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**MINUTES  
COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING  
TUESDAY, NOVEMBER 8, 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 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; Wendy Metcalf; Gretchen Halvorsen.

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

**AGENDA/ADDITIONS/ANNOUNCEMENTS/PUBLIC COMMENT**

MOTION: TO APPROVE THE NOVEMBER 8, 2011 HEALTH & HUMAN SERVICES BOARD AGENDA.

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

**APPROVAL OF MINUTES**

MOTION: TO APPROVE THE MINUTES OF THE OCTOBER 11, 2011 MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD AS WELL AS THE SEPTEMBER 13, 2011 MINUTES OF THE COMMISSION ON AGING MEETING.

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

**DEPARTMENT BUDGET & COMPENSATORY TIME**

Health & Human Services Director Dawn Woodard presented the Department's Comp Time Report dated 11/4/11. The Expense and Revenue Summary reports, dated 9/30/11 were also presented.

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

Health & Human Services Director Dawn Woodard presented one contract, five addenda, and

**COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING  
NOVEMBER 8, 2011 – PAGE 2**

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 Mary Cupery, second by Susan Goethel. Motion carried.

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

ADRC/COA Director Sue Lynch reported that Columbia County received a cap of 494 people from the State for Family Care participation at one time. Due to the cap, there are currently 11 individuals on the wait list with an approximate 6-8 month wait time. Urgent Funds were finally tapped in October to serve an individual who qualified for the funding. Director Lynch reported that at the COA meeting earlier in the morning the Commission approved an Aging Plan Amendment to move goals established for 2011 into 2012. The Commission also discussed gathering information from peers to prepare for a discussion and planning of the 2013-2015 Aging Plan which the Commission will begin work on in March 2012.

**ACTION ON THE \$85.21 SPECIALIZED TRANSPORTATION ASSISTANCE GRANT  
APPLICATION**

Director Lynch reported that the Commission on Aging approved the \$85.21 Transportation Assistance Grant Application as presented earlier in the morning, after completion of a public hearing regarding the grant. Director Lynch reported that no one from the public attended the public hearing. The County is responsible for a 20% match to the grant funding.

MOTION: TO APPROVE THE \$85.21 SPECIALIZED TRANSPORTATION ASSISTANCE  
GRANT APPLICATION.

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

**ACTION ON RESOLUTION FOR NEW COMPOSITION OF ADRC BOARD**

Director Lynch presented a resolution to the Board to change the composition of the Aging & Disability Resource Center Governing Board to meet State mandates.

MOTION: TO APPROVE THE RESOLUTION REGARDING THE NEW COMPOSITION  
OF THE ADRC BOARD AS PRESENTED.

Motion by Mary Cupery, 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 reported that the Public Health Preparedness Plans were recently audited and approved so that funding from the CDC will continue. The audit reviewed the Division's Emergency Plan and Mass Clinic Plan. Susan reported that initial plans are underway for additional public health training in February or March.

**COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING  
NOVEMBER 8, 2011 – PAGE 3**

**TRAINING REQUESTS**

None.

**REVIEW OF ES OVERTIME & ADAMS COUNTY CONTRACTED SERVICES**

Economic Support Division Administrator Wendy Metcalf distributed handouts outlining the working detail of the new IM consortium – Capital Consortium – that Columbia County has been approved to be a partner in. Director Woodard discussed the current caseloads of the ES staff and provided a comp time payout analysis for the Board to review.

**ACTION ON RESOLUTION FOR CRISIS SERVICES**

Director Woodard presented a resolution to allow the BHLTS Division to apply for an MA number so that they can begin billing for the Level 3 crisis program now in place. With the MA number Medical Assistance and private insurance can be billed for a portion of the services that the BHLTS staff provides. The Board agreed to approve the resolution but asked that when it is presented to the full County Board that the Fiscal Note reflect the word “unknown” instead of none as the ability of the Division to bill for services will have a positive impact on the budget however the actual amount is not known at this time.

MOTION: TO APPROVE THE RESOLUTION TO ALLOW THE BEHAVIORAL HEALTH & LONG TERM SUPPORT DIVISION TO OBTAIN A MEDICAL ASSISTANCE BILLING NUMBER SO THAT CERTAIN CHARGES FOR SERVICES CAN BE BILLED TO MEDICAL ASSISTANCE AND PRIVATE INSURANCE.

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

**HHS BUILDING NEEDS**

Director Woodard distributed a financial review of the cost, improvements and outstanding balance on the HHS building located on Murphy Road as a follow up to last month’s building tour and discussion. The remaining balance on the building as of 12/31/2011 will be \$1,154,918. Director Woodard reported that at an October 24 meeting with Buildings & Grounds Director Cory Wiegel, Cory agreed to obtain estimates on card readers for the ADRC doors, overhangs at Doors 2 & 3 to prevent snow & ice falling on people entering and exiting the building, and soundproofing for the investigation room. The Board requested that the estimates be available at the HHS Board’s December meeting. Director Woodard also reported that no formal air study has been performed in the building and she also advised the Board that a long term space needs for the Department has not been done since the Department relocated to the Murphy Rd building.

**DIRECTOR’S REPORT**

Health & Human Services Director Dawn Woodard advised the Board that the BHLTS Division Administrator’s position remains vacant after two recruitment processes. A third recruitment is under way through November 27. Director Woodard reported that there is a Medicaid Efficiencies Hearing on November 10, from 10:30-1:30 at the State Capital and she referenced the materials sent in the Board packets regarding this issue. Director Woodard updated the Board on the Office of Inspector General in the State Fraud Department, whose internal changes will impact the Department through additional audits for counties and providers.

**COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING  
NOVEMBER 8, 2011 – PAGE 4**

**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, December 13, 2011 at 9:00 a.m.

**ADJOURNMENT**

**MOTION: TO ADJOURN THE HEALTH & HUMAN SERVICES BOARD MEETING AT  
11:05 A.M.**

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

The Columbia County Health & Human Services Board will reconvene at their regular monthly meeting on Tuesday, December 13, 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

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