



# 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 WEDNESDAY JULY 12, 2017

### CALL TO ORDER

The regular meeting of the Columbia County Health & Human Services Board was called to order at 9:30 a.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; Bev Muhlenbeck; John Stevenson; Susanna Bradley.

HEALTH & HUMAN SERVICE BOARD MEMBERS EXCUSED: Matt Rohrbeck; Dr Oh.

HEALTH & HUMAN SERVICE BOARD MEMBERS ABSENT: James Brooks.

HEALTH & HUMAN SERVICE STAFF PRESENT: Dawn Woodard; Katie Day; Melissa Simonson; Jenny Skadahl; Becky Mulhern; Jessica Gilbert; Susan Lorenz; Gretchen Halvorsen.

OTHERS: Mary Cupery, County Board 1<sup>st</sup> Vice Chair; Amy Perkins, AHEC Student; Kevin, High School Student; Cathy Karls, Accounting.

Chair Sumnicht appointed Nancy Long as Acting Secretary for today's meeting.

### **PUBLIC HEARING: 2018 BUDGET PROPOSAL FOR HEALTH & HUMAN SERVICES DEPARTMENT**

#### **MOTION: TO OPEN THE PUBLIC HEARING AT 9:31 A.M.**

Motion by Susanna Bradley, second by John Stevenson. Motion carried.

No one was present from the public.

#### **MOTION: TO CLOSE THE PUBLIC HEARING AT 10:00 A.M.**

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

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

#### **MOTION: TO APPROVE THE JULY 12, 2017 HEALTH & HUMAN SERVICES BOARD AGENDA.**

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

**COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING  
JULY 12, 2017 – PAGE 2**

**APPROVAL OF MINUTES**

**MOTION: TO APPROVE THE MINUTES OF THE JUNE 1, 2017 MEETING OF THE  
COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD.**

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

**PRESENTATION BY DIVISION OF CHILDREN & FAMILIES: T4C**

Jenny Skadahh and Melissa Simonson from the Division of Children & Families, along with a high school youth discussed the Thinking for a Change (T4C) program, and provided an example of an exercise commonly used in the program.

**REVIEW DEPARTMENT BUDGET & COMPENSATORY TIME**

The Department's Comp Time Report and the Expense & Revenue report dated 5/31/2017 were presented to the Board.

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

Health & Human Services Director Dawn Woodard presented two new contracts and six addenda to the Board for approval.

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

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

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

ADRC Director Becky Mulhern reported that the ADRC still continues looking for more drivers but has recently hired 2. The ADRC is still recruiting for meal site managers as well. Becky reported she is working on the 5310 transportation grant application and will hold a public hearing in August regarding it. The waiting list for the Home Delivered Meal program has still not been activated. Becky reported that Senior Farmers Market vouchers are still available. Becky informed the Board she is concerned about the increased costs for rent in the new HHS building. Currently, the Portage meal site is in the Portage City Hall basement and the City charges \$100 per month. In the new building, rent will increase. Becky is looking for grants, and other ways to pay for this increase and has been working with Bethlehem Lutheran Church to help pay for the rent. The ADRC is still waiting to hear about details for Long Term Support and Elderly Care in the new State budget which is not yet resolved. The ADRC hosted their 3<sup>rd</sup> Elder Abuse Awareness event last month. There were 117 elder abuse cases in Columbia County last year, which is down from the previous year. September 10th is the Alzheimers/Dementia Walk in Portage and the ADRC has coordinated another team this year for the walk. The ADRC Board has vacancies and is recruiting for new Board members. The new Grapevine newsletter is on line now and anyone can sign up through LPI which is the new vendor that prints the letter. Becky is working on the next 3-year aging plan and looking for feedback from community residents.

**COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING  
JULY 12, 2017 – PAGE 3**

**HEALTH OFFICER'S REPORT**

Health Officer Susan Lorenz reported on the results of the Seal-A-Smile program this year in which 900 kids were to receive dental screenings and instead 1,097 were actually screened. The program involved 17 school buildings around the County. Of children screened, 671 kids received sealants, and 1,088 kids received fluoride varnish. The total cost of services provided was approximately \$325,000 which was free dental care through the program. The Division of Health is waiting to hear about next year's grant application. Susan shared the new Immunization Coalition website, which provides information for pharmacists, doctors, clinics, and hospitals and helps to promote increased immunization rates in Columbia County. The site has had over 600 hits in 3 months since its development. The Annual Prevent Suicide Walk for Hope is scheduled for September 23 at the Portage High School track, and costs \$10 to participate. Susan reported that DOH plans to end the contract with the Community Action Council for coordination of Prevent Suicide and instead will have Kristal Rykiel, RN on the DOH staff coordinate the coalition.

**TRAINING REQUESTS**

None.

**ACTION ON RESIGNATION OF DR. KENNETH OH FROM THE BOARD**

Director Woodard presented a resignation from Dr. Oh indicating that he can no longer serve on the HHS Board, however, he is willing to remain the Medical Advisor for the Division of Health.

**MOTION: TO REGRETFULLY ACCEPT THE RESIGNATION OF KENNETH OH, MD  
FROM THE HHS BOARD.**

Motion by Susanna Bradley, second by John Stevenson. Motion carried.

**ACTION ON OUT OF STATE TRAVEL FOR MENTAL HEALTH FIRST AID TRAIN  
THE TRAINER, CHICAGO**

Director Woodard requested approval for two staff to attend training for assessing youth with mental health concerns, which will be held in October in Chicago, IL. Youth crisis dollars will be used to pay for the train the trainer event with the total cost estimate of \$1880.

**MOTION: TO APPROVE THE TRAINING AS PRESENTED.**

Motion by Nancy Long, second by Susanna Bradley. Motion carried.

Motion Amended by Kevin Kessler, second by Tom Drury to lower the amount of the approval from \$1880 to \$1580 and have staff travel together. Motion rescinded.

**ACTION ON ECONOMIC SUPPORT SPECIALIST JOB DESCRIPTION REVISION**

Director Woodard presented a revised job description for the Economic Support Specialist position. The position is currently vacant and the job description needed updates to include references to the consortium. The job description was approved by the HR Committee.

**COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING  
JULY 12, 2017 – PAGE 4**

**MOTION: TO APPROVE THE REVISED ECONOMIC SUPPORT SPECIALIST JOB DESCRIPTION AS PRESENTED.**

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

**ACTION ON ADRC DRIVER COMPENSATION**

Director Woodard requested an increase in compensation for ADRC Drivers beginning in 2018, to be paid for from the ADRC's Transportation Equity fund. The proposed increase is from \$9 to \$9.50 an hour.

**MOTION: TO APPROVE THE INCREASE IN COMPENSATION OF ADRC DRIVERS IN 2018 FROM \$9 TO \$9.50/HOUR.**

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

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

Director Woodard presented a request to add an additional Social Worker position for the Crisis program in BHLTS, work currently being done through a contract with Northwest Connections. The position will be funded through reducing the crisis contract.

**MOTION: TO APPROVE ADDING THE ADDITIONAL POSITION IN THE 2018 BUDGET AS PRESENTED.**

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

**ACTION ON 2018 JUVENILE COURT PROGRAM COORDINATOR POSITION REVISION**

Director Woodard presented a request to increase the Juvenile Court Program Coordinator position from 32.5 to 37.5 hours week, in 2018, to provide additional supervised visitation and mentoring. The increase will be paid for by reducing contracted services.

**MOTION: TO APPROVE THE POSITION REVISION AS REQUESTED.**

Motion by Susanna Bradley, second by Nancy Long. Motion carried.

**UPDATE ON PLAN OF CORRECTION FOR CCS PROGRAM**

Director Woodard reported that the results of a site survey for the CCS program were that the Department was issued one citation for not meeting timelines for the assessment summary. The citation read in part "8 out of 8 records" demonstrated that the assessment summaries were not updated within the 30 days deadline. A Correction Plan was due to the State as of June 30. CCS Coordinator Jessica Gilbert wrote the Correction Plan and will be supervising the implementation of it. HHS Director Woodard advised the citation was due to demands of paperwork reporting, turnover of CCS program staff, lack of supervision of the program, and contracted staffs inability to access internal Department records. BHLTS will be holding an

**COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING  
JULY 12, 2017 – PAGE 5**

inhouse audit in October to check on the progress of the correction plan. The Board requested this topic appear on the agenda in October or November for follow up and discussion.

**PERFORMANCE PLANNING GUIDE**

MOTION: TO GO INTO CLOSED SESSION PER STATE STATUTE TO DISCUSS THE PERFORMANCE OF THE HEALTH & HUMAN SERVICES DIRECTOR AT 11:25 A.M.

Motion by Kevin Kessler, second by Susanna Bradley. Motion carried by roll call.

MOTION: TO RETURN TO OPEN SESSION AT 12:30 P.M.

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

MOTION: FOR HHS DIRECTOR TO REVIEW THE PROPOSED PERFORMANCE PLANNING GOALS WHICH WILL BE ADOPTED AT THE NEXT HHS BOARD MEETING.

Motion by Kevin Kessler, second by Susanna Bradley. Motion carried.

**DIRECTOR'S REPORT**

Health & Human Services Director Dawn Woodard provided a hiring update – 2 new ADRC Drivers, 1 new Breastfeeding Peer Counselor in DOH; BHLTS interviewing for a Crisis Social Worker and a Division Administrator position; DCF about to extend offer to a Social Worker. Director Woodard reported on the Departments activities with Didion which include participation in 3 meetings so far to offer services, create a trauma response plan for people effected by the accident, develop a plan for transitioning longer term trauma consumers, translation of multiple documents into Spanish for Didion staff who speak Spanish, plans for basic needs for employees due to decrease in work time/wages, and plans to help with money management. Didion will continue to host multi agency meetings to discuss other needs and resources. QPR training for staff has also been offered and the group of agencies is beginning to discuss extended planning around long term disability needs for workers who were injured. The group has also discussed expanded employee training to meet needs of new technology coming with the rebuilt plant. Director Woodard also discussed the need to help and support First Responders. The next meeting of the multi-agency group is scheduled for the end of July. Director Woodard reminded Board members that 2018 budget books will be available for them starting August 4.

**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 Wednesday, August 9, 2017 at 9:30 a.m.

**COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING  
JULY 12, 2017 – PAGE 6**

**ADJOURNMENT**

**MOTION: TO ADJOURN THE HEALTH & HUMAN SERVICES BOARD MEETING AT  
12:35 p.m.**

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

The Columbia County Health & Human Services Board will reconvene at their regular monthly meeting on Wednesday, August 9, 2017, in the Brewer's Training Room of the Columbia County Health & Human Services Building.

Respectfully submitted,

  
\_\_\_\_\_  
Nancy Long, Acting 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