



COLUMBIA COUNTY

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MINUTES COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING TUESDAY, JANUARY 20, 2015

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; Matt Rohrbeck; Brad Basten; Fred Teitgen; Tom Drury; Dr. Kenneth Oh.

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

OTHERS: County Board Chair Vern Gove; County Board Chair Elect Mary Cupery; Lyn Jerde, PDR; Cathy Karls, Accounting.

Director Woodard circulated a thank you card from an employee who received a certificate of service at the Department Holiday Party.

AGENDA/ADDITIONS/ANNOUNCEMENTS

MOTION: TO APPROVE THE JANUARY 20, 2015 HEALTH & HUMAN SERVICES BOARD AGENDA.

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

APPROVAL OF MINUTES

MOTION: TO APPROVE THE MINUTES OF THE DECEMBER 16, 2014 MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD.

Motion by Susanna Bradley, seconded by Kirk Konkell. Motion carried.

CIRCLES OF SUPPORT

In the absence of John Kinsler, Director Woodard presented the report for Circles of Support.

DEPARTMENT BUDGET & COMPENSATORY TIME

Health & Human Services Director Dawn Woodard presented the Department's Comp Time Report, and the Expense and Revenue reports dated 11/30/14.

**COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING
JANUARY 20, 2015 – PAGE 2**

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

Health & Human Services Director Dawn Woodard presented one new 2014 contract, eight 2014 addenda, and twenty 2015 contracts to the Board for approval.

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

Motion by Susanna Bradley, second by Brad Basten. Motion carried.

AGING & DISABILITY RESOURCE CENTER

Aging & Disability Resource Center Director Becky Mulhern reported that the WIS DOT 85.21 Grant application was submitted and the agency is still waiting to hear if we will be awarded it. The grant is used to fund the Transportation Program. Becky reported that there is still a vacancy on the ADRC Board for a member with mental health experience, as well as vacancies on the Nutrition Council. Individuals interested in serving on either committee should contact Becky. The ADRC is still in the process of recruiting for the Assistant ADRC Director and also for substitute Meal Site Managers and Drivers. The first Sharing Supper for Portage will be January 26th at the Julia Rusch School. The theme for the night is Caregiving and will be sponsored by American Way. The AARP Tax Aide program has started and signup begins today. In December, Columbia County employees participated in a food drive to distribute a “reserve meal” to all 130 participants in the Home Delivered Meal program. The meals were appreciated and used for the one day this season that the Nutrition Program was closed due to the cold weather. The ADRC is continuing outreach efforts in the Transportation program and the Adult Protective Services program. Outreach for the APS program is occurring with banks, Law Enforcement and local community groups. Enrollment streamlining for Family Care has begun and appears to be working well for the people being served. The Grapevine Newsletter is being distributed to over 3,000 readers. The paper is published every other month.

HEALTH OFFICER’S REPORT

Public Health Officer Susan Lorenz reported on the progress of the resolution supporting agent status. The Executive Committee has postponed any further action on the resolution until June, after the State budget has been communicated. The Finance Committee has also placed the topic on hold for the same reason. Susan distributed a handout of stories involving agent status cases in Columbia County. Susan also presented information on the WI-Wins program, a tobacco compliance program in existence since 2002. The Columbia County Compliance Check rate in 2014 was 12.4% for sales. This rate is the highest rate in 5 years. In 2015, the program will also cover nicotine products such as e-cigarettes.

**ACTION ON ADDING DENTAL & HEALTH DISCOUNTS TO COUNTY’S NACo
MEMBERSHIP CARD**

Susan requested approval for dental and health discount services to be added to the County’s NACo membership, at no cost to the county. The service is for uninsured and underinsured consumers. The County has had prescription discount membership since 2011.

**COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING
JANUARY 20, 2015 – PAGE 3**

MOTION: TO RECOMMEND APPROVAL TO ADD DENTAL & HEALTH DISCOUNTS TO COLUMBIA COUNTY'S NACo MEMBERSHIP CARD.

Motion by Susanna Bradley, second by Dr. Oh. Motion carried.

TRAINING REQUESTS

None.

ACTION ON CHILDREN'S DISABILITY COORDINATOR JOB DESCRIPTION

HHS Director Woodard presented an organizational chart for restructuring the BHLTS Division by creating a leadworker level of supervision for the Division. Leadworker positions already exist with the Contact Liaison and the CCS/CST Project Coordinator positions. Director Woodard presented a Children's Disability Coordinator job description which would establish a leadworker supervisory position for the children's programs.

MOTION: TO RECOMMEND APPROVAL OF THE POSITION DESCRIPTION FOR THE CHILDREN'S DISABILITY COORDINATOR AS PRESENTED.

Motion by Tom Drury, second by Susanne Bradley. Motion carried.

ACTION ON RECLASSIFICATION OF SOCIAL WORKER TO CHILDREN'S DISABILITY COORDINATOR

HHS Director Woodard presented a request to reclassify Social Worker Bonnie Erickson in the Children's Disability Coordinator position, which will be paid for from program funding for the remainder of 2015 and then will be built into the reimbursement rate for 2016. The current cost of the reclassification is \$5,947.81

MOTION: TO RECOMMEND APPROVAL OF THE RECLASSIFICATION OF SOCIAL WORKER BONNIE ERICKSON TO CHILDREN'S DISABILITY COORDINATOR.

Motion by Susanna Bradley, second by Cathy Brunt. Motion carried.

ACTION ON POSITION REPLACEMENT REQUESTS –CLERK TYPIST (2)

Director Woodard presented replacement requests for two Clerk Typists due to pending retirements. There is money in the budget for these positions.

MOTION: TO RECOMMEND APPROVAL OF THE CLERK TYPIST POSITION REPLACEMENT REQUESTS AS PRESENTED.

Motion by Cathy Brunt, second by Brad Basten. Motion carried.

ACTION ON CLERK TYPIST JOB DESCRIPTION

Director Woodard presented a request to approve the new Clerk Typist Job Description, which was updated to more accurately reflect the current responsibilities of the position.

**COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING
JANUARY 20, 2015 – PAGE 4**

MOTION: TO APPROVE THE CLERK TYPIST JOB DESCRIPTION AS PRESENTED.

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

DIRECTOR'S REPORT

Health & Human Services Director Dawn Woodard provided an update on recruitment for current vacancies in BHLTS and the ADRC. Director Woodard reported on the recent audit of the Child Care program. Columbia County was 1 of 13 counties to have no errors. Director Woodard presented the Annual Report for Calendar Year 2013 of Wisconsin's Child Abuse and Neglect statistics statewide and specifically for Columbia County. Director Woodard also presented a Report to the Legislature regarding MH and AODA program statistics provided by the State, Counties and regions across 2 years including numbers of consumers served in 2012 and 2013.

ACTION ON PAYMENT OF VOUCHERS/FINANCIAL REPORT

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

Motion by Fred Teitgen, second by Cathy Brunt. Motion carried.

NEXT MEETING DATE

The next regular monthly meeting of the Columbia County Health & Human Services Board is scheduled for Tuesday, March 17, 2015, at 9:00 a.m.

ADJOURNMENT

MOTION: TO ADJOURN THE HEALTH & HUMAN SERVICES BOARD MEETING AT 10:31 A.M.

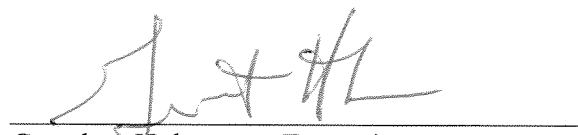
Motion by Fred Teitgen, second by Kirk Konkel. Motion carried.

The Columbia County Health & Human Services Board will reconvene at their regular monthly meeting on Tuesday, March 17, 2015, in the Brewer's Training Room of the Columbia County Health & Human Services Building.

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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