

COLUMBIA COUNTY

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MINUTES COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING TUESDAY, SEPTEMBER 16, 2014

CALL TO ORDER

The regular meeting of the Columbia County Health & Human Services Board was called to order at 9:00 a.m., by Vice Chair Susanne Bradley. 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: Cathy Brunt; Susanna Bradley; Kirk Konkel; Fred Teitgen; Dr. Kenneth Oh.

HEALTH & HUMAN SERVICE BOARD MEMBERS EXCUSED: Matt Rohrbeck; Brad Basten; Teresa Sumnicht.

HEALTH & HUMAN SERVICE STAFF PRESENT: Dawn Woodard; Susan Lorenz; Becky Mulhern; Gretchen Halvorsen.

OTHERS: Lyn Jerde, Portage Daily Register; Cathy Karls, Accounting.

AGENDA/ADDITIONS/ANNOUNCEMENTS

MOTION: TO APPROVE THE SEPTEMBER 16, 2014 HEALTH & HUMAN SERVICES BOARD AGENDA.

Motion by Fred Teitgen, second by Kirk Konkel . Motion carried.

APPROVAL OF MINUTES

MOTION: TO APPROVE THE MINUTES OF THE AUGUST 19, 2014 MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD.

Motion by Fred Teitgen, seconded by Kirk Konkel. Motion carried.

DEPARTMENT BUDGET & COMPENSATORY TIME

Health & Human Services Director Dawn Woodard presented the Department's Comp Time Report, and the Expense and Revenue reports dated 7/31/14.

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

Health & Human Services Director Dawn Woodard presented one new contract and five addenda to the Board for approval.

**COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING
SEPTEMBER 16, 2014 – PAGE 2**

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

Motion by Cathy Brunt, second by Kirk Konkel. Motion carried.

**INTRODUCTION OF NEW AGING & DISABILITY RESOURCE CENTER
DIRECTOR REBECCA MULHERN**

Health & Human Services Director Dawn Woodard introduced Becky Mulhern as the new Aging & Disability Resource Center Director. Beck provided some background information about her experience to the Board.

COMMISSION ON AGING/AGING & DISABILITY RESOURCE CENTER

ADRC Director Becky Mulhern reported on recruiting efforts for meal site managers. Becky also reported that she will be submitting the United Way application for funding of the Wisconsin Dells meal site tomorrow in person. Becky advised the Board that she is working with the ADRC staff to increase Information & Assistance presentations in the community.

ACTION ON HOME DELIVERED & CONGREGATE MEAL RATES

HHS Director Dawn Woodard requested approval to set meal rates for third parties from \$13.01 to \$14.94 for congregate and \$7.86 to \$9.58 for HD meals. Director Woodard informed the Board that approval has already been received for the rate increase from the ADRC Board.

MOTION: TO APPROVE MEAL SITE RATE FOR THIRD PARTY PARTICIPANTS AS PRESENTED.

Motion by Fred Teitgen, second by Cathy Brunt. Motion carried.

**ACTION ON APPOINTMENTS TO THE TRIP OF COLUMBIA COUNTY
TRANSPORTATION COUNCIL**

Director Woodard requested appointment of Betty Telvick and Liesa Zastrow to the TRIP Transportation Council. The ADRC Board has already approved the appointments.

MOTION: TO APPROVE APPOINTMENTS AS PRESENTED.

Motion by Fred Teitgen, second by Kirk Konkel. Motion carried.

HEALTH OFFICER'S REPORT

Public Health Officer Susan Lorenz presented a new newsletter from the Division, *Aiming to Inform*". The newsletter will be sent to schools, medical clinics, parish nurses and other health partners, and be available on the Department's website. It will be produced quarterly.

ACTION ON AGENT STATUS

Public Health Officer Susan Lorenz presented a report on the possibility of Columbia County obtaining Agent Status to provide inspections of additional facilities within Columbia County. Susan reported that other entities that have become agents for the Food Safety Regulation &

**COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING
SEPTEMBER 16, 2014 – PAGE 3**

Licensing (FSRL) and the Department of Agriculture, Trade and Consumer Protection (DATCP) are the City of Madison, a coalition of Green Lake, Waushara and Marquette Counties, Rock County, and the cities of Watertown and Jefferson. Susan discussed the opportunities of Columbia County becoming agent status, such as the guarantee of yearly inspections; one agent responsible for all inspections, local accountability, closer overview of local businesses, resource for local agencies, local governing bodies can establish local permit fees, temporary food establishments all inspected because local inspection staff are aware of establishment, and the chance to create partnerships in the community. Susan also identified challenges including, responsible for reimbursement of 10% of fees to State, establishing permit fees to keep the program cost neutral, additional staff of 2 full time Registered Sanitarians, additional job duties on Accounting staff and support staff. Susan identified a next step in the discussion process of sending a letter and survey to vendors notifying them that Columbia County is considering obtaining agent status and to get business feedback. Then, at November's Board meeting, Susan could provide the feedback to the Board. If still interested, the Board would need to approve a resolution to forward to the County Board in December to become agent status in 2016. Work would then begin on ordinance changes and the creation of a fee structure for permits.

MOTION TO MOVE FORWARD WITH LETTERS TO BUSINESSES FOR FEEDBACK ABOUT COLUMBIA COUNTY POSSIBLY OBTAINING AGENT STATUS.

Motion by Fred Teitgen, second by Dr. Oh. Motion carried.

ACTION ON PERSONNEL MANUAL CHANGES

Director Woodard presented request for changes to the Personnel Manual for General Employees to accelerate the vacation time schedule for management to use as a recruitment tool. Director Woodard reported that other county department heads are in agreement with the proposal.

MOTION: TO RECOMMEND APPROVAL OF ACCELERATED VACATION SCHEDULE FOR MANAGEMENT LEVEL STAFF.

Motion by Fred Teitgen, second by Dr. Oh. Motion carried.

TRAINING REQUESTS

None.

DEPARTMENT STATUS REPORT

Director Woodard reviewed the report with the Board. It is also available on cboard.

DIRECTOR'S REPORT

Health & Human Services Director Dawn Woodard reported that Susan was recently recognized by the Portage School District for the Seal-A-Smile program. Director Woodard also reported that strategic planning is going on in the Department, including a SWOT analysis which has already been completed, and the management staff has begun to identify future goals for the

**COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING
SEPTEMBER 16, 2014 – PAGE 4**

Department. Director Woodard advised the Board that program presentations are being planned for the Board and will begin next month. She also advised that SSI managed care is expanding in Columbia County to possibly 4 agencies including GHC of Eau Claire and CARE WI. Mandatory enrollment or auto enrollment will be required for all participants for at least 60 days.

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

Motion by Fred Teitgen, 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, October 21, 2014, at 9:00 a.m.

ADJOURNMENT

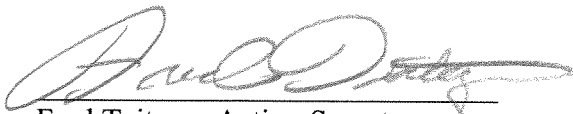
Vice Chair Bradley appointed Fred Teitgen Acting Secretary for today's minutes.

**MOTION: TO ADJOURN THE HEALTH & HUMAN SERVICES BOARD MEETING AT
10:59 A.M.**

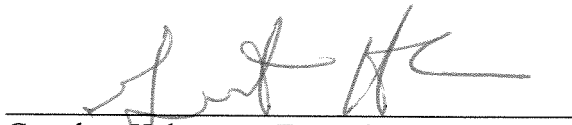
Motion by Fred Teitgen, second by Kirk Konkel. Motion carried.

The Columbia County Health & Human Services Board will reconvene at their regular monthly meeting on Tuesday, October 21, 2014, in the Brewer's Training Room of the Columbia County Health & Human Services Building.

Respectfully submitted,



Fred Teitgen, Acting Secretary
Col. Co. H & HS Board



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

cc: Chair Gove
Chair Elect Cupery

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