



COLUMBIA COUNTY

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MINUTES COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING THURSDAY, APRIL 6, 2017

CALL TO ORDER

The regular meeting of the Columbia County Health & Human Services Board was called to order at 4:15 p. m., by Chair Teresa Sumnicht. The meeting was publicly noticed.

ROLL

An attendance sheet was distributed by Gretchen Halvorsen.

HEALTH & HUMAN SERVICE BOARD MEMBERS PRESENT: Teresa Sumnicht; Nancy Long; John Stevenson; Kevin Kessler; Dr. Kenneth Oh; Tom Drury; Matt Rohrbeck.

HEALTH & HUMAN SERVICE BOARD MEMBERS EXCUSED: James Brooks.

HEALTH & HUMAN SERVICE STAFF PRESENT: Dawn Woodard; Susan Lorenz; Ashley Jahn; Katie Day; Melissa Duane; Kristi Wood; Kelsey Swanson; Gretchen Halvorsen.

OTHERS: Mary Cupery County, Board 1st Vice Chair; Joe Ruf, Corp Counsel; Cathy Karls, Lois Schepp, Jessica Kath, Accounting; Margaret Fichter Forward Services Corporation.

AGENDA/ADDITIONS/ANNOUNCEMENTS

MOTION: TO APPROVE THE APRIL 6, 2017 HEALTH & HUMAN SERVICES BOARD AGENDA.

Motion by Nancy Long, second by Kevin Kessler. Motion carried.

APPROVAL OF MINUTES

MOTION: TO APPROVE THE MINUTES OF THE MARCH 2, 2017 MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD.

Motion by Nancy Long, seconded by John Stevenson. Motion carried.

INTRODUCTION OF NEW EMPLOYEES: KELSEY SWANSON, KRISTI WOOD, SOCIAL WORKERS

HHS Director Dawn Woodard introduced new employees Kelsey Swanson, a new Social Worker in the Division of Children & Families, and Kristi Wood, a new Social Worker for Behavioral Health & Long Term Support. Each shared her background information with the Board.

PRESENTATION BY DIVISION OF ECONOMIC SUPPORT: FSET PROGRAM

Margaret Fichter provided an overview presentation of the FoodShare, Employment and Training Program.

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REVIEW DEPARTMENT BUDGET & COMPENSATORY TIME

The Department's Comp Time Report and the Expense & Revenue report, dated 2/28/2017, were presented to the Board.

2016 FINAL FINANCIAL REPORT

Comptroller Lois Schepp presented the 2016 final financial report to the Board. Discussion followed.

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

Health & Human Services Director Dawn Woodard presented two 2017 contracts, nine 2017 addenda, and forty-seven 2016 close out addenda to the Board for approval.

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

Motion by Nancy Long, second by John Stevenson. Motion carried.

AGING & DISABILITY RESOURCE CENTER DIRECTOR'S REPORT

ADRC Assistant Director Ashley Jahn reported that the ADRC will be hosting a Smart Driver Training on April 27 in Poynette. She also reported that two ADRC vans are currently being repaired, one for a motor problem and one for new brakes. Ashley provided meal site updates and advised that the ADRC is still in need of meal site managers. No wait list has been initiated yet for the home delivered meals program. The ADRC will be hosting a Stepping On Training in May at Divine Savior Hospital and a Living Well with Chronic Conditions class in June also at DSH. The ADRC has held 488 tax prep appointments so far this tax season.

ACTION ON PURCHASE OF NEW ADRC VEHICLE

HHS Director Woodard presented a request for the purchase of a new wheelchair van for the ADRC from Telin Transportation Group, Marshfield, for \$38,833. There is money available in the ADRC's transportation equity fund to pay for the vehicle. The vehicle was selected through the State bid process.

**MOTION: TO APPROVE THE PURCHASE OF A NEW VEHICLE FOR THE ADRC AS
PRESENTED.**

Motion by Kevin Kessler, second by Tom Drury. Motion carried.

HEALTH OFFICER'S REPORT

Public Health Officer Susan Lorenz provided a communicable disease update regarding mumps in the Amish communities of Green Lake and Marquette Counties. Susan reported that Public Health will be offering immunizations through the Dalton Care for You Clinic. Susan advised the Board that Public Health staff have been providing monthly services to the Amish community in Columbia County for the past 30 years. Susan also reported on the Annual South Central Coalition Tabletop exercise held in Madison for 14 surrounding counties. The tabletop

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was attended by hospital staff, emergency management, and public health officers. The exercise was for tornados and flooding events and focused on the evacuation/surge plans of area hospitals. The exercise was successful and Susan reported that the area hospitals are well prepared in Columbia County.

NURSE FAMILY PARTNERSHIP

Susan reported that Columbia County has been approved through the National Service Organization in Colorado to be a Nurse Family Partnership county. The program focuses on low income, 1st time moms and is an expansion of the PreNatal Care Coordination program that DOH currently provides. The program is an evidence-based, community health program where moms, working with RNs, develop plans for a successful pregnancy and delivery and provide regular visits through the child's 2nd birthday. The program is funded through grant monies, and the goals are to improve outcomes, establish good diet plans, stop use of AOD, teach parents parenting, create a vision for their future, thoughtful planning of a future pregnancy, and finding employment. Dane, Sauk, Juneau, and Adams Counties already provide this program.

ACTION ON APPOINTMENT OF BEVERLY MUHLENBECK, RN TO HHS BOARD

Director Woodard presented a request to appoint Beverly Muhlenbeck, RN to the Columbia County Health & Human Services Board replacing Cathy Brunt, RN. Beverly is the former Sauk County Public Health Officer, now retired, and a Columbia County resident. Director Woodard read Beverly's bio to the Board.

MOTION: TO RECOMMEND APPROVAL OF BEVERLY MUHLENBECK, RN TO THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD.

Motion by Kevin Kessler, second by Nancy Long. Motion carried.

ACTION ON RESOLUTION FOR CATHY BRUNT, RN

Director Woodard presented a resolution honoring Cathy Brunt, RN for her service on the Health & Human Services Board.

MOTION: TO APPROVE THE RESOLUTION HONORING CATHY BRUNT'S YEARS OF SERVICE ON THE HEALTH & HUMAN SERVICES BOARD.

Motion by Tom Drury, second by John Stevenson. Motion carried.

TRAINING REQUESTS

None.

ACTION ON OUT OF STATE TRAVEL FOR HEATHER KIERZEK FOR NDCI MENTOR COURT

Director Woodard presented a request for BHLTS Social Worker Heather Kierzek, Drug Court Coordinator, to attend a National Mentor Adult Drug Treatment Court in May. The trip will be paid for by a grant received from the NDCI through the Bureau of Justice Administration. The total cost of the trip will be \$1,103.

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MOTION: TO APPROVE THE OUT OF STATE TRAINING FOR HEATHER KIERZEK TO THE NDCI MENTOR COURT AS PRESENTED.

Motion by Kevin Kessler, second by Nancy Long. Motion carried.

ACTION ON 2017 POP FUND USAGE

Director Woodard presented a plan for usage of the 2017 Pop Fund which is not a budgeted item. The funds will be used for all staff trainings, Employee Appreciation Gift Cards, and the Spirit Committee activities. Expenses total \$1,410.

MOTION: TO APPROVE THE 2017 POP FUND USAGE AS PRESENTED.

Motion by Kevin Kessler, second by John Stevenson. Motion carried.

DIRECTOR'S REPORT

Health & Human Services Director Dawn Woodard reported this week is Public Health Week in WI. April is Child Abuse and Neglect Month in WI. Director Woodard provided a recruitment update. There are currently 4 vacancies in the Department. Director Woodard reported on the WI Trauma Project in which one of the Department's Social Workers has been trained in Trauma Informed Parenting and has since trained 19 parents during the project, and, a total of 21 local therapist will be trained in Trauma Focused Cognitive Behavioral Therapy (TF-CBT) over the course of the next several months. Director Woodard reported on the Human Services Day at Capitol event. She was able to meet with local representatives and discuss the following topics: Child Welfare funding; Returning 17 year old, non-violent youth from adult court to Juvenile Justice; funding for IM Fraud investigation and prevention; Communicable disease funding; and, No Wrong Door Policy for substance abuse consumers which includes emergency services for up to 7 days by counties other than the consumer's home county.

ACTION ON PAYMENT OF VOUCHERS/FINANCIAL REPORT

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

Motion by Nancy Long, second by Tom Drury. Motion carried.

PERFORMANCE PLANNING GUIDE

Chair Sumnicht provided an overview of the performance planning guide and discussion to address the form at next month's meeting. The Chair will be sending out the form to all members along with a copy of the Department's strategic plan. Chair Sumnicht requested input for the planning guide be directed to her.

COMMENTS BY CHAIR SUMNICHT REGARDING HR MEETING ON EXIT INTERVIEWS

Chair Sumnicht shared comments from a recent closed session Human Resource meeting regarding the results of exit interviews of HHS employees. Workers left the Department for mainly three reasons: retirement, moving residence, and better pay. Chair Sumnicht discussed the Department's 5-year strategic plan and supported the work accomplished in the Department.

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There were concerns voiced by Board members that the HHS board was not involved in the Human Resources meeting regarding specific topics involving HHS and suggested that the meeting should have been a joint meeting. There were also concerns expressed that the HR meeting did not appear to need to be held in closed session.

Discussion about adding grant writer and Deputy Director for the agency to consider in next year's budget. Chair Sumnicht asked that input from board members be directed to her.

NEXT MEETING DATE

The next regular monthly meeting of the Columbia County Health & Human Services Board is scheduled for Monday, May 8, 2017 at 4:15 p.m. due to a conflict on Director Woodard's schedule.

ADJOURNMENT

MOTION: TO ADJOURN THE HEALTH & HUMAN SERVICES BOARD MEETING AT 6:30 p.m.

Motion by Matt Rohrbeck. Motion carried.

The Columbia County Health & Human Services Board will reconvene at their regular monthly meeting on Monday, May 8, 2017, in the Brewer's Training Room of the Columbia County Health & Human Services Building.

Respectfully submitted,



Matthew Rohrbeck, Secretary
Col. Co. H & HS Board



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

cc: County Board Chair Gove;
County Board 1st Vice Chair Cupery;
County Board 2nd Vice Chair Foley