



**MINUTES**  
**COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING**  
**TUESDAY, JULY 12, 2011**

**CONVENE PUBLIC HEARING**

The Annual Public Hearing was called to order at 9:30 a.m. by Chair Timothy O'Neil, MD.

**HEAR TESTIMONY**

An attendance sheet was distributed by Gretchen Halvorsen. No one from the community was present. One letter was received and read from a private citizen. New Board member Cathy Brunt, RN was introduced.

**ADJOURN PUBLIC HEARING**

The Annual Public Hearing was declared adjourned at 9:45 a.m. by Chair O'Neil.

**RECONVENE REGULAR MONTHLY MEETING AND CALL TO ORDER**

The regular meeting of the Columbia County Health & Human Services Board was called to order at 9:45 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; Robert McClyman; Robert Lane; Richard Boockmeier; Susan Goethel; Dr. Charles Boursier.

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

OTHERS: Joseph Ruf, Corporation Counsel; Cathy Karls, Accounting.

**AGENDA/ADDITIONS/ANNOUNCEMENTS**

MOTION: TO APPROVE THE JULY 12, 2011 HEALTH & HUMAN SERVICES BOARD AMENDED AGENDA.

Motion by Dr. Boursier, second by Dick Boockmeier. Motion carried.

**APPROVAL OF MINUTES**

MOTION: TO APPROVE THE MINUTES OF THE JUNE 14, 2011 MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD AS WELL AS THE MAY 10, 2011 MINUTES OF THE COMMISSION ON AGING MEETING.

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Motion by Mary Cupery, second by Bob Lane. Motion carried.

**DEPARTMENT BUDGET & COMPENSATORY TIME**

Health & Human Services Interim Director Dawn Woodard presented the Department's Comp Time Report dated 6/24/11 as well as the Expense and Revenue reports dated 5/31/11.

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

Health & Human Services Interim Director Dawn Woodard presented five new contracts and three 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 Teresa Sumnicht, second by Susan Goethel. Motion carried.

**ACTION ON HHS DEPARTMENT FEE SCHEDULE**

Corporation Counsel Joseph Ruf asked the Board to refrain from discussion of the topic today and instead to revisit it at the August meeting when he has had additional time to review the material.

**COMMISSION ON AGING/AGING & DISABILITY RESOURCE CENTER**

COA/ADRC Director Sue Lynch reported on the MOU templates passed by the Commission on Aging earlier in the morning for contracting medical transportation services with nursing homes within the County and Care Wisconsin; and contracting for home delivered meal services. Director Lynch reported on the enrollment caps for Family Care which took effect on July 1. Future enrollments will only be allowed by attrition. Sue advised the Board that the ADRC Board will review wait list policies regarding the enrollments at their Thursday meeting.

**ACTION ON FULL COST OF MEALS CHANGE**

Director Lynch outlined the full cost of home delivered and congregate meals for the Board and reported that the COA approved an increase in the cost of the home delivered meals, effective July 1, 2011, from the current \$7.13 per meal to \$7.58 per meal.

MOTION: TO APPROVE THE INCREASE IN HOME DELIVERED MEALS FROM \$7.13 TO \$7.58 PER MEAL EFFECTIVE JULY 1, 2011.

Motion by Susan Goethel, second by Bob Lane. Motion carried.

**ACTION ON PUBLIC HEALTH NURSES ADMINISTERING FLU SHOTS TO  
COLUMBIA COUNTY EMPLOYEES FOR FALL 2011**

Health & Human Services Interim Director Dawn Woodard reported that the Human Resources Department did a RFP for administering flu shots to County employees for the fall of 2011 and the Division of Health was selected to do so. Interim Director Woodard requested approval of the selection and use of DOH personnel for this purpose.

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MOTION: TO APPROVE USING PUBLIC HEALTH NURSES FROM THE DIVISION OF HEALTH TO ADMINISTER FLU SHOTS TO COLUMBIA COUNTY EMPLOYEES THIS FALL.

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

**HEALTH OFFICER'S REPORT**

Public Health Office Susan Lorenz reported on her participation as a member of the Columbia County Child Death Review Team, established in 2009, which is responsible to review the causes of death of Columbia County citizens younger than 21 years of age in order to identify causes and educate the public in reducing and/or eliminating similar deaths. Susan reported that the most common causes of death for people of this age group in Columbia County are SIDs and motor vehicle accidents. Susan reported that the review team received a grant of \$5,000 from the Children's Health Alliance to use for prevention and used the money to purchase 500 sleepsacks which swaddle a newborn and remind parents through embroidery on the sleepsacks to place babies on their back. The grant money was also used to purchase 18 pack 'n plays to give to low income families who cannot afford appropriate furniture for their babies to sleep in. Both of these purchases target reducing the SIDs rate in Columbia County. Susan also reported on a recent performance drill of her division by the state to assess organization, timing and communication preparedness skills.

**TRAINING REQUESTS**

Interim Director Dawn Woodard presented a request to attend Safety Foundation Training so that she can perform backup duties for the Children & Families Division Administrator. The 2-day training in Wausau will be held August 10 & 11 at a cost of \$240 plus one overnight fee. The training is mandatory in order to perform the backup duties. Money is available in the budget.

MOTION: TO APPROVE THE AFOREMENTIONED TRAINING REQUEST AS PRESENTED.

Motion by Mary Cupery, second by Dick Boockmeier. Motion carried.

**ACTION ON REPLACEMENT REQUEST FOR BEHAVIORAL HEALTH & LONG TERM SUPPORT DIVISION ADMINISTRATOR**

Interim Director Woodard requested replacement of her current position as the Division Administrator of Behavioral Health & Long Term Support so that she can assume the Director's duties once final approval is received from the County Board for her new appointment.

MOTION: TO RECOMMEND APPROVAL TO REPLACE THE BEHAVIORAL HEALTH & LONG TERM SUPPORT DIVISION ADMINISTRATOR AS PRESENTED.

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

**ACTION ON REPLACEMENT REQUEST FOR SOCIAL WORKER – BHLTS**

Interim Director Woodard requested replacement of a Behavioral Health & Long Term Support

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Social Worker position due to the recent promotion of Stacy Davenport to the MH/AODA Contract Liaison position.

Motion by Mary Cupery, second by Teresa Sumnicht. Motion carried.

**ACTION ON APPOINTMENT OF DAWN WOODARD AS HEALTH & HUMAN SERVICES DIRECTOR**

Corporation Counsel Joseph Ruf explained the interview process and selection of Dawn Woodard as the new Columbia County Health & Human Services Director. Dawn provided background information about her career and educational experiences.

**MOTION: TO APPROVE INTERIM DIRECTOR DAWN WOODARD AS THE NEW DIRECTOR OF COLUMBIA COUNTY HEALTH & HUMAN SERVICES.**

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

**ACTION ON RIVER HAVEN LEASE**

Corporation Counsel Joseph Ruf reviewed the process of establishing a new 5-year contract for the River Haven Homeless Shelter with Columbia County. The shelter's fiscal agent changed in the last year from the Community Action Council to Renewal Unlimited so there were changes in the contract involving this as well as liability concerns. The new contract now spells out these issues and needs approval by the HHS Board as well as the Executive Committee and Property & Insurance. Board members discussed the Columbia County Smoking Ban and asked Attorney Ruf to follow up with Buildings & Grounds to check on posting of the ordinance in the River Haven House.

**MOTION: TO RECOMMEND APPROVAL OF THE PROPOSED 5-YEAR CONTRACT WITH RENEWAL UNLIMITED FOR THE RIVER HAVEN HOMELESS SHELTER.**

Motion by Teresa Sumnicht, second by Mary Cupery. Motion carried.

**DIRECTOR'S REPORT**

Health & Human Services Interim Director Dawn Woodard reported on the outcome of a recent RFP for mental health crisis services for Columbia County. A new contract for the services will begin August 1<sup>st</sup> with Northwest Connections. Interim Director Woodard also reported on the progress of the new Economic Support structure in the State with the decision to operate through county consortiums. Columbia County is still investigating different scenarios to decide which consortium is the best fit. Interim Director Woodard will bring a final proposal on this item to the August meeting. Interim Director Woodard provided a status update on hiring positions as follows: DES – 1 HS Aide hired and begins 7/18, 1 ES Worker hired and begins 7/25, 2 ES Workers left to hire; DSS – interviews scheduled for Friday, 7/15 to hire a Clerk Typist BHLTS – MH/AODA Contract Liaison position filled; ADRC – Elderly Benefit Specialist hired and begins 7/25; DOH – interviews just completed, position hopefully filled soon.

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

Motion by Bob Lane, second by Bob McClyman. Motion carried.

**NEXT MEETING DATE**

The next regular monthly meeting of the Columbia County Health & Human Services Board is scheduled for Tuesday, August 9, 2011, at 9:00 a.m.

**ADJOURNMENT**

**MOTION: TO ADJOURN THE HEALTH & HUMAN SERVICES BOARD MEETING AT  
11:14 A.M.**

Motion by Bob Lane, second by Dr. Boursier. Motion carried.

The Columbia County Health & Human Services Board will reconvene at their regular monthly meeting on Tuesday, August 9, 2011, in the Brewer's Training Room of the Columbia County Health & Human Services Building.

Respectfully submitted,

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

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

cc: Chair Westby  
Chair Elect Ross