



# COLUMBIA COUNTY

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)

Health and Human Services  
2652 Murphy Rd

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

## MINUTES COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING THURSDAY, JUNE 2, 2016

### 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, and a quorum was present.

### ROLL

An attendance sheet was distributed by Gretchen Halvorsen.

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

HEALTH & HUMAN SERVICE STAFF PRESENT: Dawn Woodard; Laura Simonds; Casey Nugent; Angela Jenkins; Connie Champion; Gretchen Halvorsen.

OTHERS: Krista Miller and Joe Ruf; Corp Counsel; Joan Maxwell; County Board 1<sup>st</sup> Vice Chair Mary Cupery; Cathy Karls, Accounting; Lyn Jerde, PDR.

### AGENDA/ADDITIONS/ANNOUNCEMENTS

MOTION: TO APPROVE THE JUNE 2, 2016 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 MAY 5, 2016 MEETINGS OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD.

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

### DIVISION OF HEALTH PRESENTATION: IMMUNIZATION PROGRAM, LAURA SIMONDS, RN

Laura Simonds, RN in the Division of Health and Joan Maxwell presented information to the Board regarding the Merck Patient Assistance Program.

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**ORIENTATION ON HHS ACCOUNTING**

Cathy Karls presented an overview of the Accounting Department's operations as they pertain to the HHS Department. She also provided a handout to board members to review and retain.

**REVIEW DEPARTMENT BUDGET & COMPENSATORY TIME**

The Department's Comp Time Report and the Expense & Revenue report, dated 4/30/2016, were presented to the Board.

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

HHS Director Dawn Woodard presented three new contracts and seven 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 Cathy Brunt, second by Nancy Long. Motion carried.

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

No report.

**ACTION ON VEHICLE PURCHASE USING TRANSPORTATION TRUST NON-LAPSING FUNDS**

HHS Director Woodard presented a request for a new van for the ADRC to be paid for from the Transportation Equity account which currently has a balance of approximately \$52,000. The pricing of vehicles range from \$34,000-\$40,000 and are wheel chair accessible with a lift.

**MOTION: TO APPROVE THE PURCHASE OF A VAN FOR \$34,000 TO BE PAID FOR FROM THE TRANSPORTATION EQUITY FUND.**

Motion by Cathy Brunt, second by John Stevenson. Motion carried.

**ACTION ON INCREASED HOURS FOR ELDER BENEFIT SPECIALIST IN 2017**

Director Woodard presented a request to increase the work hours in 2017 from 37.50/week to 40/week for the ADRC's Elder Benefit Specialist which will be paid for from the Medicare Improvements for Patients & Providers Act (MIPPA) grant. The total cost of the increased hours is \$2,480.18.

**MOTION: TO APPROVE THE INCREASED HOURS IN 2017 FOR THE ELDER BENEFIT SPECIALIST AS PRESENTED.**

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

**ACTION ON INCREASED HOURS FOR OUTREACH & MARKETING AIDE IN 2017**

Director Woodard presented a request to increase the work hours in 2017 for the ADRC's

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Outreach & Marketing Aide from 37.50/week to 40/week to be paid for by the MIPAA grant. The total cost of the increased hours is \$2,075.82.

**MOTION: TO APPROVE THE INCREASED HOURS IN 2017 FOR THE OUTREACH & MARKETING AIDE AS PRESENTED.**

Motion by Cathy Brunt, second by John Stevenson. Motion carried.

**HEALTH OFFICER'S REPORT**

No report

**ACTION ON INCREASED HOURS FOR PUBLIC HEALTH NURSE**

Director Woodard presented a request to increase hours from July 1, 2016 - June 30, 2017, for Public Health Nurse Allison Hensel from 37.50/week to 40/week for a maximum of 130 additional hours, to be paid for by a new Adult Immunization Grant for Local and Regional Immunization Coalitions. The total cost of the increased hours is \$5,388.

**MOTION: TO APPROVE THE INCREASED HOURS FOR PUBLIC HEALTH NURSE ALLISON HENSEL AS PRESENTED.**

**AMENDED MOTION: TO APPROVE THE INCREASED HOURS FOR PUBLIC HEALTH NURSE ALLISON HENSEL AS PRESENTED AND CONTINGENT UPON RECEIVING THE FUNDING FROM THE STATE GRANT.**

Motion and Amendment by James Brooks, second by John Stevenson. Motion carried.

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

Director Woodard requested approval for the Division of Health's Public Health Staff to offer flu shots to Columbia County employees this fall.

**MOTION: TO APPROVE PUBLIC HEALTH OFFERING FLU SHOTS TO COLUMBIA COUNTY EMPLOYEES.**

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

**TRAINING REQUESTS**

None.

**ACTION ON REPLACEMENT REQUEST FOR DCF SUPERVISOR**

Director Woodard presented a replacement request for the DCF Supervisor position due to a resignation. There is money available in the budget for this position.

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

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

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

Director Woodard presented a replacement request for a DCF Social Work position due to a resignation. There is money available in the budget for this position.

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

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

**ACTION ON NEW 2017 DCF SUPERVISOR POSITION REQUEST**

Director Woodard presented a request for a new 2017 DCF Supervisor Position which would have direct supervision of the CPS staff and complete the reorganization of HHS administration. The new position would enhance the direct supervisor-to-staff ratio for workers. Funding for the position is yet to be determined.

MOTION: TO RECOMMEND APPROVAL OF THE NEW 2017 DCF SUPERVISOR POSITION REQUEST AS PRESENTED.

Motion by James Brooks, second by Tom Drury. Motion carried. Not unanimous.

**ACTION ON REQUEST TO INCREASE HOURS IN 2017 FOR COMMUNITY SERVICE & RESTITUTION COORDINATOR TO 32.50/HOURS PER WEEK**

Director Woodard reported that no action is needed regarding this agenda item.

**ACTION ON INCREASE IN MILEAGE REIMBURSEMENT FOR CONSUMERS AND FOSTER PARENTS TO 50 CENTS**

Director Woodard advised the Board that the Department is required to create certain advising committees to provide oversight of certain behavioral health programs, and the Department also recruits foster parents to assist in the care and services of children. The two groups currently receive mileage reimbursement of \$0.44/mile. Director Woodard requested the reimbursement be increased to \$0.50/ mile.

MOTION: TO APPROVE THE INCREASE OF MILEAGE FROM 44 CENTS TO 50 CENTS PER MILE FOR ADVISING COMMITTEE PARTICIPANTS AND FOSTER PARENTS EFFECTIVE JULY 1, 2016.

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

**DIRECTOR'S REPORT**

Health & Human Services Director Dawn Woodard reported that the Division of Economic Support received a child care performance standards award for the 3<sup>rd</sup> year in a row. Director Woodard provided an update of the new Medication Assistance Program. Stacy Davenport was hired as the Coordinator for the program which began receiving referrals on June 1.

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The SAMHSA grant, received by the Department of Health Services covering Sauk and Columbia Counties, begins for Columbia County on August 1, and will help to fund 1.5 community recovery specialists through Tellurian UCAN, Inc., counseling hours for assessments, funding for Vivitrol injections, and money for treatment services in Columbia County. Director Woodard also provided a hiring update for the OWI Court Treatment Coordinator, who was introduced during the meeting, and introductions were also made during the meeting of new DCF social workers Angela Jenkins and Casey Nugent. Director Woodard reported that the Assistant ADRC Director position vacancy will be posted until June 10, and the Division of Health has finally received 2-3 applications for their Public Health Nurse position after several recruiting processes. Interviews for the candidates are scheduled for June 6. Director Woodard also updated the Board on the Mental Health Coordinator position vacancy which is being advertised until June 30. The vacant ADRC Clerk Typist position has been filled with the new candidate starting in June.

Director Woodard advised the Board about the County's membership in WCHSA and that Director Woodard also serves on a number of the organization's committees. The Board requested that Director Woodard continue to forward information from WCHSA through email to all of the Board members so that they can be informed and educated about issues in the State and bills being debated in the legislature. Director Woodard will also share updates regularly in her Director's report. Director Woodard reported on the results of the RFP for the Community Support Program. The review panel chose Journey Mental Health as the new provider of the CSP program. This is a change from the Pauquette Center who has been the CSP program provider for a number of years. The scoring record from the review panel was shared with the Board. Discussion followed.

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

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

**NEXT MEETING DATE**

The next regular monthly meeting of the Columbia County Health & Human Services Board is scheduled for Thursday, July 7, 2016 at 4:15 p.m.

**ADJOURNMENT**

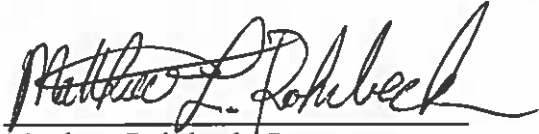
**MOTION: TO ADJOURN THE HEALTH & HUMAN SERVICES BOARD MEETING AT  
6:14 p.m.**

Motion by Matt Rohrbeck, second by John Stevenson. Motion carried.

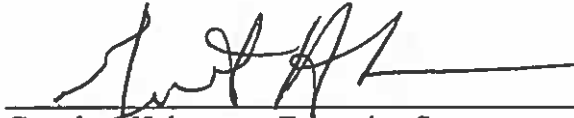
The Columbia County Health & Human Services Board will reconvene at their regular monthly meeting on Thursday, July 7 2016, in the Brewer's Training Room of the Columbia County Health & Human Services Building.

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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

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