



# COLUMBIA COUNTY

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**Health and Human Services  
2652 Murphy Rd**

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## **MINUTES COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING TUESDAY, JANUARY 10, 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 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 McClyman; Charles Boursier, MD.

HEALTH & HUMAN SERVICE BOARD MEMBERS EXCUSED: Susan Goethel; Bob Lane.

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

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

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

MOTION: TO APPROVE THE JANUARY 10, 2012 HEALTH & HUMAN SERVICES BOARD AGENDA.

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

### **APPROVAL OF MINUTES**

MOTION: TO APPROVE THE MINUTES OF THE DECEMBER 13, 2011 MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD, AS WELL AS THE NOVEMBER 8, 2011 MINUTES OF THE COMMISSION ON AGING MEETING.

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

### **DEPARTMENT BUDGET & COMPENSATORY TIME**

Health & Human Services Director Dawn Woodard presented the Department's Comp Time Report dated 12/31/11. The Expense and Revenue Summary reports, dated 11/30/11 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 nine 2012 contracts, one 2011 addenda, one MOU, and one line item transfer to the Board for approval.

MOTION: TO APPROVE THE CONTRACTS, MOU, ADDENDA, AND LINE ITEM TRANSFER AND TO PLACE THEM AS ATTACHMENTS TO THE MINUTES.

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

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

ADRC/COA Director Sue Lynch reported that enrollment caps for Family Care will be lifted this spring. Currently there are approximately 10-12 people on the waiting list for Columbia County at any given time. Director Lynch reported that the ADRC has received a \$5,000 grant for the process improvement project from ORCD to be used toward increased advertising of the ADRC. Director Lynch notified the Board of her resignation as ADRC/COA Director. Her last day of employment with Columbia County will be January 19.

**ACTION ON REPLACEMENT REQUEST – AGING & DISABILITY RESOURCE CENTER/COMMISSION ON AGING DIRECTOR**

Health & Human Services Director Dawn Woodard presented a request to replace the ADRC/COA Director position soon to be vacant due to the resignation of Sue Lynch. Sue's last day with the County will be January 19.

MOTION: TO RECOMMEND APPROVAL OF THE REPLACEMENT REQUEST FOR THE AGING & DISABILITY RESOURCE CENTER/COMMISSION ON AGING DIRECTOR.

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

**HEALTH OFFICER'S REPORT**

Public Health Officer Susan Lorenz presented a Burden of Injury Report produced by the State, and county specific. Discussion followed. Susan also updated the Board on the Child Death Review Team that she is a member of in Columbia County.

**ACTION ON REPLACEMENT REQUESTS – WIC BREASTFEEDING PEER COUNSELOR (2)**

Director Woodard presented requests for two WIC Breastfeeding Peer Counselors, one who speaks English and one who speaks both English and Spanish to help with the different client populations. The peer counseling services have been supported by contract providers in the past but the requests being presented are for LTE positions to be paid for by WIC dollars.

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MOTION: TO RECOMMEND APPROVAL OF TWO WIC BREASTFEEDING PEER COUNSELORS, ONE ENGLISH SPEAKING, ONE SPANISH SPEAKING, AS LTE POSITIONS AND TO BE PAID FOR WITH WIC DOLLARS.

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

**TRAINING REQUESTS**

None.

**ACTION ON REQUEST OF UNPAID LEAVE OF ABSENCE**

Director Woodard presented a request from a new Social Worker to take a leave of absence to attend to her family member's illness. The request has been reviewed by HR Director Joe Ruf. The request is for 3 weeks at this time with a possible review of the request at a later date.

MOTION: TO APPROVE THE LEAVE OF ABSENCE AS PRESENTED.

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

**HHS BUILDING NEEDS**

Director Woodard reported that there are no new updates regarding this agenda item. Director Woodard reported that she did share the Board's feedback from the December meeting with Cory Wiegel, Director of Buildings & Grounds. Supervisor Boockmeier presented information on research he did about the City of Portage's process to approve a possible parking lot expansion.

**DIRECTOR'S REPORT**

Health & Human Services Director Dawn Woodard circulated a news article from the Lodi Enterprise highlighting the adoption story of Columbia County Foster Parents who adopted a group of siblings and were honored by the Governor for their actions. Director Woodard provided a hiring update on the BHLTS Division Administrator's position which remains vacant after interviews on December 15. HR is working on the background checks so that the hiring process can proceed. Director Woodard reported that the new IM Consortium began as of 1/1/2012 and that the entire consortium has been extremely busy as the public adjusts to all of the changes in service delivery. Director Woodard also reported on a recent meeting she attended with the Columbia County judicial branch regarding the Intoxicated Driver Program.

**ACTION ON PAYMENT OF VOUCHERS/FINANCIAL REPORT**

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

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

**NEXT MEETING DATE**

The next regular monthly meeting of the Columbia County Health & Human Services Board is scheduled for Tuesday, March 13, 2012 at 9:30 a.m. following the Commission on Aging

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meeting.

**PERSONNEL POLICIES & PRACTICES REVIEW – SUSAN MARTIN, HUMAN  
RESOURCES COMMITTEE CHAIR**

MOTION: TO ENTER INTO CLOSED SESSION AT 10:29 A.M.

Motion by Mary Cupery, second by Teresa Sumnicht. Motion carried by means of a roll call.

MOTION: TO ENTER INTO OPEN SESSION AT 11:12 A.M.

Motion by Robert McClyman, second by Teresa Sumnicht. Motion carried by means of roll call.

**ADJOURNMENT**

MOTION: TO ADJOURN THE MEETING.

Motion by Robert McClyman, second by Teresa Sumnicht. Motion carried.

The meeting was adjourned at 11:15 a.m.

The Columbia County Health & Human Services Board will reconvene at their regular monthly meeting on Tuesday, March 13, 2012, in the Brewer's Training Room of the Columbia County Health & Human Services Building.

Respectfully submitted,

Handwritten signatures of Teresa Sumnicht and Gretchen Halvorsen, with a horizontal line drawn across the bottom of the signatures.

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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