



COLUMBIA COUNTY

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MINUTES COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING TUESDAY, JUNE 14, 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; Teresa Sumnicht; Richard Boockmeier; Robert Lane; Robert McClyman.

HEALTH & HUMAN SERVICE BOARD MEMBERS EXCUSED: Susan Goethel; Mary Cupery.

HEALTH & HUMAN SERVICE BOARD MEMBERS ABSENT: Charles Boursier, MD

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

OTHERS: County Board Chair Robert Westby; Lyn Jerde, Portage Daily Register; Mat Schneider, Accounting.

AGENDA/ADDITIONS/ANNOUNCEMENTS/PUBLIC COMMENT

MOTION: TO APPROVE THE JUNE 14, 2011 HEALTH & HUMAN SERVICES BOARD AGENDA.

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

APPROVAL OF MINUTES

MOTION: TO APPROVE THE MINUTES OF THE MAY 10, 2011 MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD.

Motion by Bob Lane, second by Teresa Sumnicht. Motion carried.

DEPARTMENT BUDGET & COMPENSATORY TIME

Health & Human Services Director Erik Pritzl presented the Department's Comp Time Report dated 5/27/11. The Expense and Revenue Summary reports, dated 4/30/11 were also presented.

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

Health & Human Services Director Erik Pritzl presented three addenda to the Board for approval.

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

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

COMMISSION ON AGING/AGING & DISABILITY RESOURCE CENTER

ADRC/COA Director Sue Lynch updated the Board on the transportation brokerage firm Logisticare which will begin providing medical assistance transportation services in Columbia County July 1. The Commission on Aging is planning to continue providing transportation services to individuals, including those in nursing homes and for clients of Care Wisconsin. Director Lynch advised the Board that she is working on enforcement of food handling and delivery procedures for the meal delivery drivers after a recent review of the program showed that the drivers are not being consistent in their practices. The COA staff is also working on ways to enhance the congregate meal site experience and to make it more of a social experience for diners. Director Lynch reported on the probable enrollment caps in the ADRC's family care program once the State budget is passed. New enrollments will only be allowed through attrition.

ACTION ON REPLACEMENT REQUEST FOR DCF SOCIAL WORKER

HHS Director Erik Pritzl introduced Katie Day as the new Division Administrator for Children & Families, replacing Kathy Koenecke who recently retired. The promotion of Katie to a Division Administrator leaves her social work position vacant. Director Pritzl presented a replacement request for the social work position.

**MOTION: TO RECOMMEND APPROVAL OF THE REPLACEMENT REQUEST OF A
SOCIAL WORKER FOR THE DIVISION OF CHILDREN & FAMILIES.**

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

HEALTH OFFICER'S REPORT

Public Health Officer Susan Lorenz distributed copies of the National Association of Local Boards of Health Newsletter to Board members. Susan reported on the success of the new Seal-A-Smile program, which served 113 low income children from Portage's Julia Rusch Elementary School. Children received sealants, oral screenings and fluoride treatments. Susan reported that she is working with Cindy Seubert, Oral Hygienist, to expand the program to 6 out of the 10 school districts in the county for the 2011/2012 school year, potentially serving over 1500 children. A grant application has been submitted for the proposed expansion and Susan is hoping to hear by mid July about its approval.

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TRAINING REQUESTS

None.

**ACTION ON PAY RATE FOR COA DRIVERS CONSISTENT WITH 2011
NONREPRESENTED EMPLOYEES**

Director Pritzl advised the Board that the Commission on Aging drivers have not been given a rate increase since 2006. Director Pritzl proposed increasing all drivers to \$9.00 per hour starting in the 2012 budget and then reviewing the rates annually for possible increases. The money for the rate increases will be paid for from the COA transportation grant fund.

MOTION: TO RECOMMEND APPROVAL OF A RATE INCREASE FOR COA DRIVERS TO \$9.00 FOR ALL DRIVERS AND THEN ANNUAL REVIEWS OF THE RATE FOR POSSIBLE FUTURE INCREASES.

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

ACTION ON HHS FEE SCHEDULE

Director Pritzl reported that he was instructed by the Accounting Department to include this item on the agenda for review and approval, however he was not given a written proposal of the adjusted Fee Schedule so therefore had nothing to present to the Board. The Board agreed to table this topic until the July meeting.

ACTION ON EXPLORING AGENCY MOVE

County Board Chair Robert Westby reported that the Sisters of Divine Savior have offered their old nursing home building to the County for the price of one dollar for the future location of the Health & Human Services Department because this arrangement would be in keeping with their mission of helping the community. Chair Westby reported that Ayers Associates from Eau Claire has been hired to perform a walk through inspection of the building and if it proves feasible, an architectural firm will be hired to create building plans to remodel the building to accommodate its new purpose. The building is 80,000 square feet and parking has already been identified as a problem that will need to be resolved in any future remodeling plans.

MOTION: TO ENCOURAGE THE COUNT BOARD TO FURTHER EXPLORE THE PURCHASE OF THE OLD DIVINE SAVIOR NURSING HOME AS A NEW LOCATION FOR THE HEALTH & HUMAN SERVICES DEPARTMENT.

Motion by Teresa Sumnicht, second by Bob Lane. Motion carried.

ACTION ON DISPOSAL OF TWO AGENCY CARS AND ONE COA VEHICLE

Director Pritzl reported that the two Ford Taurus vehicles used by agency staff are beyond repair and saddled with high mileage so Director Pritzl recommended disposing of them by donating them, and an additional COA station wagon, to the Portage Fire Department for training purposes and then having the vehicles crushed. Blystones has offered to pick up the vehicles from the agency and deliver them to the Fire Department's training location and then pick them up again after the training is complete and have all three cars crushed at no expense to the

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Department. The Accounting Department has been notified of and has agreed to the arrangement in terms of disposal of County property.

MOTION: TO APPROVE THE DISPOSAL OF TWO AGENCY CARS AND ONE COMMISSION ON AGING VEHICLE AS PRESENTED.

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

ACTION ON RESIGNATION NOTICE OF HHS DIRECTOR

Director Pritzl confirmed that the Board members received his notice of resignation to take the position of Director of Health & Human Services in Dodge County. Director Pritzl's last day in the office will be June 22.

MOTION: TO RELUCTANTLY ACCEPT THE RESIGNATION OF HHS DIRECTOR ERIK PRITZL.

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

ACTION ON IMPLEMENTING THE DEPARTMENT'S LINE OF SUCCESSION POLICY

Director Pritzl presented the Line of Succession Policy that was approved in 2009 by the Board identifying the Division of Children & Families Administrator as the next person in line if the Director is not available to perform the Director's duties. Because Katie Day is brand new in her position, the next person in line is Health Officer Susan Lorenz. Susan has agreed to perform the Director's duties once Director Pritzl has left County employment. Director Pritzl also proposed that during the time that Susan is performing the Acting Director's duties that she also receive a pay increase to do so. Director Pritzl recommended moving Susan Lorenz' pay to Level 11, grade 13.

MOTION: TO RECOMMEND APPROVAL OF HEALTH OFFICER SUSAN LORENZ AS THE ACTING DIRECTOR FOR HEALTH & HUMAN SERVICES ONCE DIRECTOR PRITZL'S COUNTY EMPLOYMENT ENDS, AND TO INCREASE LORENZ PAY TO LEVEL 11, GRADE 13 FOR THE DURATION OF HER ASSIGNMENT AS ACTING DIRECTOR.

Motion by Bob Lane, second by Teresa Sumnicht. Motion carried.

ACTION ON REPLACEMENT REQUEST FOR HHS DIRECTOR & NEW JOB DESCRIPTION

Director Pritzl presented a replacement request for his position accompanied by a letter from Chair O'Neil to the Human Resources Director recommending initiating the recruitment process for a new HHS Director. Director Pritzl also presented a revised job description for the position.

MOTION: TO RECOMMEND APPROVAL OF THE REPLACEMENT REQUEST FOR A NEW HHS DIRECTOR ALONG WITH THE UPDATED JOB DESCRIPTION.

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

DIRECTOR'S REPORT

Health & Human Services Director Erik Pritzl updated the Board on the status of recruitment for three Economic Support Specialists due to recent retirements and promotions. Director Pritzl reported that in order to try to keep up with the demand of new cases, the Division has contracted with Adams County ES workers. Compensatory time has also been offered to Columbia County ES workers to help with the work flow until the Division can be fully staffed. Director Pritzl briefly discussed the proposed State budget and recommended that the Health & Human Services Board work to maintain the 2011 staffing levels (fully staffed) for the 2012 Department budget and if necessary to look at reducing services in the community.

ACTION ON PAYMENT OF VOUCHERS/FINANCIAL REPORT

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

Motion by Bob Lane, 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, July 12, 2011, following the Annual Public Hearing at 9:30 a.m.

ADJOURNMENT

MOTION: TO ADJOURN THE HEALTH & HUMAN SERVICES BOARD MEETING AT 10:50 A.M.

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

The Columbia County Health & Human Services Board will reconvene at their regular monthly meeting on Tuesday, July 12, 2011, 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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