



# 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 TUESDAY, JUNE 16, 2015**

### **CALL TO ORDER**

The regular meeting of the Columbia County Health & Human Services Board was called to order at 9:01 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; Tom Drury; Fred Teitgen; Dr. Kenneth Oh; Matt Rohrbeck; Brad Basten.

**HEALTH & HUMAN SERVICE STAFF PRESENT:** Dawn Woodard; Susan Lorenz; Shannon Robinson; Linda Cromheecke; Sara Brey; Becky Mulhern; Gretchen Halvorsen.

**OTHERS:** County Board Chair Vern Gove; County Board Chair Elect Mary Cupery; Jessica Standke, Accounting.

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

**MOTION: TO APPROVE THE JUNE 16, 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 MAY 19, 2015 MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD.**

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

### **INTRODUCTION OF NEW BHLTS DIVISION ADMINISTRATOR**

HHS Director Dawn Woodard introduced Shannon Robinson as the new Division Administrator for Behavioral Health & Long Term Support. Shannon shared his work experience with the Board.

### **PRESENTATION: DIVISION OF HEALTH - WIC**

Linda Cromheecke and Sara Brey presented information about the Women, Infants and Children (WIC) program and discussed all the benefits from breastfeeding babies.

**COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING  
JUNE 16, 2015 – PAGE 2**

**DEPARTMENT BUDGET & COMPENSATORY TIME**

Health & Human Services Director Dawn Woodard presented the Department's Comp Time Report, and the Expense and Revenue reports dated 5/22/2015.

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

Health & Human Services Director Dawn Woodard presented two new contracts and five 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 Brad Basten. Motion carried.

**AGING & DISABILITY RESOURCE CENTER**

Aging & Disability Resource Center Director Becky Mulhern reminded the Board that June is Elder Abuse Awareness Month. The ADRC will be hosting an awareness event at the Court House on June 17 in an effort to educate the public about the 108 cases of Elder Abuse in Columbia County in 2014. Becky asked that people signify the day by wearing the color purple. Becky reported that 61 of 72 counties have completed or are in the process of approving a resolution opposing changes to ADRCs as proposed in the State budget. Becky reported that Monday, June 29 is set for the Dementia Friendly Community Open House at the Portage Library. Two different sessions will be held, 1-3 p.m. and 3:30-5:30 p.m. to promote local businesses becoming dementia friendly. The ADRC is partnering with Divine Savior Hospital to offer a Healthy Living with Diabetes workshop at the hospital on Thursday, June 25. The ADRC is also partnering with AARP to hold their next AARP Smart Driver Class on October 2. Becky reported that the ADRC is continuing to work on the County Aging Plan for 2016-2018.

**HEALTH OFFICER'S REPORT**

Public Health Officer Susan Lorenz presented the County Health Profile results published by the State of Wisconsin. The full report will be available on the Department's website. The report details Columbia County's ranking among the other counties regarding issues like water quality, air quality, and premature births. The profile also offers suggestions for communities to address rankings that were below State averages. Susan also reported on cooperative efforts with Marquette and Green Lake counties to address health concerns in the Amish population. Susan reported that she has been working with the Columbia County Sheriff's Department to roll out a buggy ID program and emergency preparedness plans for the Amish community.

**ACTION ON DIVISION OF HEALTH GIVING FLU SHOTS TO EMPLOYEES**

Public Health Officer Susan Lorenz asked permission to administer flu shots to county employees in the upcoming flu season and to be allowed to bill Dean Health Insurance.

**MOTION: TO APPROVE THE DIVISION OF HEALTH ADMINISTERING FLU SHOTS TO  
COUNTY EMPLOYEES AND BILLING THE DEAN HEALTH INSURANCE FOR IT.**

**COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING  
JUNE 16, 2015 – PAGE 3**

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

**ACTION ON RATE INCREASE FOR PRIVATE PAY FLU AND HEP B SHOTS**

Susan Lorenz asked permission to increase the rate for flu shots for private pay patients, from \$30 to \$37.

MOTION: TO APPROVE THE INCREASE OF FLU SHOTS FOR PRIVATE PAY PATIENTS FROM \$30 TO \$37 FOR THE 2015/2016 FLU SEASON.

Motion by Fred Teitgen, second by Brad Basten. Motion carried.

Susan Lorenz also requested permission to raise the rate of Hep B shots for private pay patients, from \$120-\$135 for the series of 3, or from \$40 to \$45 for a single shot.

MOTION: TO APPROVE THE RATE INCREASE OF HEPATITIS B SHOTS FOR PRIVATE PAY FROM \$40 TO \$45 FOR A SINGLE SHOT, OR \$120 TO \$135 FOR THE SERIES OF 3 SHOTS.

Motion by Fred Teitgen, second by Brad Basten. Motion carried.

**TRAINING REQUESTS**

None.

**ACTION ON USE OF VOLUNTEERS IN THE DIVISION OF CHILDREN & FAMILIES**

HHS Director Woodard requested permission to begin using volunteers in the Division of Children & Families for transportation of clients, supervised visits, mentoring and leading group sessions for youth. Director Woodard advised that proof of insurance, proof of a valid driver's license and background checks would be part of the screening process of applicants volunteering. Volunteers would be trained and would not be compensated. The Board requested a follow up report about the volunteer program for DCF once it has been launched.

MOTION: TO APPROVE THE USE OF VOLUNTEERS IN THE DIVISION OF CHILDREN & FAMILIES.

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

**ACTION ON POSITION REVISIONS FOR 2016 BUDGET**

Director Woodard presented position revisions for the Elder Benefit Specialist and the Human Service Aide, to increase their hours from 37.50 to 40 hours per week for the 2016 budget only, to be paid for from the Medicare Improvements for Patients and Providers Act (MIPPA Grant). No additional funding is needed to increase the hours for these two positions. Director Woodard also requested increasing a Public Health Nurse position from .75 FTE to a 1.0 FTE which will be paid for from the wage savings due to a retirement of a senior employee and replacing her with a Step 1 pay scale RN. There is also funding available from the Maternal Child Health

**COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING  
JUNE 16, 2015 – PAGE 4**

grant dollars. No additional funding is needed for the increase of hours. Finally, Director Woodard requested increasing the hours from 22.5 to 32.5 per week for the Juvenile Court Program Coordinator, only for the 2016 budget, which will be paid for from reducing contracted services. No additional funding is needed to increase hours for this position.

MOTION: TO APPROVE AFOREMENTIONED POSITION REVISIONS AS PRESENTED.

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

**ACTION ON POSITION DESCRIPTIONS FOR 2016 BUDGET**

Director Woodard presented requests to revise the following job descriptions to, in most cases, help them more accurately describe the work being performed in each position: Juvenile Court Program Coordinator, replacing Juvenile Court Restitution/Community Services Coordinator; Marketing & Outreach Coordinator, replacing Clerk Typist; removing the requirement of a certified social worker from Information & Assistance Specialist positions for future recruitments; removing the requirement of a certified social worker from the Disability Benefit Specialist position for future recruitment; adding a Children & Families Supervisor position which would create a second level of supervision in the Children & Families Division under the Division Administrator; adding a Children's Disability Coordinator position which would create a second level of supervision in the Behavioral Health & Long Term Support Division under the Division Administrator.

MOTION: TO APPROVE THE POSITION DESCRIPTION OF THE JUVENILE COURT RESTITUTION/COMMUNITY SERVICE COORDINATOR TO THE JUVENILE COURT PROGRAM COORDINATOR.

Motion by Fred Teitgen, second by Brad Basten. Motion carried.

MOTION: TO APPROVE THE AFOREMENTIONED JOB DESCRIPTIONS AS PRESENTED.

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

**ACTION ON NEW STAFF POSITIONS FOR 2016 BUDGET**

Director Woodard presented the following new position requests for the 2016 HHS Department budget: one Children's Disability Coordinator position by reclassifying a current social worker, which has already been placed on the Wage Schedule, and to be paid for from Children's Long Term Support Administrative dollars, and no additional county tax levy is needed for this request; one Clerk Typist to be added to the Division of Support Services to support all of the new staff and programs added in the Department over the past several years, to be paid for from a reduction in contracted services, and no additional tax levy is needed for this position; one Children & Families Supervisor, to assist in the supervision of Juvenile Justice staff, which will be paid for by reducing contracted services, and no additional tax levy is needed for this position; two social worker positions, one for Crisis and one for Comprehensive Community Services in

**COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING  
JUNE 16, 2015 – PAGE 5**

the Division of Behavioral Health & Long Term Support, to be paid for by bringing some contracted services in house and by billing services through Medicaid, and no additional county tax levy is needed for these positions; one Information & Assistance Specialist in the ADRC to be paid for by reallocating staff time from the ADRC allocation to the COA allocation and by drawing down Medicaid dollars, and no additional tax levy is needed for this position. All new position requests for the 2016 HHS Department budget are fully funded and do not require tax levy.

MOTION: TO APPROVE THE AFOREMENTIONED 2016 NEW POSITION REQUESTS AS PRESENTED.

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

**DEPARTMENT STATUS REPORT**

The Department Status Report presentation was postponed until the July meeting.

**SET PUBLIC HEARING DATE FOR HHS BUDGET**

The Board agreed to hold the Public Hearing for the HHS 2016 Budget on Tuesday, July 21 at 9:00 a.m. at the Columbia County Health & Human Services Building, immediately followed by the regular HHS Board meeting.

**DIRECTOR'S REPORT**

Health & Human Services Director Dawn Woodard reported on the internet availability problems in the building over the last several weeks. The MIS Department has had the cable replaced between the tower and the building and services have improved. Director Woodard asked for volunteers to serve on the WCHSA Advisory Board. Anyone interested should let her know. Director Woodard advised the Board that the Corporation Counsel's office is currently reviewing the Department's billing policies to make sure that they are in agreement with State Statutes.

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

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

Motion by Sue Bradley, 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, July 21, 2015, immediately following the Public Hearing regarding the 2016 HHS Department Budget at 9:00 a.m.

**ADJOURNMENT**

MOTION: TO ADJOURN THE HEALTH & HUMAN SERVICES BOARD MEETING AT 11:48 A.M.

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

**COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING  
JUNE 16, 2015 – PAGE 6**

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

gh