



# COLUMBIA COUNTY

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## MINUTES COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING THURSDAY, OCTOBER 6, 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; Kevin Kessler; Cathy Brunt; Dr. Kenneth Oh; Tom Drury.

HEALTH & HUMAN SERVICE STAFF PRESENT: Dawn Woodard; Becky Mulhern; Katie Day; Ashley Jahn; Susan Lorenz; Brittany Bylsma; Gretchen Halvorsen.

OTHERS: Vern Gove County Board Chair; Mary Cupery County Board 1<sup>st</sup> Vice Chair; Cathy Karls, Lois Schepp, Accounting; Judge Hepler.

### AGENDA/ADDITIONS/ANNOUNCEMENTS

MOTION: TO APPROVE THE AMENDED OCTOBER 6, 2016 HEALTH & HUMAN SERVICES BOARD AGENDA.

Motion by Kevin Kessler, second by James Brooks. Motion carried.

### APPROVAL OF MINUTES

MOTION: TO APPROVE THE MINUTES OF THE SEPTEMBER 1, 2016 MEETINGS OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD.

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

### INTRODUCTION OF NEW STAFF

Director Woodard introduced ADRC Assistant Director Ashley Jahn and Registered Nurse Brittany Bylsma from the Division of Health. Both new employees shared their background experience with the Board.

### RENT FOR HEALTH AND HUMAN SERVICES BUILDING

County Comptroller Lois Schepp presented information to the Board about why rent is charged to the HHS Department and how the rate is formulated. Discussion followed. Supervisor Kessler requested further study of the issue over time.

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**REVIEW DEPARTMENT BUDGET & COMPENSATORY TIME**

The Department's Comp Time Report and the Expense & Revenue report, dated 8/31/2016, were presented to the Board.

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

HHS Director Dawn Woodard presented one new contract and eight addenda to the Board for approval.

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

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

**ACTION ON RESOLUTION SUPPORTING INCREASED FUNDING IN CHILDREN & FAMILY ALLOCATION**

Director Woodard reported that the resolution was presented and approved last month however she was presenting a newer version of the same resolution which include some minor language changes made by Corporation Counsel.

MOTION: TO APPROVE THE REVISED RESOLUTION SUPPORTING ADDITIONAL CHILDREN AND FAMILY AIDS FUNDING AS PRESENTED.

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

**ACTION ON LINE ITEM TRANSFER FOR COMMUNICATIONS TRAINING**

Dawn presented a line item transfer for additional funding for the all staff communications training scheduled for November which the Board previously approved. The additional funding is necessary to cover the full cost of the presenter for the training.

MOTION: TO APPROVE THE LINE ITEM TRANSFER FOR ADDITIONAL FUNDING FOR THE ALL STAFF COMMUNICATIONS TRAINING AS PRESENTED.

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

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

Ageing & Disability Resource Center Director Becky Mulhern reported that the ADRC is still waiting to hear about the 5310 grant and they have begun work on the 85.21 grant application which funds their transportation program. Becky reported that the Car Fit event had 10 participants so they are planning to offer the workshop again next year. Becky notified the Board that the ADRC still has a few openings for new clients for the Alzheimer's Family Caregiver Support Group for interested people. Becky reported that the ADRC funding has remained stagnant at the State level even though the population of older adults has increased across the State, as has the cost of providing services. The Soup, Salad and Sandwich Bar grant at the Portage Meal Site has ended. The program was very popular. The ADRC has not had to

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implement the waiting list for the Home Delivered Meals Program. Becky reported that Columbia County has been chosen by the Wisconsin Institute for Healthy Aging to apply for a yoga grant and if received, the agency can begin offering yoga classes in 2017. Open Enrollment for Medicare is set for October 15 – December 7.

**HEALTH OFFICER'S REPORT**

Public Health Officer Susan Lorenz reported that flu shots are available beginning Monday, October 10, during Walk-in Clinic from 8-12 or during DOH's Immunization clinic also on Monday from 2:30-5:30. Private insurance will be billed or you can pay directly. Susan also offered shots prior to next month's board meeting. Susan reported the HPV Dinner Summit on September 20 for medical providers was a success. Twenty-five providers attended to hear guest speaker Dr. James Conway from the UW School of Medicine stress the importance of HPV vaccine. Susan also reported that the 4<sup>th</sup> annual Walk for Hope, sponsored by Prevent Suicide Columbia County, was held on September 24 with 102 participants even though it was rainy. QPR training was offered after the walk. Nineteen people participated in training. The event received great sponsorship this year. Susan presented an invitation to all present to attend the State of Tobacco Control in Columbia County workshop on Tuesday, November 15 at 6 p.m. at the LEC to educate the public about the issue in Columbia County. A free dinner is included.

**TRAINING REQUESTS**

None.

**ACTION ON JOB DESCRIPTION FOR DRUG TREATMENT COURT PROGRAM COORDINATOR**

Director Woodard presented a job description for the Drug Treatment Court Program Coordinator's position. Director Woodard reported that the job description has been reviewed by two of the judges. Approval of the job description is also on the agenda of the HR Committee for their meeting tomorrow.

**MOTION: TO APPROVE THE JOB DESCRIPTION FOR THE DRUG TREATMENT COURT PROGRAM COORDINATOR AS PRESENTED.**

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

**ACTION ON REVISED JOB DESCRIPTION FOR OWI COURT PROGRAM COORDINATOR**

Director Woodard presented a revised job description for the OWI Court Program Coordinator to align it under the HHS Department rather than the Courts. Director Woodard also reviewed other revisions in the job description.

**MOTION: TO APPROVE THE REVISED JOB DESCRIPTION FOR THE OWI COURT PROGRAM COORDINATOR AS PRESENTED.**

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

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**ACTION ON RESOLUTION TO ESTABLISH DRUG TREATMENT COURT PROGRAM**

Director Woodard presented a resolution to establish the drug treatment court program. Per County standing rules, a resolution is necessary for approval of new grant funding and match funding. No funding is currently identified for the match from the County's contingency fund per Comptroller Lois Schepp. Comptroller Schepp also advised the Board that the HHS Department has not yet received a contract from the State for the program so the resolution could be considered premature. The resolution was crafted by Corporation Counsel and is ultimately necessary for funding of the program coordinator position. Chair Gove suggested that the resolution could be voted on and if approved, then the Executive Committee could adjust the language of the resolution at their next meeting. Discussion followed.

**MOTION: TO RECOMMEND APPROVAL OF THE RESOLUTION PRESENTED TO ESTABLISH AND FUND THE DRUG TREATMENT COURT PROGRAM.**

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

**DIRECTOR'S REPORT**

Health & Human Services Director Dawn Woodard invited members to the next OWI Court commencement scheduled for October 25 at 8:45 am. at the Court House. MAT Coordinator Stacy Davenport and Director Woodard have been invited to a roundtable discussion regarding the Opiate epidemic on October 14 at the Arlington Research Station. Some State and local officials will be in attendance. Director Woodard provided an update on the transition of the CSP program. She reported that Journey Mental Health has signed a lease for the old Fairway Mortgage office across from the Court House. They are busy hiring staff and have applied to get certified. The plan calls for transitioning 10-15 clients per month starting in November. The next joint meeting with Journey, Pauquette and State staff will be next week. Director Woodard reported that she, Chair Sumnicht and Cathy Karls attended the finance committee callback meeting and were asked to reduce the Department's 2017 budget by \$100,000. This was accomplished through decreases in supplies and equipment, lowering training dollars, and also by decreasing contracted services in the MH and APS budgets.

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

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

Motion by Kevin Kessler, 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 Thursday, November 3, 2016 at 4:15 p.m.

**ADJOURNMENT**

**MOTION: TO ADJOURN THE HEALTH & HUMAN SERVICES BOARD MEETING AT 5:37 p.m.**

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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, November 3, 2016, 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

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