

COLUMBIA COUNTY

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MINUTES COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING TUESDAY, DECEMBER 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 Susanna Bradley and chaired until Chair Teresa Sumnicht arrived. 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; Cathy Brunt; Susanna Bradley; Kirk Konkel; Matt Rohrbeck; Brad Basten; Fred Teitgen; Tom Drury; Dr. Kenneth Oh.

HEALTH & HUMAN SERVICE STAFF PRESENT: Dawn Woodard; Susan Lorenz; Becky Mulhern; Deb Millman; Liesa Zastrow; Heather Gove; Gretchen Halvorsen.

OTHERS: County Board Chair Vern Gove; County Board Chair Elect Mary Cupery; Cathy Karls, Accounting; Linda Breneman.

AGENDA/ADDITIONS/ANNOUNCEMENTS

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

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

APPROVAL OF MINUTES

MOTION: TO APPROVE THE MINUTES OF THE NOVEMBER 18, 2014 MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD.

Motion by Fred Teitgen, seconded by Brad Basten. 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 10/31/14.

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

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

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

Motion by Brad Basten, second by Cathy Brunt . Motion carried.

AGING & DISABILITY RESOURCE CENTER

Aging & Disability Resource Center Director Becky Mulhern reported that a Medicare Improvements for Patient & Providers Act (MIPPA) Grant was awarded to Columbia County for 2013-2017. Columbia County is only 1 of 13 recipients of this grant. The funds will be used to help support people in choosing Medicare plans, Senior Care, and preventative health workshops. The WIS DOT 85.21 Grant application is due by the end of the year. There will be a public hearing on December 18th at 9:00, prior to the ADRC Board meeting, to answer any questions. The grant is used to help fund the Transportation Program. There is a vacancy on the ADRC Board and the TRIP Transportation Council that need to be filled. Both Boards are looking for a candidate with mental health experience and can contact Becky for additional information. There are also vacancies on the Nutrition Council. Becky reported that the ADRC's Annual Report was completed and submitted to the State. Recruitment for the ADRC Assistant Director's position is currently underway. The deadline for submitting an application is December 19. The ADRC is also recruiting for additional drivers and meal site managers. Becky reported that the ADRC is averaging more than 176 new clients each month. Becky also reported on the first Sharing Supper for Portage, which will begin January 26 at the Julia Rusch School.

ACTION ON JOB DESCRIPTIONS – TRANSPORTATION CLERK, ADRC DRIVER

HHS Director Dawn Woodard presented a draft of a new job description for a Transportation Coordinator due to a reclassification as a result of the Carlson Dettman wage study.

MOTION: TO CHANGE THE TERM "POSITION" IN SECTION II, GENERAL DUTIES, TO "COORDINATOR".

Motion by Susanna Bradley, second by Brad Basten. Motion carried.

MOTION: TO APPROVE THE TRANSPORTATION CLERK JOB DESCRIPTION AS AMENDED.

Motion by Tom Drury, second by Fred Teitgen. Motion carried.

HHS Director Woodard also presented a draft of a new job description for the ADRC Driver position. The changes to the job description were made in order to make the document more reflective of current demands and duties.

MOTION: TO APPROVE THE ADRC DRIVER JOB DESCRIPTION AS PRESENTED.

Motion by Brad Basten, second by Kirk Konkel. Motion carried.

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**ACTION ON INCREASE OF HOURS IN 2015 FOR ELDERLY BENEFIT SPECIALIST
AND CLERK TYPIST**

Director Woodard presented a request for an increase in hours in 2015 for the ADRC's Elderly Benefit Specialist from 37.50 to 40 hours per week, for a total of \$2,141.52, to be paid for from the MIPAA grant award for the purposes of outreach and public education and training.

MOTION: TO RECOMMEND THE APPROVAL OF THE INCREASE OF HOURS IN 2015 FOR THE ELDERLY BENEFIT SPECIALIST AS PRESENTED.

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

HHS Director Woodard also presented a request for an increase of hours in 2015 for ADRC Clerk Typist Deidre Gavinski, from 37.50 to 40 hours per week, for a total of \$2,646.61, to be paid for from the MIPAA grant award for the purposes of outreach, co-leading prevention programs and coordinating ADRC events and representing the ADRC at external events.

MOTION: TO RECOMMEND APPROVAL OF THE INCREASE OF HOURS IN 2015 FOR ADRC CLERK TYPIST DEIDRE GAVINSKI AS PRESENTED.

Motion by Tom Drury, second by Brad Basten. Motion carried.

PRESENTATION ON COMPREHENSIVE COMMUNITY SERVICES (CCS): BHLTS

Behavioral Health & Long Term Support Division Administrator Debbie Millman, social workers Liesa Zastrow and Heather Gove, together with a consumer of services, made a presentation on the benefits of the CCS Program. Discussion followed. CCS is a program for county residents who are eligible for medical assistance, have a mental health or substance use diagnosis and are determined to need psychosocial rehabilitation services.

HEALTH OFFICER'S REPORT

Public Health Officer Susan Lorenz presented the latest copy of the Division of Health's quarterly newsletter, Aiming to Inform, which is sent to all medical personnel in Columbia County and available on the Department's website. Susan provided an update on Ebola, reporting that there are no confirmed cases of Ebola in Wisconsin at this time, however there are still 4 individuals under surveillance. The Center for Disease Control (CDC) is still notifying states, and the State is notifying counties, if a traveler from West Africa arrives in their jurisdiction. Susan also provided an update on the letter regarding agent status that was sent December 3 to large retail groceries within Columbia County. No responses to the letter have been received to date.

ACTION ON AGENT STATUS RESOLUTION

HHS Director Woodard presented a resolution authorizing HHS to expand its agent status.

MOTION: TO RECOMMEND APPROVAL OF THE RESOLUTION AUTHORIZING AGENT STATUS FOR THE DIVISION OF HEALTH.

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Motion by Susanna Bradley, second by Brad Basten. Motion carried.

ACTION ON INCREASE OF HOURS IN 2015 FOR BREASTFEEDING PEER COUNSELOR

Director Woodard presented a request to increase the hours in 2015 of the WIC Breastfeeding Peer Counselor, from 300 to 450 hours and wage increase from \$12/hr to \$14/hr, for a total of \$2,906.55, to be paid for from WIC funding for the purposes of increasing contacts with clients to encourage breastfeeding and to create dual control with another WIC employee in order to issue WIC checks and maintain accountability.

MOTION: TO RECOMMEND APPROVAL OF AN INCREASE IN HOURS AND AN INCREASE IN PAY, IN 2015, FOR THE WIC BREASTFEEDING PEER COUNSELOR AS PRESENTED.

Motion by Cathy Brunt, second by Brad Basten. Motion carried.

TRAINING REQUESTS

None.

DEPARTMENT STATUS REPORT

HHS Director Woodard presented the Department Status Report highlighting statistics from 1/1 thru 9/30/2014.

DIRECTOR'S REPORT

Health & Human Services Director Dawn Woodard reported that the Birth to 3 program was recognized by the State for 100% compliance. Director Woodard reported on the Denim for Dollars employee program which has raised and donated \$1,948.34 over the last 2 years to local charities. Director Woodard reminded the Board members that Jean Brody, from US Senator Baldwin's office will be in attendance at the ADRC Board meeting on Thursday to provide updates from Washington to the ADRC Board. Director Woodard also advised the Board on the status of recruitment for the ADRC Assistant Director's position, the Division of Economic Support vacancy and the 2 new 2015 positions in the Behavioral Health & Long Term Support Division.

ACTION ON PAYMENT OF VOUCHERS/FINANCIAL REPORT

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

Motion by Fred Teitgen, second by Susanna Bradley. Motion carried.

NEXT MEETING DATE

The next regular monthly meeting of the Columbia County Health & Human Services Board is scheduled for Tuesday, January 20, 2015, at 9:00 a.m.

ADJOURNMENT

The Board expressed interest in being trained in QPR. Director Woodard will arrange for a date.

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MOTION: TO ADJOURN THE HEALTH & HUMAN SERVICES BOARD MEETING AT
11:18 A.M.

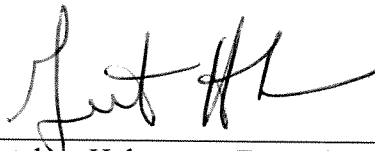
Motion by Fred Teitgen, second by Matt Rohrbeck. Motion carried.

The Columbia County Health & Human Services Board will reconvene at their regular monthly meeting on Tuesday, January 20, 2015, in the Brewer's Training Room of the Columbia County Health & Human Services Building.

Respectfully submitted,



Brad Basten, 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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