



MINUTES
COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING
TUESDAY, APRIL 9, 2013

CALL TO ORDER

The regular meeting of the Columbia County Health & Human Services Board was called to order at 9:00 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; Jim Bechen; Brad Basten; Susan Goethel.

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

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

AGENDA/ADDITIONS/ANNOUNCEMENTS/PUBLIC COMMENT

MOTION: TO APPROVE THE APRIL 9, 2013 HEALTH & HUMAN SERVICES BOARD AGENDA.

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

APPROVAL OF MINUTES

MOTION: TO APPROVE THE MINUTES OF THE MARCH 12, 2013 MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING.

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

DEPARTMENT BUDGET & COMPENSATORY TIME

Health & Human Services Director Dawn Woodard presented the Department's Comp Time Report, undated. The Expense and Revenue Summary reports, dated 2/28/13 were also presented. A written financial report from Circles of Support was also distributed.

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

Health & Human Services Director Dawn Woodard presented twenty-six 2012 addenda,

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four 2013 addenda, and one MOU to the Board for approval.

MOTION: TO APPROVE THE ADENDA AND MOU 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

Health & Human Services Director Dawn Woodard reported that South West Family Care Alliance will begin serving Columbia County August 1. Director Woodard updated the Board that Congressman Petri's senior liaison has not begun visiting meal sites yet in Columbia County. Director Woodard reported that she recently attended the Lodi Rotary Club's meeting to hear about their plans to create a community center in Lodi and to share information with them regarding services provided by HHS. Director Woodard advised the Board about a tax notification error that occurred with the COA drivers that has since been corrected regarding mileage reimbursement. Director Woodard reported that she will not be attending the Human Services Day at the Capitol, April 10, due to other commitments on her schedule.

HEALTH OFFICER'S REPORT

Public Health Officer Susan Lorenz distributed the 2013 County Health Rankings, published by the Robert Wood Johnson Foundation and in collaboration with the UW Population Health Institute. Discussion followed. Susan also distributed copies of a report entitled The Cost of Excessive Alcohol Use in Columbia County, which also is produced by the UW Population Health Institute. Susan reported on the new coalition in Columbia County working to reduce AODA use within the County. The coalition is currently working on planning and implementation strategies to assist groups in reducing AODA usage, limiting access to alcohol and other drugs, and increasing access to AODA treatment.

TRAINING REQUESTS

There were no training requests.

ACTION ON NEW POSITION REQUEST FOR ADRC ASSISTANT DIRECTOR

Director Woodard presented a request to create a new position, an ADRC Assistant Director, along with a job description for the position. Director Woodard presented a projected cost breakdown to create the new position, including office expenses such as equipment and furniture, and she also provided an ADRC Funding Analysis report demonstrating that funding for the position would come from the ADRC State grant and Federal Match funding. No County levy will be needed to support the position. Director Woodard reported on the history of the ADRC Director's position, her recent meeting with State staff, follow up meetings with 2 of the last 4 Directors, and meetings with the ADRC staff, all who indicated that the Director's job needs an assistant in order to provide adequate support and supervision of the staff and programming. Director Woodard reported that she initially brought the request to the Executive Committee in April however they did not approve the request and passed a motion to place it on their May agenda for consideration.

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MOTION: TO RECOMMEND APPROVAL OF THE NEW POSITION REQUEST FOR AN ADRC ASSISTANT DIRECTOR, AS WELL AS THE ADRC ASSISTANT DIRECTOR'S JOB DESCRIPTION.

Motion by Susan Goethel, second by Teresa Sumnicht. Motion carried. Not unanimous. The vote was confirmed by a show of hands.

ACTION ON REVISIONS TO ADRC/COA DIRECTOR'S JOB DESCRIPTION

Director Woodard presented a revised ADRC/COA Director's job description, revised to accommodate the creation of an ADRC Assistant Director's position.

MOTION: TO RECOMMEND APPROVAL OF THE REVISED ADRC/COA DIRECTOR'S JOB DESCRIPTION AS PRESENTED.

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

ACTION ON INCREASED HOURS FOR JUVENILE COURT RESTITUTION WORKER

Director Woodard presented a request to increase the hours of the Juvenile Court Restitution Officer to assist with the implementation of new training, curriculum and data collection for Juvenile Justice clients made possible by a grant recently received from the Office of Justice Assistance. The request is for 5 additional hours per week, from April 15, 2013 through September 30, 2014 for a total of \$11,297.42. All of the increased hours will be paid for from the grant monies.

MOTION: TO APPROVE THE INCREASED HOURS REQUEST FOR THE JUVENILE COURT RESTITUTION & COMMUNITY SERVICES WORKER AS PRESENTED.

Motion by Dick Boockmeier, second by Brad Basten. Motion carried.

ACTION ON RATE INCREASE FOR HOME DELIVERED MEALS

Director Woodard presented a rate increase for home delivered meals made to third parties, from a rate of \$7.58 to \$8.12 per meal. The rate increase would effect all participants who do not qualify for COA programs and who are private pay clients, such as Family Care clients. Director Woodard advised the Board that the rate for third party participants must be adjusted yearly. Director Woodard also advised the Board that the COA approved the increase at their March meeting.

MOTION: TO APPROVE THE INCREASE OF HOME DELIVERED MEALS FOR THIRD PARTY PARTICIPANTS, FROM \$7.58 TO \$8.12 PER MEAL.

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

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ACTION ON APPOINTMENT OF SHARON PETERSON TO THE ADRC BOARD

Director Woodard announced that the ADRC Board has recommended the appointment of Sharon Peterson to the Aging & Disability Resource Center Board.

MOTION: TO APPOINT SHARON PETERSON TO THE ADRC BOARD.

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

ACTION ON REQUEST FOR PERSONAL LEAVE AND REQUEST TO RECEIVE DONATED SICK TIME

Director Woodard presented a request from a DCF Social Worker to be allowed 60 days of personal leave in order to attend to a family member who has been diagnosed with a serious illness. Further, Director Woodard requested that the employee be allowed to accept donated sick time, which she is only allowed to receive if she is on personal leave, according to the County's new Personnel Manual.

MOTION: TO RECOMMEND APPROVAL OF THE REQUEST FOR PERSONAL LEAVE AND THE REQUEST TO RECEIVE DONATED SICK TIME AS PRESENTED.

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

DIRECTOR'S REPORT

Health & Human Services Director Dawn Woodard reported on the Department's first Mental Health Redesign meeting, which was held in March with community stakeholders. The study will focus on the comparable counties of Sauk, Jefferson and Vernon counties. The group's next meeting is planned for May 2. HHS Board members involved in the group are Mary Cupery and Robert McClyman. County Board Chair Andy Ross was also a participant at the March meeting. Director Woodard reminded Board members that we still need their feedback on our redesigned website. This issue will appear as an agenda item in May. Director Woodard also reminded the Board about the Department's participation in FLAG on April 11. Director Woodard updated the Board on notification plans for the all-staff training day of April 25, to inform residents that the Department will be closed that day. Director Woodard reported that Columbia County will receive a bonus of \$32,000 from the FoodShare program as a reward for timely and accurate processing of applications.

ACTION ON PAYMENT OF VOUCHERS/FINANCIAL REPORT

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

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

NEXT MEETING DATE

The next regular monthly meeting of the Columbia County Health & Human Services Board is scheduled for Tuesday, May 14, 2013 at 9:30 a.m.

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DEPARTMENT HEAD PERFORMANCE PLANNING GUIDE

Director Woodard presented copies of the Department Head Performance Planning Guide to all Board members for discussion and review. The Board requested time to review the form and to add the item to the May HHS Board meeting agenda.

MOTION: TO TABLE THE DISCUSSION OF THE DEPARTMENT HEAD PERFORMANCE PLANNING GUIDE AND TO LIST IT AS AN AGENDA ITEM IN MAY.

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

ADJOURNMENT

MOTION: TO ADJOURN THE MEETING.

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

The meeting was adjourned at 10:47 a.m.

The Columbia County Health & Human Services Board will reconvene at their regular monthly meeting on Tuesday, May 14, 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