



# COLUMBIA COUNTY

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## MINUTES COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING TUESDAY, JANUARY 19, 2016

### CALL TO ORDER

The regular meeting of the Columbia County Health & Human Services Board was called to order at 9:00 a.m., by Chair Teresa Sumnicht. The meeting was publicly noticed, and a quorum was present.

### ROLL

An attendance sheet was distributed by Gretchen Halvorsen.

HEALTH & HUMAN SERVICE BOARD MEMBERS PRESENT: Teresa Sumnicht; Cathy Brunt; Susanna Bradley; Kirk Konkell; Tom Drury; Fred Teitgen; Brad Basten; Dr. Kenneth Oh.

HEALTH & HUMAN SERVICE BOARD MEMBERS ABSENT: Matt Rohrbeck.

HEALTH & HUMAN SERVICE STAFF PRESENT: Dawn Woodard; Susan Lorenz; Becky Mulhern; Shannon Robinson; Gretchen Halvorsen.

OTHERS: County Board Chair Vern Gove; County Board Chair Elect Mary Cupery; Ryan Sheahan, Tobacco Free Columbia Dane County Coalition; Marissa Thomas, CDC Associate; Joe Ruf, Corporation Counsel; Lyn Jerde, PDR; Cathy Karls, Accounting.

### AGENDA/ADDITIONS/ANNOUNCEMENTS

#### MOTION: TO APPROVE THE JANUARY 19, 2016 HEALTH & HUMAN SERVICES BOARD AGENDA.

Motion by Fred Teitgen, second by Susanna Bradley. Motion carried.

### APPROVAL OF MINUTES

#### MOTION: TO APPROVE THE MINUTES OF THE DECEMBER 15, 2015 MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD.

Motion by Susanna Bradley, seconded by Fred Teitgen. Motion carried.

### INTRODUCTION OF NEW STAFF

HHS Director Woodard announced new DCF staff members Amber Brozek and Andrea Lippert recently hired, and new ADRC staff member Sharon Alden. None of the new staff were able to attend the meeting for personal introductions.

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**PRESENTATION: RYAN SHEAHAN, COORDINATOR-TOBACCO FREE  
COLUMBIA DANE COUNTY COALITION**

Ryan Sheahan, Coordinator for the Tobacco Free Columbia Dane County Coalition, provided a PowerPoint presentation to the Board about the effects of electronic cigarettes and offered language to the Board that could be used to augment the County's nonsmoking ordinance to include prohibiting the use of electronic delivery devices.

**DEPARTMENT BUDGET & COMPENSATORY TIME**

The Department's Comp Time Report and the Expense & Revenue report, dated 11/30/2015, were presented to the Board.

**CONTRACTS, ADDENDA, BUDGET TRANSFERS, OUTLAY CHANGES,  
RESOLUTIONS AND LINE ITEM TRANSFERS**

Director Dawn Woodard presented thirty-eight 2016 contracts, four 2016 addenda, two 2016 MOUs, and two 2015 addenda to the Board for approval.

**MOTION: TO APPROVE THE CONTRACTS, ADDENDA, AND MOUs AS PRESENTED  
AND PLACE THEM AS ATTACHMENTS TO THE MINUTES.**

Motion by Cathy Brunt, second by Tom Drury. Motion carried.

**AGING & DISABILITY RESOURCE CENTER DIRECTOR'S REPORT**

Aging & Disability Resource Center Director Becky Mulhern reported that the new I&A part time worker, Sharon Alden, began on January 4. Becky reported that the ADRC submitted all mandatory reporting to the State at the end of 2015 including the 85.21 grant application to WI-DOT. The Nutrition Revitalization Mini Grant program for a soup/salad/sandwich bar at the Portage Meal Site began on January 6. The ADRC is still in need of additional drivers for the Transportation Program. The ADRC finalized plans with the two managed care organizations in Columbia County to help prevent emergency placements by reviewing crisis plans at all Adult Protective Services I-Team meetings. Becky reported that AARP tax preparation appointments begin February 3. Becky also announced that the ADRC will be hosting an intern from UW-Oshkosh, 1 day per week through May.

**HEALTH OFFICER'S REPORT**

Health Officer Susan Lorenz presented results of the Wisconsin Hazards and Vulnerability Assessment which is completed every four years with the help of Public Health staff, local hospitals and local Emergency Preparedness staff to identify the greatest threats, vulnerabilities, and service gaps in the community. The information from the assessment is reported to the State which then compiles the results and plans preparedness regionally throughout the State.

**ACTION ON REPLACEMENT REQUEST: PUBLIC HEALTH NURSE**

Director Woodard presented a replacement request for a public health nurse due to a resignation. There is money available in the budget for this request.

**MOTION: TO APPROVE THE REPLACEMENT REQUEST AS PRESENTED.**

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Motion by Susanna Bradley, second by Fred Teitgen. Motion carried.

**ACTION ON REPLACEMENT REQUEST FOR DCF SOCIAL WORKER**

Director Woodard presented a replacement request for a Division of Children & Families social worker due to a resignation. There is money available in the budget for this request.

**MOTION: TO APPROVE THE REPLACEMENT REQUEST AS PRESENTED.**

Motion by Tom Drury, second by Fred Teitgen. Motion carried.

**TRAINING REQUESTS**

None.

**DIRECTOR'S REPORT**

Health & Human Services Director Dawn Woodard shared the results of the Denim Day program that HHS staff have participated in over the last three years. Staff have donated almost \$3,000 to local charities. Division of Economic Support staff also donated gifts to 47 residence of Tivoli over the holidays. All HHS staff present at the Board meeting wore the new Department logowear so Board members could view the different styles purchased with the assistance of the Pop Fund account. Director Woodard reported that the new Medication Assistance Coordinator position is currently posted for recruitment. Director Woodard will be meeting with Corporation Counsel and Sheriff Department staff to discuss the full hiring process for this new position.

**ACTION ON PAYMENT OF VOUCHERS/FINANCIAL REPORT**

**MOTION: TO ACCEPT THE H&HS VOUCHERS AS PRESENTED.**

Motion by Fred Teitgen, second by Susanna Bradley. Motion carried.

**NEXT MEETING DATE**

The Board agreed that a February meeting was not necessary at this time.

The next regular monthly meeting of the Columbia County Health & Human Services Board is scheduled for Tuesday, March 15, 2016 at 9:00 a.m.

**ADJOURNMENT**

**MOTION: TO ADJOURN THE HEALTH & HUMAN SERVICES BOARD MEETING AT 10:23 A.M.**

Motion by Fred Teitgen, second by Brad Basten. Motion carried.

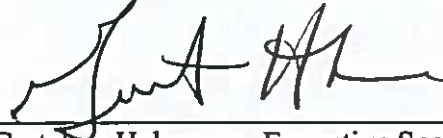
The Columbia County Health & Human Services Board will reconvene at their regular monthly meeting on Tuesday, March 15, 2016, in the Brewer's Training Room of the Columbia County Health & Human Services Building.

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Respectfully submitted,



Brad Basten, Secretary  
Col. Co. H & HS Board



Gretchen Halvorsen, Executive Secretary  
Col. Co. Health & Human Services Dept.

cc: Chair Gove  
Chair Elect Cupery

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