



# COLUMBIA COUNTY

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## MINUTES COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING TUESDAY, OCTOBER 21, 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 Susanna 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 Konkell; Matt Rohrbeck; Brad Basten .

HEALTH & HUMAN SERVICE BOARD MEMBERS EXCUSED: Dr Kenneth Oh; Fred Teitgen.

HEALTH & HUMAN SERVICE BOARD MEMBERS ABSENT: Teresa Sumnicht.

HEALTH & HUMAN SERVICE STAFF PRESENT: Dawn Woodard; Susan Lorenz; Becky Mulhern; Andrea Drew, DCF Intern; Katie Day; Megan Vinje; Gretchen Halvorsen.

OTHERS: Foster Parent Darlyn DeYoung; County Board Chair Vern Gove; County Board Chair Elect Mary Cupery; John Kinsler, Circles of Support; Tracy Lehman, Accounting.

### AGENDA/ADDITIONS/ANNOUNCEMENTS

MOTION: TO APPROVE THE OCTOBER 21, 2014 HEALTH & HUMAN SERVICES BOARD AGENDA.

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

### APPROVAL OF MINUTES

MOTION: TO APPROVE THE MINUTES OF THE SEPTEMBER 16, 2014 MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD.

Motion by Brad Basten, seconded by Kirk Konkell. 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 8/31/14.

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**CIRCLES OF SUPPORT REPORT**

John Kinsler distributed a handout and provided an update on the efforts of the Circles of Support program.

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

Health & Human Services Director Dawn Woodard presented three new contracts and two 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 Brad Basten , second by Cathy Brunt. Motion carried.

**PROGRAM PRESENTATION: FOSTER CARE, MEGAN VINJE, SW, DARLYN DEYOUNG, FOSTER PARENT**

Megan provided a handout of the Foster Care PowerPoint presentation created for today's meeting. Megan reviewed the qualifications for becoming a foster parent and the process for licensing. Darlyn shared experiences of being a foster parent for Columbia County. Columbia County Health & Human Services will be hosting the annual Foster Parent Appreciation Dinner on Tuesday, October 28.

**AGING & DISABILITY RESOURCE CENTER**

ADRC Director Becky Mulhern reported Open Enrollment for Medicare Part D started October 15<sup>th</sup> and will go through December 7<sup>th</sup>. The Elderly Benefits Specialist will be busy. Letters were sent out to over 375 Columbia County residents who are currently on a Med. Part D plan. The ADRC will be contracting with another agency to provide additional support during this time period. Director Mulhern also reported that the Greater WI Area on Aging Resources (GWAAR) will be completing an Annual Assessment/Review of our Nutrition Program in 2015. The ADRC is preparing for the assessment by completing its own site reviews and updating policies. State-Wideness is becoming a hot topic. The State is looking to mandate the integration of ADRC's and COA programs. Another change planned for ADRCs is the start of Enrollment Streamlining. This will allow Information & Assistance workers to immediately enroll clients into a Managed Care Organization without waiting for Economic Support processing. Director Mulhern advised that the WI DOT 85.21 grant application is due by the end of the year. There will be a public hearing on December 18<sup>th</sup> at 9:00 for review of the application. The ADRC is still waiting to hear if it will be awarded the 5310 transportation funding. The ADRC was notified that it will be awarded both the Portage and WI Dells United Fund Grants which are used to cover the cost of the meal site rental fees at those locations. A new Meal Site Manager was hired to cover the openings in WI Dells and Portage. Also, a Volunteer Driver will be starting next week to cover the Home Delivered Meal Route in WI Dells, which opens up a paid driver to be more available for medical transportation. Director Mulhern advised that the Foot Clinic rates will be increasing in 2015 to cover the cost of providing this service to our Columbia County residents. Director Mulhern is working on

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restructuring the Volunteer Program to better match areas needing assistance and to allow for volunteer hours to be tracked. Finally, Director Mulhern reminded the Board that she is still recruiting for an ADRC Board vacancy and asked for help locating someone to fill the position.

**ACTION ON REVISION OF ADRC ASSISTANT DIRECTOR JOB DESCRIPTION**

ADRC Director Becky Mulhern requested revisions to the ADRC Assistant Director's job description to more evenly distribute the workload between the ADRC Director and Assistant Director's positions.

MOTION: TO APPROVE THE REVISIONS TO THE ADRC ASSISTANT DIRECTOR JOB DESCRIPTION AS PRESENTED.

Motion by Matt Rohrbeck, second by Brad Basten. Motion carried.

**HEALTH OFFICER'S REPORT**

Public Health Officer Susan Lorenz reported on the 2014 Walk for Hope. Approximately 100 participants attended and helped to raise over \$7,400. Susan presented pictures of the event. The proceeds from the event will be used to provide additional QPR training, making the suicide prevention public announcement available prior to movies at theatres in WI Dells and Portage, and to help support the continued efforts of the suicide prevention coalition. Susan reported that the Centers for Disease Control (CDC) released new protocols yesterday for health care workers caring for ebola patients. The WI Department of Health Services is keeping providers and other health professionals up-to-date on the status of travelers from ebola infected areas of Africa. If any travelers from the affected region come into Wisconsin, DHS will notify the Public Health office in that county so that the Public Health staff can perform communicable disease surveillance, and will quarantine individuals if necessary.

**ACTION ON APPOINTMENT OF TOM DRURY TO HHS BOARD**

Director Woodard presented a letter from Tom Drury, a resident of Portage, who is interested in being appointed to the Community Member board position vacated by Susan Goethel.

MOTION: TO RECOMMEND THE APPOINTMENT OF TOM DRURY TO THE HEALTH & HUMAN SERVICES BOARD AS A COMMUNITY MEMBER.

Motion by Matt Rohrbeck, second by Brad Basten. Motion carried.

**TRAINING REQUESTS**

None.

**UPDATE ON INFRASTRUCTURE COMMITTEE - KIRK KONKEL**

County Board Supervisor Kirk Konkell reported that the subcommittee of the Infrastructure Committee has narrowed possible sites for a new HHS building down to 3 sites. The options will be presented to the full Infrastructure Committee next week. The committee is hoping to have decisions wrapped up for the November County Board meeting in order to get bonding approval at that meeting.

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**DIRECTOR'S REPORT**

Health & Human Services Director Dawn Woodard presented an Excellence Award which was given to the Capital Consortium in 2013 for FoodShare service processing. Director Woodard reported that the FoodShare, Employment & Training (FSET) expanded regionalization efforts by the State have been put on hold. Currently, Forward Services provides the FSET services for Columbia County. Open enrollment for the Affordable Health Care Act begins soon. Over 1,000 Columbia County residents received coverage during last year's enrollment period, while 243 lost coverage. Outreach to the 243 individuals is being done through the Capital Consortium to assist with coverage options. Director Woodard reported that the Division of Children & Families (DCF) received notification that Columbia County will not be receiving early intervention funding in 2015 nor 2016 as the County is no longer eligible due to arrest statistics. The approximate \$35,000 in funding was used for mentoring and in-home family therapy so services will be reduced in those areas. Director Woodard also reported that recently three staff were injured by a young child being taken into custody from biting and objects being thrown at the workers. The injuries were minor and the staff are doing well. Director Woodard advised that the application for Year 2 of the Treatment Alternative Grant is being worked on by the contracted service coordinator. Director Woodard also advised that the equipment requested as a result of the 2013 ergonomics surveys for workers has all been received over the last month. Also, the Department continues to work on Strategic Planning. A SWOT analysis was completed by all divisions, and the leadership team has identified 5 areas that the Department will work on, those being department culture, communication, collaboration with community partners, space needs, and customer service. The Department is now working at identifying action steps to address these areas.

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

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

Motion by Brad Basten, 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, November 18, 2014, at 9:00 a.m.

**ADJOURNMENT**

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

Motion by Matt Rohrbeck, second by Kirk Konkel . Motion carried.

The Columbia County Health & Human Services Board will reconvene at their regular monthly meeting on Tuesday, November 18, 2014, in the Brewer's Training Room of the Columbia County Health & Human Services Building.

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Respectfully submitted,



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Brad Basten, Secretary  
Col. Co. H & HS Board



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

cc: Chair Gove  
Chair Elect Cupery

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