policies are to be brought to the members for review and discussion. Members agreed that there are some different interpretations of Policy B-G-10 and that the policy should be revised to include language that clarifies the advocacy role of the board. Motion by Lockwood, seconded by Ross, to revise Policy B-G-10 of the Pierce County Department of Human Services Policy and Operations Manual as follows: “Board members for the Pierce County Department of Human Services shall take an active role in promoting the services and programs of the Department. Board members will take an active role in promoting the health and welfare of persons served by the Department, to include advocating for changes in policies, procedures, and programs in order to improve outcomes for persons served as well as creating efficiencies in operations to make best use of limited property tax levy revenues.” <i>Motion carried.</i>		Human Services Board Policies: Members
Ms. Billeter presented the computer purchase request to the Board. She stated that computers are replaced every five years and that this expense has been budgeted. The request is for four desktop computers without monitors, one desktop computer with a monitor, and three laptop computers. The total cost of these computers is about \$4,876 based on the current pricing. Motion by Rogers, seconded by Borgerding, to approve the purchase of new computers. <i>Motion carried.</i>		Purchase of new computers: Tami Billeter
Ms. Billeter reviewed the financial reports with the Board. She stated that expenditures continue to be at or below target for the year. The schedule of vouchers and payment proofs were available for review. The Board received the information as presented.		Financial Report

<p>The conservative estimate for total WHEAP allocations is down this season with crisis funding taking the biggest hit. This means about a 45% decrease for Pierce County. Applications are expected to increase by 50-70%. The average household heat benefit will go from \$514 to about \$212 this season. The agency is concerned about the number of upset and angry clients due to our inability to help them. We are hoping for some additional funding.</p> <p>ARRA money for 2009 was approved for Child Support. They are planning to use it for overtime, purchasing office furniture, and paying a portion of an accounting assistant's time.</p> <p>The CYF Unit received a training grant from the state through the Coordinated Services Team Project. The focus is on children's mental health. It is geared for parents, service providers, teachers, etc.</p> <p>September is National Recovery Month. There will be a brat feed on September 17th from 12:00 – 1:00 in the lower level of the Pierce County Office Building. The CBH Program Manager and Tammy Kincaid are following up on some leads for the psychiatrist vacancy. They will have more information on the status of the search next month.</p> <p>The next meeting date will be on Thursday, October 8, 2009, location to be determined.</p>	<p>Director's Report</p>
<p>Motion by Rogers, seconded by Borgerding, that the meeting be adjourned at 6:27 p.m. <i>Motion carried.</i></p>	<p>Adjournment</p>

Respectfully Submitted,

Tami Billeter

HUMAN SERVICES BOARD Thursday, October 8, 2009 – 6:00 p.m. Emergency Operations Center Room – Pierce County Courthouse		
STATE OF WISCONSIN COUNTY OF PIERCE		
The Pierce County Human Services Board met in the Emergency Operations Center Room of the Pierce County Courthouse, Ellsworth, WI. Chairman Reis called the meeting to order at 6:00 p.m.		Meeting convened
Members present: Also present:	Dan Reis Jim Ross Ogden Rogers Joyce Borgerding Ron Lockwood Greg Place Tammy Kincaid - Director Tami Billeter – Business Manager Carolyn Sorenson – Citizen member candidate	Roll Call
Motion by Rogers, seconded by Borgerding, to approve the September 10, 2009 board meeting minutes. <i>Motion carried.</i>		Minutes
Chairman Reis called for public comments. There were none. Tammy Kincaid introduced Carolyn Sorenson to the board. She has expressed an interest in participating on the board and came to observe a meeting.		Public comments
The Board discussed Policy B-G-02 through B-G-05 of the Pierce County Department of Human Services Policy and Operations Manual. The Board discussed the mission statement in policy B-G-02. Motion by Rogers, seconded by Lockwood, to amend the mission statement of Policy B-G-02 as follows: “Pierce County Department of Human Services promotes safe, healthy, and independent living through information, prevention and intervention for individuals, families and the community. <i>Motion carried.</i> The Board discussed Policy B-G-03 as it pertains to core values and the use of the word “consumer(s).” Motion by Rogers, seconded by Lockwood, to replace the word “consumer(s)” with the word “client(s)” as it appears in Policy B-G-03. <i>Motion carried.</i> The Board discussed Policy B-G-04 in regards to the authority of the board. Motion by Lockwood, seconded by Rogers, to amend the first sentence of Policy B-G-04 as follows: “Each member of the Pierce County Department of Human Services Board is ethically responsible for activities of the Department.” <i>Motion carried.</i> Policy B-G-05 was discussed in regards to general membership and the considerations given to citizen members. Motion by Lockwood, seconded by Rogers, to strike the following consideration from Policy B-G-05: “will advocate and promote the Department’s programs and services.” <i>Motion carried.</i>		Human Services Board Policies: Members
Ms. Billeter reviewed the financial reports with the Board. She stated that expenditures are below budget for the year. As of August, it is projected that Human Services will have a surplus. It was cautioned		Financial Report

Approved 11/2/09

<p>that this could change if there are any significant placement costs. The reasons for the projected surplus include lower than average placement costs in the CYF, Juvenile Justice, and Mental Health Units. The Aging and Disability Resource Center has also generated more federal match revenue than expected. The Board received the information as presented.</p>	
<p>The Finance & Personnel Committee met on October 1st to review the 2010 budgets. It was recommended that the three largest departments of the County should decrease their 2010 levy requests by \$30,000. Since Human Services is receiving additional funding for new slots in the Children's Long-Term Support Waiver program, it was calculated that an additional \$30,000 in case management revenue could be generated. This additional revenue should satisfy the budget recommendation. As a result of these new waiver slots, one CYF worker will be asked to take on new duties while some of her duties will be redistributed within the department.</p> <p>The Economic Support Unit has already seen one third of the energy assistance applications that they received all year in 2008. In fact, the unit served 57 households by noon on the first day of taking applications. The Badgercare Plus Core Plan for adults without dependent children is no longer processing applications after noon on Friday, October 9th. All applications received after this time will be put on a waiting list.</p> <p>The agency's current psychiatrist has agreed to stay only until the end of the year or until a placement has been found. She is now coming only every other week for a shorter amount of time. Some options have been explored to refill this vacancy.</p> <p>Pierce County is in the final stages of working on the Office of Justice Assistance Grant. This grant focuses on reducing recidivism among the Juvenile Justice population through evidence-based programming. Pierce County is one of three counties to be considered for this grant.</p>	<p>Director's Report</p>
<p>Future agenda items include the recommendation of the Human Services Citizen member.</p>	<p>Future agenda items</p>
<p>The next meeting of the Pierce County Department of Human Services Board is scheduled for Monday, November 2nd 2009, at 5:00 p.m. in the Annex Lunch Room of the Pierce County Courthouse.</p>	<p>Next meeting date</p>
<p>Motion by Rogers, seconded by Place, that the meeting be adjourned at 7:10 p.m. <i>Motion carried.</i></p>	<p>Adjournment</p>

Respectfully Submitted,

Tami Billeter

HUMAN SERVICES BOARD Monday, November 2, 2009 – 5:00 p.m. Annex Lunch Room – Pierce County Courthouse		
STATE OF WISCONSIN COUNTY OF PIERCE		
The Pierce County Human Services Board met in the Annex Lunch Room of the Pierce County Courthouse, Ellsworth, WI. Chairman Reis called the meeting to order at 5:00 p.m.		Meeting convened
Members present:	Dan Reis Ogden Rogers Joyce Borgerding Greg Place Jim Ross (available by phone)	Roll Call
Also present:	Tammy Kincaid - Director Tami Billeter – Business Manager Carolyn Sorenson – Citizen member candidate	
Motion by Rogers, seconded by Borgerding, to approve the October 8, 2009 board meeting minutes. <i>Motion carried.</i>		Minutes
Chairman Reis called for public comments. There were none.		Public comments
Motion by Rogers, seconded by Borgerding, to recommend Carolyn Sorenson as the citizen board member to the Human Services Board. <i>Motion carried.</i> Carolyn will be taking over the term previously occupied by Ruth Suplick. This term will expire in April, 2010.		Citizen Board Member Recommendation
The Pierce County Aging and Disability Resource Center is in the process of making application for Section 85.21 Assistance for Elderly and Handicapped Transportation. Pierce County is eligible to receive \$68,919 with a county cash match of \$13,980. This amount is included in the 2010 budget. Motion by Rogers, seconded by Place, to approve the application of the 2010 Pierce County Section 85.21 Transportation grant. <i>Motion carried.</i>		85.21 Transportation Grant
Pierce County is in the process of implementing a printer consolidation plan in order to reduce printers and conserve energy. Human Services currently has 39 printers and after this plan has been implemented, the department will have 17 printers. In order to proceed with this plan, 4 new printers with envelope feeders will need to be purchased as well as 3 additional envelope feeders to install on existing printers. There will be 25 printers disposed of that are between 9 and 16 years old. For each new printer that is purchased, there will be a rebate of up to \$450 for recycling an old one. Information Services is also recommending that the connectivity switches that Human Services currently has be replaced in order to achieve a faster connection for the amount of web based applications that are being used. Motion by Place, seconded by Borgerding, to purchase new printers and printer add-ons for up to \$10,000 to facilitate the printer consolidation plan. <i>Motion carried.</i>		Purchase of New Printers and Printer Add-ons
Ms. Billeter reviewed the financial reports with the Board. She stated that it is still expected that Human Services will have a surplus at the		Financial Report

Approved 12/10/09

<p>end of this year. Placement costs in the Children Youth & Families area as well as in the Mental Health area continue to be significantly below budget. The Board received the information as presented.</p>	
<p>The department continues to work on the replacement for psychiatry services. Conversations have occurred with a potential candidate and the department is awaiting approval from the candidate's employer. Human Services must have a psychiatrist as the acting Medical Director for the clinic at least four hours per week in order to be in compliance with the clinic certification.</p> <p>The heating and cooling system in the Pierce County Office Building has been experiencing some difficulties in regulating temperatures. As a result, temperatures reached 93 degrees at one point. Public Health instructed the department to discard all of the psychotropic medications. Some of them were determined to be salvageable by the manufacturer while others had to be discarded due to the fact that some medications can lose their effectiveness if not kept at room temperature. The Community Behavioral Health manager is currently working on a loss value for insurance purposes. Currently, the medications have been moved to a different location until the HVAC system is repaired.</p> <p>There have been some discussions at the State regarding regionalization of services in the Child Welfare, Economic Support, and Mental Health areas. The issue is that the State and counties will not have substantial sums of money in the future so other options will need to be explored. The only option that has been really brought forward is regionalization. This could have significant impacts for Human Services. The Wisconsin Counties Human Services Association (WCHSA) annual conference is on Friday, December 4th where they will be discussing this issue.</p>	<p>Director's Report</p>
<p>Future agenda items include a presentation by the Children, Youth, and Families Program Manager, Julie Krings, in regards to criminogenic thinking in Juvenile Justice.</p>	<p>Future agenda items</p>
<p>The next meeting of the Pierce County Department of Human Services Board is scheduled for Thursday, December 10, 2009, at 5:00 p.m. Location will be determined.</p>	<p>Next meeting date</p>
<p>Motion by Rogers, seconded by Borgerding, that the meeting be adjourned at 5:25 p.m. <i>Motion carried.</i></p>	<p>Adjournment</p>

Respectfully Submitted,

Tami Billeter

HUMAN SERVICES BOARD Thursday, December 10, 2009 – 5:00 p.m. Lower Level Lunch Room – Pierce County Office Building		
STATE OF WISCONSIN COUNTY OF PIERCE		
The Pierce County Human Services Board met in the Lower Level Lunch Room of the Pierce County Office Building, Ellsworth, WI. Chairman Reis called the meeting to order at 5:00 p.m.		Meeting convened
Members present: Also present:	Dan Reis Ron Bartels Joyce Borgerding Greg Place Jim Ross Carolyn Sorenson (entered 5:04 p.m.) Paul Barkla (Pierce County Board Chair) Tammy Kincaid - Director Tami Billeter – Business Manager Julie Krings – Youth Services Program Manager Michelle Meinen – Social Worker Julie Dollahon – Social Worker Cassandra Malloy – Child Protective Services Manager Megan Smith – Social Worker	Roll Call
Motion by Borgerding, seconded by Ross, to approve the November 2, 2009 board meeting minutes. <i>Motion carried.</i> Bartels abstained from the vote.		Minutes
Chairman Reis called for public comments. There were none. Ms. Kincaid announced that it was Julie Dollahon’s 30 th anniversary with Human Services this year. The Board thanked Ms. Dollahon for her service.		Public comments
Cassandra Malloy was available to discuss the Child Day Care Certification Fee Increase Proposal. Currently the department does not charge a fee for sending out day care certification packets. The information is also available online for those who have internet access, free of charge. Human Services has been charging a \$90 daycare certification fee since 2007 and that fee will not be increasing. The department is proposing to charge a \$10 fee for the day care certification packet prior to sending. This fee would not apply to those who are already certified and need a recertification packet, although any additional recertification packets would require a \$25 fee be paid prior to sending. Motion by Place, seconded by Ross, to approve the Child Day Care Certification Fee Increase Proposal. <i>Motion carried.</i>		Day Care Certification Fee Increase Proposal
Julie Krings and Michelle Meinen were available to present on the services that the Juvenile Justice Unit provides. There are two ways that a juvenile can enter the juvenile justice system – either by a referral from law enforcement or through a JIPS order (school referral). The intake call will come through the agency to the Lead worker who will then make a referral to an ongoing social worker if necessary. The unit		Juvenile Justice Presentation

Approved 1/14/10

<p>has experienced some practice changes which involves working with a community based program. This has reduced placements significantly over the past couple of years. The unit has also started doing more structured supervision activities with the assistance of the Carey Guides which involves role playing with the focus of time being spent with higher level kids. In order to reduce recidivism, the agency has applied and been awarded a grant from the Office of Justice Assistance in the amount of \$52,055 for 2010 and possibly longer from the Juvenile Accountability Block Grant (JABG) funds. The unit will be adopting a risk assessment tool as part of the grant. There will be a Juvenile Justice advisory group started to advise the unit on various juvenile justice issues such as cyber-bullying. There have been more referrals this year than any other year, although most have been minor offenses.</p>	
<p>Part of the grant funds from the Juvenile Accountability Block Grant, will be used to fund an increase in hours for the Social Services Aide. The request is to increase the hours from 28 to 35 hours per week. The additional staff time will be spent working directly with youth in the juvenile justice system with the overall goal of reducing recidivism. The request is only to increase the position hours for the duration of the grant with the expectation that once grant funding is exhausted, the position will go back to 28 hours per week. At this time, we have grant funding for one year. In the spring of 2010, we will receive notification if we will receive funding beyond 2010. The cost of increasing the position will be funded entirely through the grant. No additional county levy is needed. The person currently occupying the position is aware of this potential increase in hours and she is willing to have her hours increased even on a temporary basis. Motion by Ross, seconded by Borgerding, to approve the increase in hours for the Social Services Aide position from 28 to 35 hours effective 1/1/10 – 12/31/10. <i>Motion carried.</i></p>	<p>Social Services Aide Position</p>
<p>Ms. Billeter reviewed the financial reports with the Board. She stated that collections appear to be right at or just slightly below target for the year while expenses are significantly below projections which can be attributed to lower than expected placement costs in Mental Health and Children, Youth, and Families. A re-obligation of kinship funds was given to Pierce County in the amount of \$17,381 to offset some of the kinship placement costs. The agency has started doing client financials on a regular basis. Staff in the Administrative Support Unit meets personally with every client to discuss fees and other expectations. Fees are determined by a sliding fee scale provided by the State of Wisconsin. The intention of this process is to provide consistency and accountability to both staff and the clients that we serve. The Board received the information as presented.</p>	<p>Financial Report</p>
<p>Pierce County is still assisting the State of Wisconsin with BadgerCare Core Plan applications. The state may face penalties if the applications are not completed in a timely manner. We will be reimbursed up to \$68.85 per hour for time spent processing these applications. Economic Support staff has been approved to work overtime on a volunteer basis to assist with this process.</p>	<p>Director's Report</p>

Approved 1/14/10

<p>The department has a vacant Juvenile Justice Social Worker position. Screening will take place next week and interviews will most likely occur the second week of January, 2010.</p> <p>Dr. Platz will be joining the agency to fill the Psychiatrist vacancy on January 7, 2010.</p> <p>The agency is moving forward with Crisis Services in Mental Health. We will begin in February 2010.</p> <p>An orientation for Board members will take place on Monday, January 26th from 2:00 – 5:00 p.m. in Human Services. Each member will have the opportunity to talk with each Program Manager and learn more details about the Human Services budget.</p> <p>There was a Mental Health Summit on December 3rd to look at how different states deliver Mental Health services and possible strategies for the future.</p> <p>Jim Ross attended the Wisconsin Counties Human Services Association (WCHSA) conference on December 4th along with other staff from Human Services. The conference focused on the vision for counties in the areas of Children and Families, Economic Support, and Mental Health. Mr. Ross attended the Economic Support session along with Program Manager, Ronda Brown-Anderson. Regionalization discussions took place in regards to sharing resources between counties.</p>	
<p>Future agenda items include discussion of Human Services Board Policies B-G-11 and B-G-12 and the performance evaluation of the Human Services Director.</p>	<p>Future agenda items</p>
<p>The next meeting of the Pierce County Department of Human Services Board is scheduled for Thursday, January 14, 2010, at 5:00 p.m. in the Lower Level Lunch Room of the Pierce County Office Building.</p>	<p>Next meeting date</p>
<p>Motion by Place, seconded by Ross, that the meeting be adjourned at 6:08 p.m. <i>Motion carried.</i></p>	<p>Adjournment</p>

Respectfully Submitted,

Tami Billeter