



MINUTES
COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING
TUESDAY, MAY 10, 2011

CALL TO ORDER

The regular meeting of the Columbia County Health & Human Services Board was called to order at 9:30 a.m., by Vice 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 Sunnicht; Richard Boockmeier; Robert Lane; Charles Boursier, MD; Susan Goethel; Robert McClyman.

HEALTH & HUMAN SERVICE BOARD MEMBERS EXCUSED: Timothy O'Neil, MD.

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

OTHERS: Lyn Jerde, Portage Daily Register; Mat Schneider, Accounting.

AGENDA/ADDITIONS/ANNOUNCEMENTS/PUBLIC COMMENT

Supervisor Boockmeier reported that he had invited Senator Mark Miller to attend today's meeting however the Senator was in session today so he was unable to attend.

MOTION: TO APPROVE THE MAY 10, 2011 HEALTH & HUMAN SERVICES BOARD AGENDA.

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

APPROVAL OF MINUTES

MOTION: TO APPROVE THE MINUTES OF THE APRIL 12, 2011 MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD, AS WELL AS THE MARCH 8, 2011 MINUTES OF THE COMMISSION ON AGING.

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

ACTION ON APPOINTMENT OF CATHY BRUNT, RN AS COMMUNITY MEMBER TO BOARD

Vice Chair Cupery read a letter sent by Cathy Brunt expressing her interest as a retired Registered Nurse in serving on the Health & Human Services Board.

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**MOTION: TO RECOMMEND THE APPOINTMENT OF CATHY BRUNT, RN TO THE
HEALTH & HUMAN SERVICES BOARD AS A COMMUNITY MEMBER.**

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

DEPARTMENT BUDGET & COMPENSATORY TIME

Health & Human Services Director Erik Pritzl presented the Department's Comp Time Report dated 5/6/11. The Expense and Revenue Summary reports, dated 3/31/11 were also presented.

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

Health & Human Services Director Erik Pritzl presented one new contract, three addenda, and one appropriation entry to the Board for approval.

**MOTION: TO APPROVE THE CONTRACT, ADDENDA, AND APPROPRIATION ENTRY
AND TO PLACE THEM AS ATTACHMENTS TO THE MINUTES.**

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

COMMISSION ON AGING/AGING & DISABILITY RESOURCE CENTER

ADRC/COA Director Sue Lynch reported that Dr. O'Neil's second term on the Commission on Aging has expired and a different County Board Supervisor will need to be appointed to the Commission. Director Lynch reported that the annual COA Volunteer Recognition Breakfast was held in April and was well attended and enjoyed by the many volunteers. The tax prep season was completed in April with a good increase in clients served. Sue reported that the new Elderly Benefits Specialist has been hired, Kelly Krueger, and that she has already begun the extensive training that is required for the program. The ADRC is still experiencing a staff shortage with one Social Worker on Family Medical Leave. Director Lynch advised that 32 people have been enrolled so far this year into Family Care, which is slightly behind the numbers from last year. Sue advised the Board about the transportation broker Logisticare, which will be taking over transportation coordination for MA clients throughout Wisconsin beginning July 1. The Commission on Aging decided in their meeting earlier in the day to not participate as a service contractor for transportation with Logisticare due to certain contractual requirements.

HEALTH OFFICER'S REPORT

Public Health Officer Susan Lorenz reported on a recent tabletop exercise reviewing Columbia County's Public Health Preparedness and Mass Clinic plans, along with several other counties' plans regarding the hypothetical event of a mass anthrax attack. Discussion followed as Susan lead the Board through a synopsis of the exercise.

ACTION ON REDUCTION IN HOURS FOR REGISTERED DIETARY TECHNICIAN

Director Pritzl presented a request to reduce the hours of the Department's Registered Dietary Technician by 10% to a 90% position, from 6/14/2011 through 12/31/2011, for a savings of \$3343.02. The WIC program is predicting a decrease in funding over this time and the employee involved has accepted the proposed decrease in hours.

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MOTION: TO DECREASE THE HOURS OF THE REGISTERED DIETARY TECHNICIAN BY 10% FROM JUNE 13 THROUGH DECEMBER 31, 2011.

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

ACTION ON INCREASE IN HOURS FOR PUBLIC HEALTH NURSE

Director Pritzl presented a request to increase the hours of the Public Health Nurse & Sanitarian Barb Salna, by 85 hours over the next six months, to be paid for through the Limited Agent Contract with the State, to perform inspections of hotels, motels, campgrounds, rooming houses, and restaurants that serve prepackaged food in Columbia County. The program is supported by fees collected through the inspection program. The increase in hours totals \$3664.35.

MOTION: TO APPROVE THE INCREASED HOURS FOR SANITARIAN BARB SALNA AS PRESENTED, TO BE PAID FOR BY THE LIMITED AGENT CONTRACT WITH THE STATE OF WISCONSIN.

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

TRAINING REQUESTS

Director Pritzl presented a request for Lori Banks, Human Services Aide in the ADRC to attend the Stepping On Program training being offered in Prairie du Chien. The 3-day training is free however there will be a cost for hotel and mileage, not to exceed \$250. The Prairie du Chien training is the only site available at this time for training in the State. The training takes place July 11-13, 2011. ADRC Director Sue Lynch is hoping to offer the Stepping On classes to county residents in August or September to educate about fall prevention.

MOTION: TO APPROVE THE STEPPING ON PROGRAM TRAINING FOR LORI BANKS IN PRAIRIE DU CHIEN, NOT TO EXCEED \$250.

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

ACTION ON REPLACEMENT REQUEST – ECONOMIC SUPPORT SPECIALIST

Director Pritzl presented a request to fill an Economic Support Specialist position recently vacated due to a transfer within the Department. Economic Support Division Administrator Wendy Metcalf explained the severe staff shortage and escalating caseload sizes due to the recession. The ES Division also has a staff person who will be taking FML later this summer, which will draw down the total number of ES workers to 4. Wendy reported that she has contacted other counties to assist with some of the workload and has gotten a favorable response. Wendy reported that she is also working with internal systems to try to develop more efficient workflows. The staff shortage effects clients receiving FoodShare and Medical Assistance.

MOTION: TO RECOMMEND APPROVAL OF THE REPLACEMENT REQUEST FOR THE ECONOMIC SUPPORT SPECIALIST.

Motion by Teresa Sumnicht, second by Sue Goethel. Motion carried. Not unanimous.

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**SET MEETING DATE OF PUBLIC HEARING ON 2012 DEPARTMENT BUDGET AND
AUGUST MEETING DATE FOR BUDGET APPROVAL**

The Board agreed to hold the Public Hearing for the 2012 Department budget on Tuesday, July 12, beginning at 9:30 and the August budget approval meeting on Tuesday, August 9 at 9:00.

DIRECTOR'S REPORT

Health & Human Services Director Erik Pritzl distributed copies of the Family Care Report Highlights, which was an evaluation completed by the Legislative Audit Bureau, dated April 2011. For a full version of the report, Erik encouraged Board members to visit the Legislative Audit Bureau's website. Director Pritzl also distributed copies of Care Wisconsin's response, dated May 3, 2011 in regard to the Legislative Audit Bureau's findings.

Dawn Woodard, Behavioral Health & Long Term Support Division Administrator reported that she put out a request for proposal (RFP) for emergency mental health services. Dawn reported that she received responses from 3 vendors by the April deadline and convened a panel to review the RFPs. Dawn is hoping to make a final decision on the choice of vendors by Friday, May 13 and services will begin with that vendor on July 1.

Director Pritzl announced that he is still waiting to hear from Dodge County about the possibility of him assuming the duties of the new HHS Director for that county. No decision has been made at this time. Director Pritzl acknowledged that the local Dodge County papers had carried a story about him being a candidate for that position and he felt the need to address the subject openly.

Vice Chair Cupery read a Thank You card from Kathy Koenecke, former Division of Children & Families Administrator, acknowledging receipt and thankfulness for the retirement resolution sent to her by the Board.

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

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

NEXT MEETING DATE

The next regular monthly meeting of the Columbia County Health & Human Services Board is scheduled for Tuesday, June 14, 2011 at 9:00 a.m.

ADJOURNMENT

**MOTION: TO ADJOURN THE HEALTH & HUMAN SERVICES BOARD MEETING AT
11:37 A.M.**

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

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The Columbia County Health & Human Services Board will reconvene at their regular monthly meeting on Tuesday, June 14, 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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