



COLUMBIA COUNTY

Health and Human Services
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MINUTES COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING WEDNESDAY, NOVEMBER 8, 2017

CALL TO ORDER

The regular meeting of the Columbia County Health & Human Services Board was called to order at 11:00 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; Susanna Bradley.

HEALTH & HUMAN SERVICE BOARD MEMBERS ABSENT: James Brooks; John Stevenson.

HEALTH & HUMAN SERVICE BOARD MEMBERS EXCUSED: Matt Rohrbeck; Bev Muhlenbeck.

HEALTH & HUMAN SERVICE STAFF PRESENT: Dawn Woodard; Katie Day; Becky Mulhern; Ashley Jahn; Sue Weaver; Marcie DeSomer; Jessica Gilbert; Susan Lorenz; Clint Starks; Gretchen Halvorsen.

OTHERS: Mary Cupery, Columbia County 1st Vice Chair; Matt Bortz; Cathy Karls; Jessica Kath; Lois Schepp, Accounting.

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

AGENDA/ADDITIONS/ANNOUNCEMENTS

MOTION: TO APPROVE THE NOVEMBER 8, 2017 HEALTH & HUMAN SERVICES BOARD AGENDA.

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

APPROVAL OF MINUTES

MOTION: TO APPROVE THE MINUTES OF THE SEPTEMBER 13, 2017 MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD.

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

INTRODUCTION OF NEW BHLTS DIVISION ADMINISTRATOR CLINT STARKS

The new Behavioral Health and Long Term Support Division Administrator Clint Starks was

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introduced to the Board. Clint shared information about his background and work experience.

PRESENTATION BY ADRC: ADULT PROTECTIVE SERVICES (APS)

A PowerPoint presentation was made by Social Workers Sue Weaver and Marcie DeSomer to share information about the Adult Protective Services (APS) program.

REVIEW DEPARTMENT BUDGET & COMPENSATORY TIME

The Department's Comp Time Report and the Expense & Revenue report dated 9/30/2017 were presented to the Board.

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

Health & Human Services Director Dawn Woodard presented one new contract, fifteen addenda, and three new business associate agreements to the Board for approval.

**MOTION: TO APPROVE THE CONTRACT, ADDENDA, AND BUSINESS ASSOCIATE
AGREEMENTS AND TO PLACE THEM AS ATTACHMENTS TO THE MINUTES.**

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

**ACTION ON LINE ITEM TRANSFER FOR TUITION REIMBURSEMENT, MARC
COORDINATOR**

Director Woodard presented a line item transfer to reimburse tuition expenses of Stacy Davenport to participate in online training to be paid for from 2017 program cost funding being transferred into training expenses and conferences budget. The training would assist her in obtaining her Substance Abuse Counselor in Training (SAC-IT) license.

**MOTION: TO RECOMMEND APPROVAL OF THE LINE ITEM TRANSFER FOR
TUITION REIMBURSEMENT AS PRESENTED.**

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

PRESENTATION OF BUDGET GUIDE, LOIS SCHEPP, COMPTROLLER

Comptroller Lois Schepp provided copies of the Columbia County Guide to County Budget/Finances and shared her perspective about the County's finances.

AGING & DISABILITY RESOURCE CENTER DIRECTOR'S REPORT

ADRC Director Becky Mulhern reported the ADRC is still looking for drivers. The staff is also working on written policies as a response to a recent audit. Becky reported on changes to the IRIS program and changes to the EBD program to help with additional health care coverage, more funding for Alzheimer's research, and additional funding for dementia services in the new State budget. The meal site manager positions are now all filled, as are the ADRC Board member vacancies. Becky reported the ADRC is working on developing a letter which will go out to agencies within the community asking for sponsorship for congregate meals. The Wait List for the HDM program still has not been initiated. Becky advised the ADRC is no longer working

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with Northwoods for caregiver needs. A caregiver retreat was held last Monday and enjoyed by all. The next one is scheduled for April and will be held in the Columbus area. The ADRC is planning an Open House in January to celebrate the 10 year anniversary of the ADRC in Columbia County.

ACTION ON ADRC's 85.21 GRANT APPLICATION

Becky requested approval of the 85.21 transportation grant application which was recently approved by the ADRC Board. The 2018 funds for the grant were slightly increased in the new State budget. The money from the grant is used to pay for transportation, staff, vehicles, and fuel.

MOTION: TO APPROVE THE 85.21 TRANSPORTATION GRANT APPLICATION.

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

ACTION ON ADRC's RATE INCREASES FOR 2018: TRANSPORTATION, FOOT CLINIC, ENSURE, HOME DELIVERED MEALS & CONGREGATE MEALS

Becky presented requests for rate increases in 2018 on the transportation minimum trip charge, cost of mileage and the cost of transportation charges to MCOs. She also requested approval of increased rates for Congregate meals and Home Delivered Meals, rate increases for cases of Ensure, and increased rates for services offered through the Foot Clinic. All of the rates were recently approved by the ADRC Board.

MOTION: TO APPROVE RATE INCREASES AS PRESENTED FOR 2018.

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

HEALTH OFFICER'S REPORT

Public Health Officer Susan Lorenz reported on the success of the 5th Annual Walk for Hope which was held in September with 130 participates who raised \$4713. The event was sponsored by the Prevent Suicide Columbia County Coalition. Susan distributed a QPR (Question, Persuade, Refer) poster for a free suicide prevention training event offered this Friday, November 10 at River of Life Church. Susan also updated the Board on the mandated 5-year Public Health Needs Assessment held on October 12 at Divine Savior Hospital, which included 40 participants. The group agreed that PH needs to focus on reducing the burden of disease caused by alcohol and drug abuse, smoking, and poor diet, and, to increase Mental Health services for children and adults in Columbia County.

ACTION ON REVISION TO JOB DESCRIPTION FOR WIC PROGRAM DIRECTOR

HHS Director Woodard presented revisions to the job description for the WIC program Director position which will become vacant in January due to the retirement of Linda Cromheecke.

MOTION: TO APPROVE THE REVISED JOB DESCRIPTION FOR THE WIC PROGRAM DIRECTOR AS PRESENTED.

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

ACTION ON REPLACEMENT REQUEST FOR WIC PROGRAM DIRECTOR

Director Woodard presented a replacement request for the WIC program Director due to the pending retirement of Linda Cromheecke.

MOTION: TO RECOMMEND APPROVAL OF THE REPLACEMENT REQUEST FOR THE WIC PROGRAM DIRECTOR.

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

ACTION ON RESOLUTION ACKNOWLEDGING THE RETIREMENT OF LINDA CROMHEECKE, WIC PROGRAM DIRECTOR

Director Woodard presented a resolution recognizing the retirement of Linda Cromheecke and thanking her for her 34 years of service to Columbia County.

MOTION: TO APPROVE THE RESOLUTION ACKNOWLEDGING THE RETIREMENT OF LINDA CROMHEECKE, WIC PROGRAM DIRECTOR.

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

ACTION ON APPOINTMENT OF DR. MICHAEL WALTERS TO HHS BOARD

MOTION: TO RECOMMEND APPROVAL OF DR. MICHAEL WALTERS TO HHS BOARD.

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

TRAINING REQUESTS

None.

ACTION ON RATE INCREASE REQUEST FOR INTOXICATED DRIVER PROGRAM (IDP)

Director Woodard presented a rate increase request from Pauquette for the IDP program. The agency also plans to initiate additional rate increases to consumers for no show fees, extending driver safety plans, and, amending driver safety plans. The last rate increase for the program was 11 years ago. Pauquette reported that the increases are needed to offset additional personnel costs.

MOTION: TO APPROVE THE IDP RATE INCREASE FOR PAUQUETTE.

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

UPDATE ON CCS PLAN OF CORRECTION

Director Woodard reminded the Board about the goals of the correction plan which are to focus on correction and progress of paperwork by staff. An internal audit was to have occurred in

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October but was delayed due to technical difficulties with supporting software for the CCS program, which have since been remedied. The internal audit will now be completed by the end of January 2018. The next site survey by the State will occur in the spring of 2018 to review the corrections made.

DIRECTOR'S REPORT

Health & Human Services Director Woodard reported on the Department's budget cuts of \$200,000 for the 2018 budget as was instructed by the Finance Committee. Most reductions occurred in the BHLTS budget. Director Woodard announced that the Department has applied to be a participant in Fostering Futures a program which promotes Trauma Informed Care across the Department and community. If accepted the Department would receive technical support and guidance from nationally recognized specialists in TIC. The agency is hoping to hear by mid November on the success of the application. The Department also recently completed a survey for additional funding to create an opioid overdose review team within the County, however the Department just received notices that we will not be receiving the additional funding. Director Woodard reported on the progress of the Department's 5-Yr Strategic Plan after review of it at an all staff meeting last Friday. The updates to the plan will next be reviewed by agency management. Changes, based on feedback from staff, will then be incorporated into a new edition of the plan. The same issues from the last process were identified last Friday as needing additional/continued addressing. No new strategic issues were added. Highlights of actions already achieved include: Holding Department-wide staff meetings and including presentations on wellness and stress relief training. The ProQol survey was given at the training last Friday that assesses compassion fatigue and burnout of staff; StrengthsFinder has been implemented across the Department to focus on people's strengths and promote enhanced relationships amongst staff; Position Descriptions are being updated with TIC principles; Presentations by all Divisions to the HHS Board are occurring every other month; Purchases of Department logo wear with a portion of funds coming from the Pop Fund have occurred over the past couple of years; Mental Health first aide training has been created and offered to community agencies; work has begun with the Columbus schools for partnering on new mental health services for students and staff in that community; the Department has taken a lead on the Cambria long term recovery group, working with Family Health La Clinic piloting a mental health services program in Cambria at no cost to participants.

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

Motion by Susanna Bradley, 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 Wednesday, December 13, 2017. Director Woodard will be on vacation that day.

ADJOURNMENT

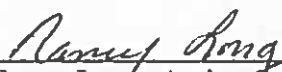
**MOTION: TO ADJOURN THE HEALTH & HUMAN SERVICES BOARD MEETING AT
1:26 P.M.**

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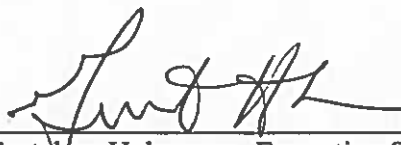
Motion by Kevin Kessler, second by Nancy Long. Motion carried.

The Columbia County Health & Human Services Board will reconvene at their regular monthly meeting on Wednesday, December 13, 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 1st Vice Chair Cupery;
County Board 2nd Vice Chair Foley

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