



MINUTES
COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING
TUESDAY, DECEMBER 11, 2012

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 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; Cathy Brunt, RN; Richard Boockmeier; Robert McClyman; Brad Basten; Jim Bechen; Susan Goethel.

HEALTH & HUMAN SERVICE BOARD MEMBERS EXCUSED: Charles Boursier, MD.

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

OTHERS: Andy Ross, County Board Chair; Vern Gove, County Board Chair Elect; Lyn Jerde, Portage Daily Register; Cathy Karls, Accounting.

AGENDA/ADDITIONS/ANNOUNCEMENTS/PUBLIC COMMENT

MOTION: TO APPROVE THE DECEMBER 11, 2012 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 OCTOBER 9 AND NOVEMBER 13, 2012 MEETINGS OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD, AS WELL AS THE SEPTEMBER 11 AND OCTOBER 9, 2012 MINUTES OF THE COLUMBIA COUNTY COMMISSION ON AGING MEETINGS.

Motion by Jim Bechen, second by Dick Boockmeier. Motion carried.

DEPARTMENT BUDGET & COMPENSATORY TIME

Health & Human Services Director Dawn Woodard presented the Department's Comp Time Report dated 11/23/12. The Expense and Revenue Summary reports, dated 10/31/12 were also presented.

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

Health & Human Services Director Dawn Woodard presented two 2012 contracts, fifteen 2013 new contracts, nine addenda, one line item transfer and six MOUs to the Board for approval.

MOTION: TO APPROVE THE CONTRACTS, ADENDAS LINE ITEM TRANSFER AND MOUs 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

Health & Human Services Director Dawn Woodard reported that there will be two new managed care organizations (MCO) providing services in Columbia County in 2013. Southwest Family Care Alliance and Milwaukee Department of Family Care will both be providers along with Care Wisconsin who is the current provider of Family Care services and will be the only MCO providing Partnership.

ACTION ON THE §85.21 SPECIALIZED TRANSPORTATION GRANT APPLICATION

HHS Director Woodard reported that the Commission on Aging held a public hearing earlier in the morning for input on the §85.21 Transportation grant application. No one from the public attended. The COA did approve the grant application for 2013 funding.

MOTION: TO APPROVE THE §85.21 SPECIALIZED TRANSPORTATION GRANT APPLICATION AS PRESENTED.

Motion by Jim Bechen, second by Dick Boockmeier. Motion carried.

HEALTH OFFICER'S REPORT

Public Health Officer Susan Lorenz reported on the current number of Pertusis cases in the State, which total 5,504 through December 2 and the total number of cases in Columbia County, which now total 162 also as of December 2. Susan reported on the Columbia County Needs Assessment which was held on November 29 at Divine Savior Hospital, with 40 participants from the public representing schools, Divine Savior Hospital, law enforcement, county and local government officials and representatives from various community agencies. The group identified suicide prevention and reducing unhealthy alcohol and drug use as the two main areas of focus. A third topic, healthy eating and exercise, was also addressed as a needed focus in the community. Plans are underway to establish meeting schedules with interested parties of all three focus areas to work on addressing these issues in the community beginning in January. Susan advised that the suicide prevention focus group has already begun their work by arranging for QPR (Question, Persuade, Refer) training of all HHS employees and extending training to area health workers, law enforcement, schools and any other groups interested. Susan reported on the State's recognition of Public Health nurses Ali Hensel and Heather Stenberg, who have doubled their case load from 2011 through 2012 of First Breath clients, a smoking reduction program for pregnant women. The program is offered in 59 counties in Wisconsin and the

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Columbia County workers are the first to be recognized by the State. The nurses have also established the My Baby & Me program in Columbia County to promote no alcohol use during pregnancy. The Board asked Susan to create and distribute a press release about the two Public Health accomplishments so that the public can be informed of them.

TRAINING REQUESTS

There were no training requests.

ACTION ON REPLACEMENT REQUESTS – DCF SOCIAL WORKERS (2)

Health & Human Services Director Dawn Woodard presented two replacement requests to the Board for Division of Children & Families Social Work positions. One vacancy is due to a resignation and the second is due to a job transfer within the Department. Money is in the budget for both positions.

MOTION: TO RECOMMEND REPLACEMENT OF THE TWO DCF SOCIAL WORK POSITIONS AS PRESENTED.

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

ACTION ON REIMBURSEMENT OF MILEAGE FOR MARY CUPERY TO GWAAR CONFERENCE

Director Woodard presented a request for approval of mileage reimbursement from the HHS Board's training budget for Mary Cupery's attendance at a Greater Wisconsin Area Aging Resource (GWAAR) Conference that she attended in November in Wisconsin Dells.

MOTION: TO APPROVE THE MILEAGE REIMBURSEMENT FOR MARY CUPERY AS PRESENTED.

Motion by Jim Bechen, second by Brad Basten. Motion carried.

ACTION ON REQUEST TO CLOSE HHS DEPARTMENT FOR TRAINING DAY

Director Woodard requested permission to close the agency, on an undetermined future date, to hold safety training for all employees regarding such topics as data security, client records, healthy practices, medical alert procedures for the building, office safety, community safety for staff who make home visits, self care, as well as other similar topics. Discussion followed. The training would need to occur off site in order to accommodate all staff. The training would be mandatory for all staff. The Board suggested videotaping the training for future employees and stressed the need to notify the public sufficiently in advance of the closure. Director Woodard will update the Board when the appropriate date and location is established. The Board also requested an After Action Report once the training has occurred.

MOTION: TO ALLOW THE HHS DEPARTMENT TO CLOSE FOR ONE BUSINESS DAY FOR SAFETY TRAINING OF STAFF.

Motion by Robert McClyman, second by Cathy Brunt. Motion carried.

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ACTION ON AMENDING 2011 ANNUAL REPORT

Director Woodard requested approval on amending the 2011 Annual Report regarding emergency detentions in order to reduce any confusion over the influence of vendors on the trend of emergency detentions in 2011, when vendors for crisis services change midway through the year. Director Woodard advised that she has spoken with County Board Chair Andy Ross and County Clerk Sue Moll to confirm that the report can be amended.

MOTION: TO REMOVE FROM PAGE 2, OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICE DEPARTMENT'S 2011 ANNUAL REPORT, THE PHRASE "THROUGH A CONTRACT WITH NORTHWEST CONNECTIONS" NEXT TO THE TEXT BOX DEMONSTRATING THE TREND OF EMERGENCY DETENTIONS OVER THE LAST 12 YEARS.

Motion by Dick Boockmeier, second by Jim Bechen. Motion carried.

ACTION ON AUTHORIZATION TO USE POP MACHINE FUND FOR HHS DEPARTMENT HOLIDAY PARTY

Director Woodard requested permission to use money from the pop machine funds to finance the HHS Department's holiday party on Monday, December 17.

MOTION: TO APPROVE THE USAGE OF THE POP MACHINE FUNDS TO FINANCE THE HHS DEPARTMENT'S HOLIDAY PARTY.

Motion by Susan Goethel, second by Robert McClyman. Carried.

HHS STATUS REPORT UPDATE

Director Woodard reviewed the latest HHS Status Report with the Board members, who were sent the report in their monthly meeting packets. The report contains statistical reporting from all Divisions of the Department.

DIRECTOR'S REPORT

Health & Human Services Director Dawn Woodard reported that the Foster Parent Banquet was recently held at St. John's Lutheran Church and catered by Northwoods, Inc. Aspen Counseling did a Stress Reduction Techniques workshop for the foster parents. Director Woodard discussed the QPR training for all staff that was described in the Health Officer's Report and that Chair Ross has approved that QPR be offered to all County departments.

ACTION ON PAYMENT OF VOUCHERS/FINANCIAL REPORT

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

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

ACTION ON RESIGNATION OF HHS BOARD MEMBER/MEDICAL ADVISOR DR CHARLES BOURSIER

Director Woodard read the resignation letter from Dr. Boursier who has moved to Illinois.

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MOTION: TO REGRETFULLY ACCEPT THE RESIGNATION NOTICE OF DR.
BOURSIER FROM THE HEALTH & HUMAN SERVICES BOARD.

Motion by Jim Bechen, second by Teresa Sumnicht. Motion carried.

NEXT MEETING DATE

The next regular monthly meeting of the Columbia County Health & Human Services Board is scheduled for Tuesday, January 8, 2013 at 9:30 a.m., following the Commission on Aging, which begins at 8:30 a.m.

ADJOURNMENT

MOTION: TO ADJOURN THE MEETING.

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

The meeting was adjourned at 11:21 a.m.

The Columbia County Health & Human Services Board will reconvene at their regular monthly meeting on Tuesday, January 8, 2013, in the Brewer's Training Room of the Columbia County Health & Human Services Building.

Respectfully submitted,

Brad Basten, Secretary
Col. Co. H & HS Board

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

cc: Chair Ross
Chair Elect Gove