



**MINUTES**  
**COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING**  
**TUESDAY, JULY 10, 2012**

**CONVENE PUBLIC HEARING**

The Annual Public Hearing was called to order at 9:30 a.m. by Chair Mary Cupery.

**HEAR TESTIMONY**

An attendance sheet was distributed by Gretchen Halvorsen. No one from the community was present.

**ADJOURN PUBLIC HEARING**

MOTION: TO ADJOURN THE ANNUAL PUBLIC HEARING AT 9:40 A.M.

Motion by Teresa Sunnicht, second by Susan Goethel. Carried.

**RECONVENE REGULAR MONTHLY MEETING AND CALL TO ORDER**

The regular meeting of the Columbia County Health & Human Services Board was called to order at 9:41 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; Robert McClyman; Richard Boockmeier; Susan Goethel; Dr. Charles Boursier; Jim Bechen; Brad Basten.

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

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

**AGENDA/ADDITIONS/ANNOUNCEMENTS**

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

Motion by Dr. Boursier, second by Dick Boockmeier. Motion carried.

**APPROVAL OF MINUTES**

MOTION: TO APPROVE THE MINUTES OF THE JUNE 12, 2012 MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD AS WELL AS THE MAY 8, 2012 MINUTES OF THE COMMISSION ON AGING MEETING.

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Motion by Jim Bechen, second by Dr. Boursier. Motion carried.

**DEPARTMENT BUDGET & COMPENSATORY TIME**

Health & Human Services Director Dawn Woodard presented the Department's Comp Time Report dated 6/29/12 as well as the Expense and Revenue reports dated 5/31/12.

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

Health & Human Services Director Dawn Woodard presented two contracts, four addenda, and one MOU to the Board for approval.

**MOTION: TO APPROVE THE CONTRACTS, ADDENDA AND MOU AS PRESENTED  
AND PLACE THEM AS ATTACHMENTS TO THE MINUTES.**

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

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

COA/ADRC Director Joe Fortmann reported that he is working on the following projects: 2013 budget, 2013-2015 Aging Plan, Home Delivered Meal Wait List Policy, Bylaws for the COA, ADRC, and Nutrition Advisory Council, interviewing for more drivers, recruiting for Human Service Aide position, ADRC policies & procedures, and applying for United Way dollars to pay for the rent at the Portage meal site.

**ACTION ON RESOLUTION REGARDING TRANSPORTATION GRANT**

Director Woodard presented a resolution to accept the 2012 Elderly and Disabled Specialized Transportation grant.

**MOTION: TO APPROVE THE RESOLUTION ACCEPTING THE 2012 ELDERLY AND  
DISABLED SPECIALIZED TRANSPORTATION GRANT.**

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

**ACTION ON POTENTIAL CAP FOR HOME DELIVERED MEALS**

ADRC/COA Director Joe Fortmann notified the Health & Human Services Board that this agenda item did not need to be addressed at today's meeting because the Commission on Aging, which met earlier in the morning, requested additions to the draft Home Delivered Meals policy prior to approving it. Also, coverage for the Human Service Aide vacancy will be shared by three ADRC staff so that services will not be interrupted. Director Fortmann will present a second draft of the policy to the Commission on Aging at their September meeting.

**HEALTH OFFICER'S REPORT**

Public Health Office Susan Lorenz updated the Board on the Pertusis outbreak reporting that through July 2, the number of confirmed or probable cases in Wisconsin has grown to 2,815, compared to only 197 cases in all of 2011. During the same period in 2011, the cases in Columbia County have increased to 97. No deaths have occurred in Columbia County due to

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Pertusis. Susan provided summary statistics on the Seal-A-Smile program for the 2011-2012 school year. Six schools in the County were targeted for the program, and of the 1,528 eligible students, 554 were served. Of the 554 children, 44% were on Medical Assistance, which allows Public Health the ability to bill for those services, 16% had no insurance, and 40% had private insurance. Sealants, fluoride treatments, dental referrals and oral education were the services provided with the grant dollars of the program. Susan advised that she has applied for a new Seal-A-Smile grant for the 2012-2013 school year, in which 8 schools will be eligible for services if the grant application is accepted. Susan also updated the Board on the Wilted Woes conference held in Dodge County, which focused on a hypothetical outbreak of E.coli.

**DISCUSSION ON TB DISPENSARY**

Susan Lorenz notified the Board that Columbia County Public Health has been awarded TB Dispensary status by the State of Wisconsin to evaluate, monitor and provide services to clients with TB. MOUs have been extended to both of the hospitals in the County in order to facilitate the purchase of pharmaceuticals for treatment.

**TRAINING REQUESTS**

None.

**ACTION ON REPLACEMENT REQUESTS FOR BEHAVIORAL HEALTH & LONG TERM SUPPORT SOCIAL WORKER AND HUMAN SERVICE AIDE**

Director Woodard requested replacement of a Behavioral Health & Long Term Support Social Worker due to a resignation and she also requested replacement of an Aging & Disability Resource Center Human Service Aide, also due to a resignation. Director Woodard advised the Board that the positions have already been approved by the Executive Committee pending the approval at today's meeting.

**MOTION: TO RECOMMEND APPROVAL TO REPLACE THE HUMAN SERVICE AIDE POSITION AS REQUESTED.**

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

**MOTION: TO RECOMMEND APPROVAL TO REPLACE THE BEHAVIORAL HEALTH & LONG TERM SUPPORT SOCIAL WORK POSITION AS REQUESTED.**

Motion by Jim Bechen, second by Susan Goethel. Motion carried.

**DISCUSSION ON HUMAN RESOURCES POLICIES & PROCEDURE REVISION REQUESTS**

Director Woodard provided a handout of the Human Resource's P&P template delineating the language revisions requested by the HHS management team concerning notification to supervisors by staff experiencing side effects from over-the-counter or prescription drugs as it affects their job performance. The second language revision presented was to add language to the Call In policy to establish a minimum of 2 hours pay for all Call Ins, in order to make the policy consistent with other Departments who work with Call In requirements for staff.

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**MOTION: TO RECOMMEND APPROVAL OF THE REVISED MEDICATION  
NOTIFICATION POLICY AS PRESENTED.**

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

**MOTION: TO RECOMMEND APPROVAL OF THE REVISED CALL IN POLICY  
LANGUAGE AS PRESENTED.**

Motion by Dr. Boursier, second by Dick Boockmeier. Motion carried.

**HUMAN SERVICES REDESIGN**

Director Woodard updated the Board on a new project being promoted by the Wisconsin Counties Human Services Association (WCHSA). Two of the principles involve Shared Governance Authority, making counties and State government equal partners, and Flexible Delivery Service Authority, allowing the establishment of different partnerships to provide services (counties, private agencies, other vendors). Director Woodard advised that the counties have given WCHSA permission through a vote by attendees of the spring WCHSA conference to pursue statutory language changes in order to facilitate the redesign.

**DIRECTOR'S REPORT**

Health & Human Services Director Dawn Woodard reported she has begun coverage of the Division of Children & Families while the Division Administrator is on leave for the next three months. Director Woodard updated the Board on the status of the building needs previously approved by the Board. The overhangs at doors #2 and #3 have been installed. The security door reader, for doors into the ADRC, and the soundproofing for the interview rooms have been incorporated into the 2013 budget request. Director Woodard advised the Board that cameras have been added to the building's interior and exterior. The Columbia County Sheriff's office has the cameras under their control and there are no costs to the HHS Department. Director Woodard directed the Board's attention to the letter included in the meeting packets from the federal Department of Health & Human Services to the State of Wisconsin congratulating the State on meeting the federal government's performance benchmarks in ensuring monthly caseworker visits with children in foster care. Wisconsin was 1 of 15 states to meet the requirements of ensuring that 90% of children in foster care are visited by their caseworkers on a monthly basis, and further that 50% of such visits occurred in the residence of the child. In Columbia County, the data showed 96.1% of monthly visits were made by the social worker, and 92.4% of the visits were made in the child's placement. Director Woodard reminded the Board of the joint meeting between Human Resources and Executive Committee scheduled for Wednesday, July 11, in which the list of requested new positions for the 2013 budget will be prioritized. Director Woodard updated the Board on crisis call statistics after the Board's discussion about the crisis line at their June meeting. Director Woodard reported that in the first year of operation of the 24-hour mental health & AODA crisis line, with the contract provider Northwest Connections, the crisis line received 551 calls from 389 individuals. There were 95 repeat callers, and of those 40% were hospitalized.

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

Motion by Bob McClyman, 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, August 7, 2012, at 1:30 p.m. due to a conflict with Director Woodard's schedule.

**ADJOURNMENT**

**MOTION: TO ADJOURN THE HEALTH & HUMAN SERVICES BOARD MEETING AT  
11:28 A.M.**

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

The Columbia County Health & Human Services Board will reconvene at their regular monthly meeting on Tuesday, August 7, 2012, in the Brewer's Training Room of the Columbia County Health & Human Services Building.

Respectfully submitted,

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

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

cc: Chair Ross  
Chair Elect Gove

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