



# COLUMBIA COUNTY

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## **MINUTES COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING TUESDAY, JUNE 11, 2013**

### **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; Cathy Brunt, RN; Richard Boockmeier; Robert McClyman; Jim Bechen; Brad Basten; Teresa Sumnicht.

**HEALTH & HUMAN SERVICE BOARD MEMBERS EXCUSED:** Susan Goethel.

**HEALTH & HUMAN SERVICE STAFF PRESENT:** Dawn Woodard; Susan Lorenz; Amy Ramsey; Deb Millman; Gretchen Halvorsen.

**OTHERS:** Andy Ross, County Board Chair; Vern Gove, County Board Chair Elect; Tom Schleitwiler & Dan Naylor, White Pine Consulting; Pam Polzer, Pauquette Center; Lyn Jerde, Portage Daily Register; Cathy Karls, Accounting.

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

**MOTION: TO APPROVE THE JUNE 11, 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 MAY 14, 2013 MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING, AS WELL AS THE MAY 14, 2013 MINUTES OF THE COMMISSION ON AGING MEETING.**

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

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

The Comp Time Report was distributed. The large decrease in comp time balances was due to the Human Resources Committee approving payout of all comp time in excess of 40 hours. The Expense and Revenue Summary reports, dated 3/31/13 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 one new contract and one addenda, to the Board for approval.

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

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

**INTRODUCTION OF NEW ADRC DIRECTOR AMY RAMSEY**

Amy Ramsey, the new ADRC Director, was introduced to the Board members. Amy shared her employment history with the aging programs.

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

Health & Human Services Director Dawn Woodard reported that one of the COA drivers has resigned. She also reported that one of the vans in the COA fleet has been retired and a request to purchase a new vehicle will be presented in the near future. Director Woodard reported that South West Family Care Alliance has changed their name to Continu-Us and will begin providing services in Columbia County as of August 1. Director Woodard advised the Board that care transition teams are being created around the State to focus on lowering hospital readmissions rates. Director Woodard reported on the transportation grant recently awarded to the Department and how it will nicely partner with the 85.21 transportation grant study due to the State by the end of the year. Both programs promote a transportation council consisting of consumer representation and both also promote the idea of inventorying all transportation assets within Columbia County.

**FINAL REPORT FROM WHITE PINE CONSULTING ON MENTAL HEALTH  
REDESIGN**

Tom Schleitwiler and Dan Naylor, from White Pine Consulting, presented their final report of the Columbia County Mental Health & Substance Abuse Services Review Study which was commissioned by the HHS Board earlier this year. After a thorough review of the report, the Board requested the topic be added to the agenda over the next several months for discussion. A copy of the report was distributed to all Board members.

**HEALTH OFFICER'S REPORT**

Public Health Officer Susan Lorenz reported on the Division's supply of gun locks which were provided free of charge at a recent Prevent Suicide Conference and which are being distributed through the Department's Access office. Susan reported on a tobacco education networking event in Columbus later today and in Lodi on June 20 in which her staff will participate as presenters educating parents and other stakeholders about the latest tobacco products on the market. Susan reported that she has begun a monthly appearance on a WPDR radio talk show in which Public Health topics will be featured and discussed. Her first talk show was on May 22.

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Susan distributed copies of the NALBOH quarterly newsletter amongst Board members. Susan advised the Board that the WIC program is expanding and adding a clinic in Wisconsin Dells beginning in July after reviewing service needs in that area. Susan also updated the Board on her recent participation in a tabletop exercise in Madison at the Alliant Center entitled Operation Mayhem regarding the topic of an ice storm. Susan will be receiving an after action report on the exercise next week. Finally, Susan distributed a copy of an editorial from the Portage Daily Register, written by Cindy Seubert, the Registered Dental Hygienist, instrumental in the Seal-A-Smile program in Columbia County. Susan's Division received a 100% Achievement Award for the program in 2011-2012 for completing all goals during that school year. The program also completed all goals for the 2012-2013 school year as well, serving 537 students in 10 different school buildings and providing over \$174,000 in dental services to those children.

**TRAINING REQUESTS**

There were no training requests.

**ACTION ON NEW POSITION REQUESTS FOR 2014: ASSISTANT ADRC DIRECTOR, CLERK TYPIST, DCF SOCIAL WORKER, COA MEAL SITE MANAGERS**

Director Woodard presented a new position request for an ADRC Assistant Director, funded by ADRC funding for a total cost of \$77,122.37.

**MOTION: TO RECOMMEND APPROVAL OF THE NEW ADRC ASSISTANT DIRECTOR POSITION.**

Motion by Teresa Sumnicht, second by Brad Basten. Motion carried.

Director Woodard presented a new position request for a Meal Site Manager, for all 9 COA meal sites, to be paid for by a \$1.65 per meal reduction in meal costs due to the service provider no longer having to employ the Meal Site Managers, at a cost of \$59,235.

**MOTION: TO RECOMMEND APPROVAL OF THE NEW COA MEAL SITE MANAGER POSITION (9).**

Motion by Brad Basten, second by Teresa Sumnicht. Motion carried.

Director Woodard presented a new position request for a Clerk Typist for the Support Services Division and a Social Worker for the Children & Families Division, at a cost of \$50,201.21 and \$66,326.60 respectively, to be paid for from County levy.

**MOTION: TO RECOMMEND APPROVAL OF THE NEW CLERK TYPIST AND SOCIAL WORKER POSITIONS.**

Motion by Robert McClyman, second by Brad Basten. Motion carried. Not unanimous.

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**SET PUBLIC HEARING DATE/TIME FOR JULY**

The Public Hearing for the Health & Human Services Department's 2014 budget will be Tuesday, July 9, 2013 at 9:30 a.m.

**DIRECTOR'S REPORT**

Health & Human Services Director Dawn Woodard reported that the card readers in the ADRC portion of the building have been installed. Buildings & Grounds still needs to address additional sound proofing in the large cubicle area of the building. Director Woodard reported that a Safety Committee is being established in the building as a result of the all-staff safety training day. Susan Lorenz and Gretchen Halvorsen have volunteered to co-chair the committee.

**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, July 9, 2013 immediately following the Public Hearing at 9:30 a.m.

**ADJOURNMENT**

MOTION: TO ADJOURN THE MEETING.

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

The meeting was adjourned at 12:20 p.m.

The Columbia County Health & Human Services Board will reconvene at their regular monthly meeting on Tuesday, July 9, 2013, in the Brewer's Training Room of the Columbia County Health & Human Services Building, immediately following the Public Hearing scheduled for 9:30 a.m.

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