



**Health and Human Services
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**MINUTES
COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING
TUESDAY, DECEMBER 13, 2011**

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 Timothy O'Neil, MD. 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: Timothy O'Neil, MD; Mary Cupery; Teresa Sumnicht; Cathy Brunt, RN; Richard Boockmeier; Robert Lane; Robert McClyman; Charles Boursier, MD; Susan Goethel.

HEALTH & HUMAN SERVICE STAFF PRESENT: Dawn Woodard; Susan Lorenz; Sue Lynch; Gretchen Halvorsen.

OTHERS: Bob Westby, County Board Chair; Andy Ross, County Board Chair Elect; Cathy Karls, Accounting.

AGENDA/ADDITIONS/ANNOUNCEMENTS/PUBLIC COMMENT

MOTION: TO APPROVE THE DECEMBER 13, 2011 HEALTH & HUMAN SERVICES BOARD AGENDA.

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

APPROVAL OF MINUTES

MOTION: TO APPROVE THE MINUTES OF THE NOVEMBER 8, 2011 MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD.

Motion by Mary Cupery, second by Robert Mc Clyman. Motion carried.

DEPARTMENT BUDGET & COMPENSATORY TIME

Health & Human Services Director Dawn Woodard presented the Department's Comp Time Report dated 12/2/11. The Expense and Revenue Summary reports, dated 10/31/11 were also presented.

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

Health & Human Services Director Dawn Woodard presented one new 2012 contract, one new 2011 contract, five MOUs, three addenda, three appropriation entries and one line item transfer

**COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING
DECEMBER 13, 2011 – PAGE 2**

to the Board for approval.

MOTION: TO APPROVE THE CONTRACTS, MOUs, ADDENDA , APPROPRIATION ENTRIES AND LINE ITEM TRANSFER AND TO PLACE THEM AS ATTACHMENTS TO THE MINUTES.

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

COMMISSION ON AGING/AGING & DISABILITY RESOURCE CENTER

ADRC/COA Director Sue Lynch reported that the process improvement project, partnering with GWAAR, regarding the senior dining program continues. Sue also reported that she is continuing to be involved with the State modernization program regarding the senior dining program as well. Sue reported that the ADRC hosted a caregiver retreat this fall which was well attended. There continues to be a waiting list for Family Care enrollment at this time, however the enrollment caps may be lifted in 2012.

ACTION ON NEW APPOINTMENTS TO ADRC GOVERNING BOARD – BROWN, YORK, TELVICK, KEIFER

Director Lynch requested approval of Audrey Brown, Jan York, Betty Telvick and Penny Keifer to memberships on the ADRC governing board.

MOTION: TO RECOMMEND APPOINTMENT OF AUDREY BROWN, JAN YORK, BETTY TELVICK AND PENNY KEIFER TO THE AGING & DISABILTY RESOURCE CENTER BOARD AS OF JANUARY 1, 2012.

Motion by Dick Boockmeier, second by Cathy Brunt. Motion carried.

ACTION ON PURCHASE OF NEW CAR FOR COMMISSION ON AGING

Director Lynch requested approval of the purchase of a 2011 Dodge Caravan through the State bid process. The cost of the van, including wheel chair ramp. title and plates is \$35,776.50. The money for the vehicle will come from the COA Equity account for new vehicles.

MOTION: TO APPROVE THE PURCHASE OF THE 2011 DODGE CARAVAN AS PRESENTED.

Motion by Dick Boockmeier, second by Susan Goethel. Motion carried.

HEALTH OFFICER'S REPORT

Public Health Officer Susan Lorenz distributed copies of the National Association of Local Boards of Health newsletter. Susan updated the Board on the Seal-A-Smile grant program, which to date has provided 315 children in 6 of the 10 school districts targeted, a total of \$96,350 worth of dental supplies and services. The program has been featured in the Portage Daily Register and the Pardeeville School District newsletter.

**COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING
DECEMBER 13, 2011 – PAGE 3**

TRAINING REQUESTS

None.

IM CONSORTIUM UPDATE

Director Woodard reviewed handouts mailed in the Board packets. The information will be sent out to FoodShare and MA clients updating them on changes to accessing these programs after January 1, 2012. Director Woodard also presented a handout identifying each county's roles and responsibilities within the consortium.

HHS BUILDING NEEDS

Director Woodard updated the Board on information forwarded to her from Corey Wiegel, Director of Buildings & Grounds. Cory received a bid of \$4028 to fix the roof above door # 2 & # 3 to prevent snow and ice from falling on people who enter and exit the building. Director Woodard reported that Cory is still working on a bid to improve soundproofing in the investigation rooms. Director Woodard also reported on a bid from Cory of \$24,887 to add card readers to three doors in the ADRC and to enlarge the security hardware capacity to make the doors functional. Discussion followed about more inexpensive ways to secure the doors and still enhance security for the building. Director Woodard will follow up with Cory about the Board's concerns.

MOTION: TO MOVE FORWARD WITH THE ROOF PROJECT ABOVE DOORS #2 & #3
NOT TO EXCEED THE \$4028 BID AMOUNT.

Motion by Bob Lane, second by Cathy Brunt. Motion carried.

DIRECTOR'S REPORT

Health & Human Services Director Dawn Woodard advised the Board that there are currently three candidates for the BHLTS Division Administrator's position after a third recruitment processes. Director Woodard notified the Board that the Department's Holiday Party will be tomorrow, Wednesday, December 14, from 3:00-4:30 p.m. and invited the Board members to participate. The party will be at the VFW here in Portage. Director Woodard reported on Permanency Round Tables, a new tool recently begun in the Children & Families Division for children who do not have permanency. Columbia County currently has 14 children who fall under this new initiative's criteria and are targeted for intensive review of their cases in order to brainstorm and find solutions for their permanency.

ACTION ON PAYMENT OF VOUCHERS/FINANCIAL REPORT

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

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

NEXT MEETING DATE

The next regular monthly meeting of the Columbia County Health & Human Services Board is scheduled for Tuesday, January 10, 2012 at 9:30 a.m. following the Commission on Aging

**COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING
DECEMBER 13, 2011 – PAGE 4**

meeting.

ADJOURNMENT

Chair O'Neil declared the meeting adjourned at 10:16 a.m.

The Columbia County Health & Human Services Board will reconvene at their regular monthly meeting on Tuesday, January 10, 2012, in the Brewer's Training Room of the Columbia County Health & Human Services Building.

Respectfully submitted,

Teresa Sumnicht, Secretary
Col. Co. H & HS Board

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

cc: Chair Westby
Chair Elect Ross

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