



MINUTES
COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING
TUESDAY, MARCH 13, 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; Charles Boursier, MD; Susan Goethel; Bob Lane.

HEALTH & HUMAN SERVICE BOARD MEMBERS EXCUSED: Robert McClyman.

HEALTH & HUMAN SERVICE STAFF PRESENT: Dawn Woodard; Susan Lorenz; Tess Duchateau, DSS Intern; Gretchen Halvorsen.

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

AGENDA/ADDITIONS/ANNOUNCEMENTS/PUBLIC COMMENT

MOTION: TO APPROVE THE MARCH 13, 2012 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 JANUARY 10, 2012 MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD, AS WELL AS THE JANUARY 10, 2012 MINUTES OF THE COMMISSION ON AGING MEETING.

Motion by Bob Lane, second by Mary Cupery. Motion carried.

DEPARTMENT BUDGET & COMPENSATORY TIME

Health & Human Services Director Dawn Woodard presented the Department's Comp Time Report dated 3/9/12. The Expense and Revenue Summary reports, dated 1/31/12 were also presented.

**COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING
MARCH 13, 2012 – PAGE 2**

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

Health & Human Services Director Dawn Woodard presented two 2011 contracts, three 2011 addenda, nineteen 2012 contracts, twelve 2012 addenda and one MOU to the Board for approval.

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

Motion by Dick Boockmeier, second by Cathy Brunt. Motion carried, not unanimous.

COMMISSION ON AGING/AGING & DISABILITY RESOURCE CENTER

Health & Human Services Director Dawn Woodard reported that interviews were held last Friday with 4 candidates vying for the vacant ADRC Director's position. A decision on the position has been made and HR is in the process of performing background and reference checks. There are currently 25 individuals on the Family Care wait list, as the cap has still not been removed in that program. Director Woodard also reported that the COA has taken delivery of a new van for COA transports and the COA meal programs.

HEALTH OFFICER'S REPORT

Public Health Officer Susan Lorenz distributed copies of the National Association of Local Boards of Health newsletter. Susan reported on an outbreak of the Norovirus in nursing homes and schools in Columbia County in January, and shared an article from the Portage paper about the outbreak and also that she was interviewed by Channel 15 News in regard to the outbreak. Susan also shared a recent article from the Portage Daily Register about the new Public Health Division Administrator for Wisconsin, Karen McKeown, visiting a Seal-A-Smile clinic being operated by Cindy Seubert, the dental hygienist who has helped to facilitate the project in Columbia County. Susan reported that she and other county emergency staff have been working on the Wisconsin Hazards & Vulnerability Assessment Tool to identify possible hazards to Columbia County. The group identified hazards such as a major communication disruption, computer failure, ice storm, power outages, flood and drought as events that could occur in Columbia County and need to be planned for in the emergency response world. Susan advised the Board that there has been an increase in cases of pertussis in Columbia County as well as other parts of Wisconsin. Susan also updated the Board on the 2011 results from the Dane/ Columbia Counties Tobacco Free Coalition which initiated 66 retailer checks in 2011 and of those, only 3 sales were made to minors, giving the County's retailers a 95.45% compliance rate.

TRAINING REQUESTS

None.

DISCUSSION ON SOCIAL MEDIA

Director Woodard advised the Board that the MIS Department has published a Social Media policy for the County. Within Health & Human Services, the Department has chosen to create and maintain a Department blog, which is accessible through the Department's webpage. The Department has also decided to use Twitter only for emergency purposes. Additional usages

MARCH 13, 2012 – PAGE 3

of social media are being discussed at division level at this time and further uses may be developed as staff input is collected.

DISCUSSION ON PERSONNEL MANUAL

Director Woodard distributed a form entitled Policies & Procedures List of Revision Requests, created at the Health Care Center as a tool to use in the discussion of Personnel Manual request changes. Director Woodard notified the Board that she had a number of requests for revisions or clarifications to the manual. The Board began the discussion on a handful of the items identified by Director Woodard and agreed by consensus to changes on the following topics: Personal Days, Comp Time, Bereavement Leave, and Sick Time Leave. The Board instructed the Department to complete the Revision Requests form outlining the decisions made in consensus by the Board and to make it available to all Board members prior to the next HHS Board meeting, along with a list of the remaining items requesting changes and to include recommendations for those changes.

ACTION ON 2011 ANNUAL REPORT

Director Woodard presented the HHS Department's 2011 Annual Report. The report was also included in the meeting packets for review prior to today's meeting.

MOTION: TO APPROVE THE HEALTH & HUMAN SERVICES DEPARTMENT'S 2011 ANNUAL REPORT.

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

DIRECTOR'S REPORT

Health & Human Services Director Dawn Woodard advised the Board that the door coverings have been installed at doors #2 & #3 as was approved. Director Woodard reported that Debbie Millman, the new Division Administrator for Behavioral Health & Long Term Support began on February 20 so that position is now filled.

ACTION ON PAYMENT OF VOUCHERS/FINANCIAL REPORT

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

Motion by Susan Goethel, second by Dr. Boursier. Motion carried.

NEXT MEETING DATE

The next regular monthly meeting of the Columbia County Health & Human Services Board is scheduled for Tuesday, April 10, 2012 at 9:00 a.m.

ACTION ON DEPARTMENT HEAD EVALUATION FINAL REVIEW

MOTION: TO ENTER INTO CLOSED SESSION AT 11:30 A.M.

Motion by Dick Boockmeier, second by Bob Lane. Motion carried by means of a roll call.

MOTION: TO ENTER INTO OPEN SESSION AT 11:47 A.M.

**COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING
MARCH 13, 2012 – PAGE 4**

Motion by Mary Cupery, second by Bob Lane. Motion carried by means of roll call.

ADJOURNMENT

MOTION: TO ADJOURN THE MEETING.

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

The meeting was adjourned at 11:48 a.m.

The Columbia County Health & Human Services Board will reconvene at their regular monthly meeting on Tuesday, April 10, 2012, 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

gh