



# COLUMBIA COUNTY

Health and Human Services  
2652 Murphy Rd

608-742-9227  
FAX: 608-742-9700  
TDD: 608-742-9229  
E-MAIL: [DHHS@co.columbia.wi.us](mailto:DHHS@co.columbia.wi.us)  
WEBSITE: [www.co.columbia.wi.us](http://www.co.columbia.wi.us)

Mailing Address: P.O. Box 136  
Portage, WI 53901-0136

## MINUTES COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING THURSDAY, JUNE 1, 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; Kevin Kessler; Tom Drury; Matt Rohrbeck; Bev Muhlenbeck; Dr. Oh.

HEALTH & HUMAN SERVICE BOARD MEMBERS ABSENT: John Stevenson; James Brooks.

HEALTH & HUMAN SERVICE STAFF PRESENT: Dawn Woodard; Katie Day; Ashley Jahn; Sarah Roelke; Gretchen Halvorsen.

OTHERS: Mary Cupery, County Board 1<sup>st</sup> Vice Chair; Joe Ruf, Corp Counsel; Susanna Bradley; Jessica Kath, Accounting.

### AGENDA/ADDITIONS/ANNOUNCEMENTS

MOTION: TO APPROVE THE JUNE 1, 2017 HEALTH & HUMAN SERVICES BOARD AGENDA.

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

### APPROVAL OF MINUTES

MOTION: TO APPROVE THE MINUTES OF THE MAY 8, 2017 MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD.

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

### INTRODUCTION OF NEW STAFF – SARAH ROELKE, STEFANIE HASSE

Prior to the introduction of new staff, Director Woodard introduced Beverly Muhlenbeck, retired Public Health Officer from Sauk County, who has filled the Registered Nurse vacancy on the Board. Sarah Roelke was introduced as a new BHLTS Social Worker and she provided her background experience to the Board. ADRC Assistant Director Ashley Jahn read a background history for new I & A Worker Stefanie Hasse who recently started in the ADRC but was unable to attend the meeting.

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**REVIEW DEPARTMENT BUDGET & COMPENSATORY TIME**

The Department's Comp Time Report and the Expense & Revenue report dated 4/30/2017 were presented to the Board.

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

Health & Human Services Director Dawn Woodard presented three new contracts and nine addenda to the Board for approval. The Board discussed correcting the description of one of the items to more accurately identify its purpose.

MOTION: TO APPROVE THE CONTRACTS AND ADDENDA, WITH THE REVISED PURPOSE OF THE NORTHWOODS ITEM, AND PLACE THEM AS ATTACHMENTS TO THE MINUTES.

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

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

ADRC Assistant Director Ashley Jahn reported that the ADRC has taken delivery of the new van with the ADRC wrap. They have also recently received several volunteer driver applications so are hopeful for more help, however they are still looking for more drivers in the Columbus and Lodi areas. Ashley reported that the Wait List has not been implemented; senior farmers market vouchers are coming soon; and Caregiver Support respite funds are still available. Ashley reported on the Advocacy Day at the Capitol where ADRC staff heard budget details about an increase in the Medicaid personal care rate; increased funding for dementia area specialists; permanent funding for the healthy aging grant; and, increased funding for specialized transportation. June 14 is set for the Elder Abuse Awareness Day which will be held at the Court House. Ashley reported that the ADRC had 117 cases of elder abuse in 2016, which was down from the previous year. September 10 is the Alzheimer's and Dementia walk. Ashley announced that Stefanie Hasse has joined the ADRC staff as a part time I&A worker.

**HEALTH OFFICER'S REPORT**

No report.

**ACTION ON PUBLIC HEALTH PROVIDING FLU SHOTS TO COUNTY EMPLOYEES**

HHS Director Woodard presented a request for Division of Health RNs to provide flu shots to County employees this fall.

MOTION: TO APPROVE DOH PROVIDING FLU SHOTS TO COUNTY EMPLOYEES AS PRESENTED.

Motion by Bev Muhlenbeck, second by Dr. Oh. Motion carried.

**TRAINING REQUESTS**

None.

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**SET PUBLIC HEARING FOR 2018 PROPOSED BUDGET**

Chair Sumnicht announced that County Board Chair Vern Gove has asked that the Board look at changing their meeting time on Thursdays, and in lieu of this information the group decided to place the Public Hearing for the 2018 Budget agenda item early in the July meeting.

**MOTION: TO PLACE THE PUBLIC HEARING FOR THE 2018 BUDGET AS AN EARLY ITEM ON THE HHS BOARD'S JULY MEETING AGENDA.**

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

**ACTION ON REPLACEMENT REQUEST-DIVISION OF ECONOMIC SUPPORT**

Director Woodard presented a request for replacement of a DES Worker due to a resignation. There is money available in the budget for this request.

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

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

**ACTION ON NEW 2018 POSITION REQUEST FOR BHLTS SOCIAL WORKER**

Director Woodard requested approval for a new BHLTS Social Worker position in the 2018 budget for the Children's Waiver program, contingent upon expanded State funding. Discussion followed about whether the position should be a 40-hour/week position versus a 37.50-hour/week position. Current BHLTS Social Work positions are 37.50-hour/week.

**MOTION: TO APPROVE THE NEW 2018 POSITION REQUEST FOR A BHLTS SOCIAL WORKER CONTINGENT ON EXPANDED STATE FUNDING IN 2018.**

Motion by Nancy Long, second by Kevin Kessler. Motion carried, not unanimous.

**AMENDED MOTION: RECOMMENDATION TO FILL THE PROPOSED 2018 NEW BHLTS SOCIAL WORK POSITION AT 40 HOURS PER WEEK.**

Motion by Kevin Kessler, second by Nancy Long. Motion carried, not unanimous.

**ACTION ON CRISIS PROGRAM COORDINATOR JOB DESCRIPTION**

Director Woodard presented a job description for the Crisis Program Coordinator position. Director Woodard advised the Board that the current Social Worker providing the Crisis coordination would be moved into the Program Coordinator Position. Discussion followed about the need to post an internal opening.

**MOTION: TO APPROVE THE CRISIS PROGRAM COORDINATOR JOB DESCRIPTION SUBJECT TO THE RECOMMENDATION THAT THE POSITION IS FILLED THRU INTERNAL POSTING PROCESS.**

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

**PROMOTION TO FILL CRISIS PROGRAM COORDINATOR POSITION**

Director Woodard presented a request to fill the Crisis Program Coordinator position. Discussion followed about the need to remove the employee's name since the Board recommended the position be filled through an internal posting process.

MOTION: TO APPROVE FILLING THE CRISIS PROGRAM COORDINATOR POSITION.

Motion by Kevin Kessler.

AMENDED: TO RECOMMEND APPROVAL TO FILL THE POSITION WITH THE  
REMOVAL OF THE EMPLOYEE'S NAME ON THE FORM.

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

**BEHAVIORAL HEALTH PROGRAM COORDINATOR COMPENSATION  
ADJUSTMENT**

MOTION: TO ENTER CLOSED SESSION TO DISCUSS COMPENSATION OF AN  
EMPLOYEE.

Motion by Matt Rohrbeck, second by Kevin Kessler at 5:37 p.m. Motion carried by roll call.

MOTION: TO RETURN TO OPEN SESSION.

Motion by Matt Rohrbeck, second by Kevin Kessler at 5:55 p.m. Motion carried.

MOTION: TO RECOMMEND APPROVAL OF DIRECTOR'S RECOMMENDATION FOR  
COMPENSATION.

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

**PERFORMANCE PLANNING GUIDE**

Chair Sumnicht suggested a closed session at the end of the July meeting agenda to discuss and complete the HHS Director's Performance Plan. Chair Sumnicht provided a copy of a document from HR that discusses identifying measurements. The 5-Year Strategic Plan could be used as a resource to help do the performance planning guide. Chair Sumnicht suggested that the completed Performance Plan can then be reviewed every 6-months, or annually with the Director.

**DIRECTOR'S REPORT**

Health & Human Services Director Dawn Woodard provided a report on the Department's plans for responding to the Cambria accident. The Portage Summer Lunch Program will be held again this year in coordination with the UW-Extension Office. The new Drug Court's first scheduled court date is set for June 27. Director Woodard reported that the BHLTS Division Administrator

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position remains vacant therefore the Department has begun new recruitment efforts. Director Woodard also reported that the Social Worker vacancy in DCF remains so that Division is starting a second recruiting effort. Director Woodard advised the Board that the CCS Program has been severely impacted by vacancies and turnover. A recent survey of the CCS Program resulted in a statement of deficiency by the State citing incomplete documentation. The program was recertified for one year instead of two while these deficiencies are being addressed.

**ACTION ON PAYMENT OF VOUCHERS/FINANCIAL REPORT  
MOTION: TO ACCEPT THE H&HS VOUCHERS AS PRESENTED.**

Motion by Dr. Oh, second by Bev Muhlenbeck. Motion carried.

**ACTION ON HHS BOARD MEETING TIME CHANGE**

Chair Sumnicht lead a discussion about the Board returning to a day time meeting. Discussion followed. The Board agreed to meet the 2<sup>nd</sup> Wednesday of each month at 9:30 a.m., therefore at the July meeting, the public hearing will take place the first 15 minutes of the meeting.

**MOTION: TO CHANGE THE MEETING DATE/TIME OF THE HHS BOARD MEETING  
TO THE 2<sup>ND</sup> WEDNESDAY OF EACH MONTH AT 9:30 A.M.**

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

**NEXT MEETING DATE**

The next regular monthly meeting of the Columbia County Health & Human Services Board is scheduled for Wednesday, July 12, 2017 at 9:30 a.m.

**ADJOURNMENT**

**MOTION: TO ADJOURN THE HEALTH & HUMAN SERVICES BOARD MEETING AT  
6:29 p.m.**

Motion by Matt Rohrbeck, second by Tom Drury. Motion carried.

The Columbia County Health & Human Services Board will reconvene at their regular monthly meeting on Wednesday, July 12, 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 1<sup>st</sup> Vice Chair Cupery;  
County Board 2<sup>nd</sup> Vice Chair Foley