



COLUMBIA COUNTY

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MINUTES COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING TUESDAY, DECEMBER 10, 2013

CALL TO ORDER

The regular meeting of the Columbia County Health & Human Services Board was called to order at 9:00 a.m., by Chair Mary Cupery. 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: Mary Cupery; Teresa Sumnicht; Cathy Brunt, RN; Robert McClyman; Richard Boockmeier; Jim Bechen; Brad Basten.

HEALTH & HUMAN SERVICE BOARD MEMBERS EXCUSED: Susan Goethel.

HEALTH & HUMAN SERVICE STAFF PRESENT: Dawn Woodard; Susan Lorenz; Amy Ramsey; Lynn Karpinski; Debbie Millman; Gretchen Halvorsen.

OTHERS: County Board Chair Andy Ross; County Board Chair Elect Vern Gove; Lyn Jerde, Portage Daily Register; Tracy Lehman, Accounting.

AGENDA/ADDITIONS/ANNOUNCEMENTS

MOTION: TO APPROVE THE DECEMBER 10, 2013 HEALTH & HUMAN SERVICES BOARD AGENDA.

Motion by Dick Boockmeier, second by Bob Mc Clyman. Motion carried.

APPROVAL OF MINUTES

MOTION: TO APPROVE THE MINUTES OF THE OCTOBER 8 AND NOVEMBER 12, 2013 MEETINGS OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING.

Motion by Dick Boockmeier, second by Teresa Sumnicht. Motion carried.

DEPARTMENT BUDGET & COMPENSATORY TIME

Health & Human Services Director Dawn Woodard presented the Department's Comp Time Report, as well as the Expense and Revenue reports dated 10/31/13.

CIRCLES OF SUPPORT REPORT

No report was available for Circles of Support.

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MOTION: TO APPROVE A QUARTERLY REPORT ON THE CIRCLES OF SUPPORT PROGRAM INSTEAD OF MONTHLY.

Motion by Dick Boockmeier, second by Bob McClyman. Motion carried.

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

Health & Human Services Director Dawn Woodard presented thirty-four 2014 contracts, ten 2013 addenda and seven MOUs to the Board for approval.

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

Motion by Dick Boockmeier, second by Brad Basten. Motion carried.

ACTION ON LINE ITEM TRANSFER FOR MONITORS

Health & Human Services Director Woodard advised the Board that the monitors requested would allow front desk staff to monitor the security cameras throughout the building, which was one of several suggestions made by Sgt. Hoege during his security check of the HHS building. Discussion followed about the Sheriff's Department being able to monitor the building in real time. Director Woodard advised the MIS Department was not in favor of this due to the limited bandwidth for the building.

MOTION: TO APPROVE THE LINE ITEM TRANSFER AS PRESENTED.

Motion by Dick Boockmeier, second by Jim Bechen. Motion carried.

COMMISSION ON AGING/AGING & DISABILITY RESOURCE CENTER

COA/ADRC Director Amy Ramsey introduce Lynn Karpinski, the new Assistant Director of the ADRC. Director Ramsey reported that the TRIP Transportation Council held their first meeting on November 26 and approved the 5-year community coordinated transportation plan and the council's bylaws. Director Ramsey reported that she has been working with Human Resources to plan the recruiting and hiring of COA Meal Site Managers, who will become county employees as of January 1. There will be 2 positions available.

ACTION ON CLOSURE OF CAMBRIA AND WYOCENA MEAL SITES

Director Ramsey presented a status report for all of the COA meal sites and advised that the ADRC Board and COA, at a joint meeting in November, recommended closing the Cambria and Wyocena meal sites. The Board recommended that all remaining sites be reviewed in 3 months time to provide consistency in managing them.

MOTION: TO CLOSE THE CAMBRIA AND WYOCENA COMMISSION ON AGING MEAL SITES.

Motion by Teresa Sumnicht, second by Cathy Brunt. Motion carried.

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**ACTION ON TRIP OF COLUMBIA COUNTY TRANSPORTATION COUNCIL
BYLAWS**

Director Ramsey presented a draft of the bylaws for the TRIP Transportation Council, which was recommended for approval by the newly formed council on 11/26.

MOTION: TO APPROVE THE BYLAWS FOR THE TRIP TRANSPORTATION COUNCIL.

Motion by Jim Bechen, second by Dick Boockmeier. Motion carried.

HEALTH OFFICER'S REPORT

Public Health Officer Susan Lorenz provided a comparison report of pertussis cases in Columbia County and throughout the State for years 2011, 2012 and 2013. The number of probable or confirmed cases of pertussis in Columbia County in 2013, to date, is 11. Susan reported on a FEMA mass fatality training that she attended in Madison along with HHS Director Dawn Woodard, and other representatives from Columbia County. FEMA has provided a template for local communities to plan for such events and Susan reported the first planning meeting is scheduled for Tuesday, January 7, 2014. Susan reported that she will be attending a Lodi Council meeting to provide them information about the Health Status Report which she has previously shared with the HHS Board.

ACTION ON APPOINTMENT OF DR OH TO HHS BOARD

HHS Director Woodard requested approval for Dr. Kenneth Oh to be appointed to the Health & Human Services Board. The appointment of a medical doctor to the HHS Board is a requirement by State Statute. Dr. Oh is associated with Divine Savior Hospital.

**MOTION: TO RECOMMEND APPROVAL OF KENNETH OH, MD TO THE HEALTH &
HUMAN SERVICES BOARD.**

Motion by Bob McClyman, second by Dick Boockmeier. Motion carried.

TRAINING REQUESTS

None.

UPDATE ON WHITE PINE MENTAL HEALTH STUDY – DEBBIE MILLMAN

Debbie Millman, Behavioral Health & Long Term Support Division Administrator provided an update to the Board about recent changes to the MH/AODA programs based on results of the study done by White Pine Consulting, which include contract changes, process changes to allow for additional revenue sources, improving collaboration with service contractors and continued collaboration with community stakeholders to address issues within the community.

ACTION ON CCS REGIONALIZATION WITH SAUK & RICHLAND COUNTIES

Director Woodard reported on a proposed plan to regionalize Comprehensive Community Services with Richland and Sauk Counties, as encouraged by the State in order to maximize funding and sharing of resources. The Department has to notify the State by December 16 of its

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intent which, if approved, would commit the State to paying a larger portion of service costs. In the proposal the counties have tentatively agreed to share training resources, provider credentialing, program evaluations and quality assurance, and coordinating a committee.

MOTION: TO APPROVE THE REGIONALIZATION OF COMPREHENSIVE
COMMUNITY SERVICES WITH RICHLAND AND SAUK COUNTIES.

Motion by Dick Boockmeier, second by Brad Basten. Motion carried.

ACTION ON OUT OF STATE TRAVEL

Director Woodard requested permission for 2 staff and one member of the TRIP Transportation Council to travel to Washington D.C. upon the Department being granted funding in the second round of transportation grant funding from the Community Transit Association of America. The agency will be notified in January if our grant has been accepted and travel would occur in February. Travel expenses would be paid for directly through the grant awarded funds.

MOTION: TO RECOMMEND APPROVAL OF OUT OF STATE TRAVEL AS
PRESENTED.

Motion by Jim Bechen, second by Teresa Sumnicht. Motion carried.

REVIEW OF HHS BUILDING NEEDS IN POTTER LAWSON STUDY

Director Woodard reviewed the space needs results from the Potter Lawson study with the Board. Discussion followed.

DEPARTMENT STATUS REPORT

Director Woodard presented the latest Department Status Report with the Board. Discussion followed.

**ACTION ON CLOSURE OF HHS DEPARTMENT FOR HOLIDAY PARTY
DECEMBER 13**

Director Woodard presented a request to close the HHS building on Friday, December 13 for the Department's holiday party, which will be from 3-4:30 at the VFW here in Portage. Invitations were extended to the Board members and RSVPs should be made to Gretchen.

MOTION: TO APPROVE THE DEPARTMENT'S CLOSURE ON DECEMBER 13, 2014 AS
PRESENTED.

Motion by Jim Bechen, second by Bob McClyman. Motion carried.

DIRECTOR'S REPORT

Health & Human Services Director Dawn Woodard reported receiving a good response from staff regarding the Carlson Dettman wage study. All materials were forwarded to HR by the deadline. Director Woodard reported that the State is in the process of reviewing 4 CPS cases due to statutory requirements for cases involving serious or egregious incidents. Two of the

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reviews resulted in the State confirming that the cases were handled appropriately finding no practice issues. Two cases have yet to be reviewed. Director Woodard reported that the BHLTS Division recently completed a self audit of the Children's Waiver program which went well. The Department is working on implementing emergency contact procedures as a result of the Safety Committee's recommendations and as a results of the tabletop exercise with Emergency Management. Additional safety tabletop exercises are being planned at the division level for staff with the continued help of Emergency Management. Director Woodard also reported that the management staff is continuing Leadership Training with an Madison College instructor which began this fall.

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

Motion by Jim Bechen, second by Dick Boockmeier. Motion carried.

NEXT MEETING DATE

The next regular monthly meeting of the Columbia County Health & Human Services Board is scheduled for Tuesday, January 14, 2014, at 9:00 a.m.

ADJOURNMENT

MOTION: TO ADJOURN THE HEALTH & HUMAN SERVICES BOARD MEETING AT 11:30 A.M.

Motion by Teresa Sumnicht, second by Jim Bechen. Motion carried.

The Columbia County Health & Human Services Board will reconvene at their regular monthly meeting on Tuesday, January 14, 2014, 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 Ross
Chair Elect Gove

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