

# COLUMBIA COUNTY

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## **MINUTES COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING TUESDAY, MARCH 17, 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 Konkel; Brad Basten; Tom Drury; Dr. Kenneth Oh.

HEALTH & HUMAN SERVICE BOARD MEMBERS EXCUSED: Fred Teitgen.

HEALTH & HUMAN SERVICE BOARD MEMBERS ABSENT: Matt Rohrbeck.

HEALTH & HUMAN SERVICE STAFF PRESENT: Dawn Woodard; Susan Lorenz; Becky Mulhern; DeeAnn Westerhaus; Katie Day; Sarah Millard; Rick Barreau; Stacy Davenport; Gretchen Halvorsen.

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

### **AGENDA/ADDITIONS/ANNOUNCEMENTS**

MOTION: TO APPROVE THE MARCH 17, 2015 HEALTH & HUMAN SERVICES BOARD AGENDA.

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

### **APPROVAL OF MINUTES**

MOTION: TO APPROVE THE MINUTES OF THE JANUARY 20, 2015 MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD.

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

### **PRESENTATION: ADRC TRANSPORTATION PROGRAM**

Transportation Clerk Sarah Millard and ADRC Driver Rick Barreau provided a presentation on the ADRC Transportation program. Sarah distributed several handouts regarding the program and encourage Board members to tell their family, friends and neighbors about the program.

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**DEPARTMENT BUDGET & COMPENSATORY TIME**

Health & Human Services Director Dawn Woodard presented the Department's Comp Time Report, and the Expense and Revenue reports dated 1/31/2015.

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

Health & Human Services Director Dawn Woodard presented fifteen 2015 contracts, three 2015 MOUs, five 2014 addenda, five 2015 addenda, and one line item transfer of funds from contracted services and services to salary and fringe benefits, to the Board for approval.

MOTION: TO APPROVE THE LINE ITEM TRANSFER OF \$15,518 TO PAY INCREASED SALARY AND FRINGE BENEFITS.

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

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

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

**AGING & DISABILITY RESOURCE CENTER**

Aging & Disability Resource Center Director Becky Mulhern introduced DeeAnn Westerhaus as the new ADRC Assistant Director. ADRC staff have attended the January and February Sharing Suppers and are committed to participating in future suppers. There were 120 attendees in January and 130 in February. The APS staff have begun regular meetings with the Corporation Counsel's office in order to work more efficiently together. The ADRC is partnering with the Alzheimer's and Dementia Alliance to promote local businesses training their employees on how to help people who have dementia. The ADRC staff has been busy with the AARP Tax Aide program and have held successful Stepping On classes jointly with Sauk County. The ADRC has received the WIS DOT 85.21 grant to help pay for the transportation program, vehicles and drivers. The TRIP Transportation Council hosted GWAAR (Greater WI Area on Aging Resources) representative Carrie Porter to speak and assist the council in executing the Coordinated Transportation Plan in Columbia County. Becky also reported that the ADRC is looking for more drivers, and is hosting an AARP Smart Driver class on May 1 which allows consumers an additional discount on their auto insurance. The ADRC is also planning for their annual Volunteer Appreciation Event in April. Becky reported that the ADRC has over 100 volunteers currently, donating their time delivering meals, assisting with the mailing of the Grapeview Newsletter and working at congregate meals sites.

**HEALTH OFFICER'S REPORT**

Public Health Officer Susan Lorenz reported on the new Dental & Vision expansion program and passed around the discount cards for people to take and disseminate. Susan invited Board members to attend the WALHDAB (WI Association of Local Health Departments and Boards) Annual Conference with Board of Health training, scheduled for May 19-21, 2015. Members

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interested in going should contact Susan. Susan reported that the HPV grant money has been received and she presented pictures of two billboards created by the CDC which are now being displayed in Columbia County. The grant money has also paid for a 30-second public service announcement video which is being shown prior to all movies at the Portage Theatre. Susan reported on the proposal in the Governor's Budget to put all oversight of food service inspections under DATCP in order to gain efficiencies. The proposal would support local inspections under one contract with the State. Susan recommends eliminating the limited agent status contract with the State in 2016 if the Governor's proposal passes.

**TRAINING REQUESTS**

None.

**ACTION ON REVISIONS TO BHLTS DIVISION ADMINISTRATOR'S JOB DESCRIPTION**

Director Woodard presented a draft of the Behavioral Health & Long Term Support Division Administrator's job description with adjustments to essential job duties and responsibilities and knowledge and skills required for the position.

MOTION: TO RECOMMEND APPROVAL OF THE BHLTS DIVISION ADMINISTRATOR'S JOB DESCRIPTION AS PRESENTED.

Motion by Tom Drury, second by Brad Basten. Motion carried.

**ACTION ON REPLACEMENT REQUESTS: SOCIAL WORKER, BHLTS DIVISION ADMINISTRATOR**

HHS Director Woodard read a resignation notice from Deb Millman, BHLTS Division Administrator. Deb's last day with the Department is 5/14/2015. Discussion followed. There is money available in the budget for this position.

MOTION: TO RECOMMEND APPROVAL OF THE BHLTS DIVISION ADMINISTRATOR REPLACEMENT REQUEST AS PRESENTED.

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

Director Woodard also requested the replacement of a Social Worker in the Division of Children & Families due to a resignation. There is money available in the budget for this position.

MOTION: TO RECOMMEND APPROVAL OF THE SOCIAL WORKER REPLACEMENT REQUEST AS PRESENTED.

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

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**ACTION ON REQUEST FOR INCREASED HOURS FOR RESTITUTION & COMMUNITY SERVICE COORDINATOR**

Director Woodard presented a request to increase the hours of Melissa Simonson, Restitution & Community Service Coordinator by 10 hours per week, for a total of 32.5 hours per week, from 3/30/2015 thru 12/31/2015, at a cost of \$15,528.34 to help facilitate family visits to be paid for from contract dollars.

MOTION: TO RECOMMEND APPROVAL OF THE INCREASE OF HOURS FOR THE RESTITUTION & COMMUNITY SERVICE COORDINATOR AS PRESENTED.

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

**ACTION ON JOINING INTEGRATED SAFETY SERVICES CONSORTIUM**

Director Woodard presented a request to join the Integrated Safety Services Consortium along with several other counties, and Lutheran Social Services as the provider, who has offices in Baraboo and Beaver Dam. The program provides an approach to prevent the need for out of home care, keeps families intact and provides in home, intensive services for children in need of protective services. The program is free, and services are provided on a first come, first served basis. The child has to be considered in an unsafe environment. Dodge County is fiscal agent for the program.

MOTION: TO APPROVE JOINING INTEGRATED SAFETY SERVICES CONSORTIUM.

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

**ACTION ON RETIREMENT RESOLUTION FOR CATHY SMITH**

Director Woodard presented a resolution acknowledging the retirement of Clerk Typist Cathy Smith.

MOTION: TO APPROVE THE RESOLUTION AS PRESENTED.

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

**ACTION ON 2014 ANNUAL REPORT**

Director Woodard presented the Department's 2014 Annual Report.

MOTION: TO APPROVE THE 2014 HHS ANNUAL REPORT AS PRESENTED.

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

**DISCUSSION OF GOVERNOR'S PROPOSED BUDGET**

Director Woodard presented a list of Opportunities and Impacts that the Governor's proposed budget will have on Health & Human Services. Director Woodard encouraged Board members to attend upcoming budget hearings and to testify about the effects the proposed budget will have

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on the Department. Also, April 8 has been designated Human Services Day in Madison. If Board members are interested in attending they should notify Director Woodard as she will be setting up appointments with State Senators/Representatives Erpenbach, Considine, Ripp, and Olson. Director Woodard will forward the complete list of Opportunities and Impacts to Board members by email.

**BUILDING AD HOC COMMITTEE UPDATE: SUPERVISOR KONKEL**

Supervisor Konkkel reported that the County Board approved the construction manager and architect/engineering contractor for the new building project. The County Board has also reviewed the stacking diagram and aerial view of the project. Potter Lawson has begun to draw in office detail on the plan, and there are 12 parcels left to buy from the original 14 needed for the project. Currently, offers are out on 6 of the 12 parcels, and 5 have agreed to terms.

**DIRECTOR'S REPORT**

Health & Human Services Director Dawn Woodard reported that Public Health is part of a grant opportunity with Church Health Services to increase outreach to the Amish community for dental services.

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

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

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

**NEXT MEETING DATE**

The next regular monthly meeting of the Columbia County Health & Human Services Board is scheduled for Tuesday, April 21, 2015, at 9:00 a.m.

**ADJOURNMENT**

MOTION: TO ADJOURN THE HEALTH & HUMAN SERVICES BOARD MEETING AT 11:45 A.M.

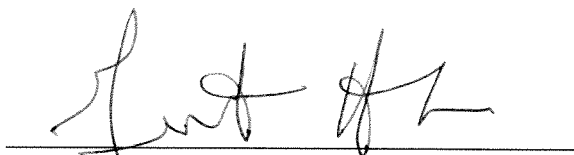
Motion by Kirk Konkkel, second by Brad Basten. Motion carried.

The Columbia County Health & Human Services Board will reconvene at their regular monthly meeting on Tuesday, April 21, 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