



MINUTES
COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING
TUESDAY, MAY 8, 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; Charles Boursier, MD; Robert McClyman; Brad Basten; Jim Bechen.

HEALTH & HUMAN SERVICE BOARD MEMBERS EXCUSED: Susan Goethel.

HEALTH & HUMAN SERVICE STAFF PRESENT: Dawn Woodard; Susan Lorenz; Wendy Metcalf; Tess Duchateau; Debbie Millman; Joe Fortmann; Gretchen Halvorsen.

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

AGENDA/ADDITIONS/ANNOUNCEMENTS/PUBLIC COMMENT

MOTION: TO APPROVE THE MAY 8, 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 APRIL 10 AND APRIL 17, 2012 MEETINGS OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD, AS WELL AS THE MARCH 15, 2012 MINUTES FROM THE COMMISSION ON AGING MEETING.

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

INTRODUCTION OF NEW HHS BOARD MEMBERS

Introductions were made by all in attendance.

DEPARTMENT BUDGET & COMPENSATORY TIME

Health & Human Services Director Dawn Woodard presented the Department's Comp Time

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Report dated 4/27/12. The Expense and Revenue Summary reports, dated 3/31/12 were also presented. Also presented were two charts demonstrating the breakdown of revenue and funding allocations.

DISCUSSION ON 6-YEAR BUDGET SYNOPSIS

Health & Human Services Director Dawn Woodard presented a budget history of the last six years for the Health & Human Services Department for use as a resource in future discussions.

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

Health & Human Services Director Dawn Woodard presented five addenda to the Board for approval.

**MOTION: TO APPROVE THE ADDENDUMS AND TO PLACE THEM AS
ATTACHMENTS TO THE MINUTES.**

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

INTRODUCTION OF NEW ADRC/COA DIRECTOR

Commission on Aging/Aging & Disability Resource Center Director Joe Fortmann was introduced to the Board and he provided details of his background and work history to the Board.

COMMISSION ON AGING/AGING & DISABILITY RESOURCE CENTER

Director Fortmann reported that he has begun reviewing the programs and caseloads administered by the ADRC. He also reported that the COA is actively recruiting for three drivers and that he intends to make the Nutrition program a priority to best serve elderly residents of the county. Director Fortmann will also be pursuing bid proposals for the meal program by the end of the year.

HEALTH OFFICER'S REPORT

Public Health Officer Susan Lorenz distributed copies of the Board of Health responsibilities and scope to all Board members. Discussion followed. Susan also updated the Board on the continued outbreak of Pertussis in Columbia County and around the State. So far this year, there have been 1,894 cases reported in Wisconsin compared to 158 in 2011. Within Columbia County 110 cases have been reported with 10 confirmed. Most cases are being detected in children 10-12 years of age, and the majority of cases are coming from the Poynette, Lodi and Portage communities.

TRAINING REQUESTS

There were no training requests, however HHS Director Woodard encouraged Board members to attend the Wisconsin Counties Human Services Association (WCHSA) Spring Conference May 22 & 23 at the Osthoff Resort in Elkhart Lake. The HHS Board has a budget of \$100 for Board member training if anyone is interested in attending and should contact Dawn to do so.

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**PRESENTATION OF ARTWORK PROJECT – TESS DUCHATEAU, SOCIAL WORK
INTERNS**

Social Work Intern Tess Duchateau discussed her Agency Change Project, a volunteer project he undertook while an intern at Columbia County Health & Human Services. The project has resulted in two displays of artwork in the agency, one in the main waiting room and one in the Brewer's Training Room. Both sets of art are from art therapy groups. The results of Tess' project also culminated in a chalkboard for kids in the waiting room, a supply of donated books for all ages and waiting room signs with messages of tolerance for all people. Tess encouraged Board members to experience the artwork displays while in the building.

**ACTION ON REAPPOINTMENT OF CHARLES BOURSIER, MD TO HHS BOARD
MOTION: TO RECOMMEND REAPPOINTMENT OF DR. BOURSIER TO THE HEALTH
& HUMAN SERVICES BOARD.**

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

ACTION ON INCREASE HOURS FOR LIMITED AGENT CONTRACT

HHS Director Dawn Woodard presented a request to increase the number of hours for the Environmental Health RN performing inspections for the Limited Agent Contract now that additional funding has been received from the State. The request is for an increase of 85 hours or \$3,395.75, all paid for from the contract with the State for Barb Salna, RN to perform inspections of hotels, motels, campgrounds, rooming houses, and restaurants that serve prepackaged food in Columbia County. The program is supported by fees collected through the inspection program.

**MOTION: TO APPROVE THE ADDITIONAL 85 HOURS FOR THE LIMITED AGENT
CONTRACT, FOR A TOTAL OF \$3,395.75, TO BE PAID FOR BY THE STATE
CONTRACT.**

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

ACTION ON NEW POSITIONS FOR 2013 DEPARTMENT BUDGET

Director Woodard presented, in order of priority, the following new position requests for the 2013 HHS Department Budget: one Economic Support Specialist to be paid for by 50% federal funding and 50% from redirecting dollars from the reduction in Family Care payment for 2013; one Adult Protect Services Social Worker for the ADRC needed due to caseload increases, to be paid for from funding of a vacant social work position which was not removed from the 2011 budget; one Behavioral Health & Long Term Support Social Worker needed to meet the increased demand of crisis services in the community and maintain the downward trend of emergency detentions throughout the county, and to be paid for by transferring funds from the services to Salary & Fringe as well as partial revenue from MA and insurance billing; one Accounting Assistant to help with billing and to be paid for from a vacant Clerical position from the 2011 budget. Director Woodard distributed a historical graph of positions in the Department.

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MOTION: TO RECOMMEND APPROVAL OF THE NEW 2013 POSITION REQUEST FOR AN ECONOMIC SUPPORT SPECIALIST AS PRESENTED.

Motion by Teresa Sumnicht, second by Robert McClyman. Motion carried, not unanimous.

MOTION: TO RECOMMEND APPROVAL OF THE NEW 2013 POSITION REQUEST FOR AN ADRC ADULT PROTECTIVE SERVICES SOCIAL WORKER AND THE NEW 2013 POSITION REQUEST FOR A BEHAVIORAL HEALTH & LONG TERM SUPPORT SOCIAL WORKER AS PRESENTED.

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

MOTION: TO RECOMMEND APPROVAL OF THE NEW 2013 POSITION REQUEST FOR AN ACCOUNTING ASSISTANT AS PRESENTED.

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

Director Woodard also presented a Replacement Request for a Public Health Nurse, which is a request to budget all of the Limited Agent Status RN's time in the 2013 budget, to be paid for from the contract with the State. In past budgets, the Department only budgeted for January through June and then requested increased hours for the last 6 months of the year when State funding caught up each year. The Limited Agent Status contract has been in existence for 5 years. The Replacement Request is for 260 total hours or \$10,387 in the 2013 budget.

MOTION: TO RECOMMEND APPROVAL OF THE REPLACEMENT REQUEST FOR A PUBLIC HEALTH NURSE TO PERFORM THE LIMITED AGENT STATUS CONTRACT AS PRESENTED.

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

2012-2014 DEPARTMENT HEAD PERFORMANCE PLANNING GUIDE

Director Woodard began a discussion about goals she has developed per the request of the Board. Discussion followed. The Board asked for a copy of the Performance Planning Guide which Director Woodard has drafted be included in next month's meeting packet for continued discussion at the June HHS Board meeting.

DIRECTOR'S REPORT

Health & Human Services Director Dawn Woodard distributed copies of a summary of the Legislative Audit Bureau's Report on FoodShare. FoodShare expenditures totaled \$1.1 billion in 2010-2011, with the number of recipients increasing 273% from 2001-2011. Director Woodard advised the Board that RFPs for the W-2 program will soon be accepted for the 2013 budget year, which might mean a new W-2 vendor for Columbia County. The Request for Proposals are being written to exclude counties from participating. The current vendor for the W-2 program in Columbia County is Workforce Connections. Director Woodard also advised the Board that the

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State has sent out preliminary letters to Medicaid participants explaining that eligibility limits are being changed from 200% of poverty to 133%, reducing eligibility for the program. The State will be following up in June to people who this change will effect. Other changes to the program include increasing premium amounts.

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

Motion by Dick Boockmeier, 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, June 12, 2012 at 9:00 a.m.

ADJOURNMENT

MOTION: TO ADJOURN THE MEETING.

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

The meeting was adjourned at 11:55 a.m.

The Columbia County Health & Human Services Board will reconvene at their regular monthly meeting on Tuesday, June 12, 2012, 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

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