



MINUTES
COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING
TUESDAY, MARCH 12, 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 Vice Chair Teresa Sunnicht. 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: Teresa Sunnicht; Cathy Brunt, RN; Richard Boockmeier; Robert McClyman; Jim Bechen; Brad Basten.

HEALTH & HUMAN SERVICE BOARD MEMBERS EXCUSED: Susan Goethel; Mary Cupery.

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 MARCH 12, 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 JANUARY 8, 2013 MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD, AS WELL AS THE JANUARY 8, 2013 MINUTES OF THE COLUMBIA COUNTY COMMISSION ON AGING MEETING.

Motion by Jim Bechen, 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 1/31/13 were also presented. A written financial report from Circles of Support was also distributed.

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

Health & Human Services Director Dawn Woodard presented two new 2012 contracts, fifteen new 2013 contracts, seven 2012 addenda, six 2013 addenda, and three MOUs to the Board for approval.

MOTION: TO APPROVE THE CONTRACTS, ADENDA, AND MOUs 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 reminded the Board about the ADRC's Open House today celebrating its 5th anniversary. Director Woodard reported that the State has notified the Department that the only expansion to Family Care this year in Columbia County will be South West Family Care Alliance, which will begin operations in Columbia County in the 3rd quarter of the year. The Foot Clinic will begin offering services again as of April 1, by 2 providers who also offer their services to the Foot Clinic at the Beaver Dam Hospital. Director Woodard also reported that the Portage Meal Site was temporarily moved to Deer Run Apartments in February due to flooding in the Portage Municipal Building's basement. The meal site will return to the municipal building when the remodeling is completed. Director Woodard notified the Board that interviews for the ADRC Director's position will be held next Thursday.

HEALTH OFFICER'S REPORT

Public Health Officer Susan Lorenz distributed the quarterly newsletter for the National Association of Local Boards of Health. Susan reported that Pertussis cases have declined in recent months in Columbia County. However, influenza cases throughout the State have been high this year with over 2700 hospitalizations statewide. Susan reported that the two newly formed committees from the Community Needs Assessment forum regarding suicide prevention and decreasing AODA usage in Columbia County have begun meeting, collecting data and developing goals.

TRAINING REQUESTS

There were no training requests.

**ACTION ON REVISION TO HR PERSONNEL MANUAL: WAGES &
COMPENSATION**

Director Woodard presented a request to revise the policy around staff being called to work outside of their regular work hours and being compensated for it. Director Woodard presented the request on the Policies & Procedures list of Revision Requests form.

MOTION: TO RECOMMEND APPROVAL OF THE POLICY REVISION AS PRESENTED.

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Motion by Brad Basten, second by Cathy Brunt. Motion carried.

ACTION ON REPLACEMENT REQUEST FOR CLERK TYPIST II

Director Woodard presented a request to fill a vacancy in the Division of Support Services due to a resignation. There is money in the budget for this position.

MOTION: TO RECOMMEND APPROVAL OF THE REPLACEMENT REQUEST AS PRESENTED.

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

ACTION ON REAPPOINTMENT OF SUSAN GOETHEL TO BOARD

Director Woodard advised the Board that Susan Goethel's term has expired and she needs to be reappointed to the Board. Director Woodard announced that Susan is willing to serve another term.

MOTION: TO RECOMMEND SUSAN GOETHEL'S REAPPOINTMENT TO THE HEALTH & HUMAN SERVICES BOARD.

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

ACTION ON APPOINTMENT OF MARILYN GEORGE-BURTON AND KURT RINDE TO THE ADRC BOARD

Director Woodard announced that the ADRC Board has recommend Marilyn George-Burton and Kurt Rinde be appointed to vacancies on the Aging & Disability Resource Center Board.

MOTION: TO APPOINT MARILYN GEORGE-BURTON AND KURT RINDE TO THE ADRC BOARD.

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

UPDATE ON ALL-STAFF SAFETY TRAINING DAY PLANS

Director Woodard distributed a draft of the schedule for the all-staff safety training scheduled for Thursday, April 25, 2012 at Bethlehem Lutheran Church in Portage. Director Woodard also provided a planning list on how the Department will notify the public about the agency being closed on the training day.

ACTION ON USE OF POP FUNDS FOR ALL-STAFF SAFETY TRAINING DAY

Director Woodard requested permission to use funds from the Pop Fund to pay for the lunch that the Bethlehem Lutheran Church Women's Council will be serving.

MOTION: TO APPROVE THE USE OF POP FUND MONEYS TO PAY FOR LUNCH AT THE ALL STAFF SAFETY TRAINING DAY.

Motion by Brad Basten, second by Jim Bechen. Motion carried.

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IMPACT ON HHS OF GOVERNOR’S BUDGET AND FEDERAL SEQUESTRATION

Director Woodard distributed two reports showing the effects on the budgets within HHS of the Governor’s 2013-2015 Biennial Budget and the Sequestration at the Federal level. Discussion followed.

ACTION ON PROPOSAL FOR MENTAL HEALTH REDESIGN PROJECT

Director Woodard presented a proposal from White Pine Consulting Service regarding a review of the structure of current services provided by the BHLTS Division and to provide options for redesign, including the feasibility of an integrated MH & AODA clinic. The fee for the proposal is \$12,000. The BHLTS Division budgeted \$10,000 for this project, therefore the remainder would need to come from the County’s Contingency Fund if it cannot be made up in the BHLTS budget at the end of the year.

MOTION: TO RECOMMEND APPROVAL OF THE PROPOSAL FROM WHITE PINE CONSULTING SERVICE FOR \$12,000.

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

ACTION ON STAFF INTERNSHIP

Director Woodard distributed a proposal for a current BHLTS Division Social Worker be allowed to perform her 12-week internship at Health & Human Services, under the advisement of the HHS Director. The Social Worker is currently pursuing her master’s degree from Lakeland College.

MOTION: TO APPROVE THE PROPOSED INTERNSHIP AS PRESENTED.

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

The Board did suggest exploring the idea of having the intern work on the project with White Pines Consulting Service that would allow them to reduce their bill by \$2,000.

ACTION ON HHS 2012 ANNUAL REPORT

A copy of the annual report was distributed and discussion followed.

MOTION: TO APPROVE THE HHS 2012 ANNUAL REPORT AS PRESENTED.

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

DEPARTMENT STATUS REPORT

Director Woodard presented the latest Department Status Report that is presented three times a year to the board. Discussion followed.

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DIRECTOR'S REPORT

Health & Human Services Director Dawn Woodard distributed an article about case load totals, by county. Columbia County is tied for 6th in the state for high case load totals in the Division of Children & Families. Director Woodard distributed a notice and agenda for the upcoming Human Services Day at the Capitol, scheduled for Wednesday, April 10. The Board encouraged Director Woodard to attend. Director Woodard advised the Board about a proposed bill in the State Legislature to change the composition of the HHS Board to include a doctor, law enforcement and a mental health consumer. Director Woodard notified the Board that the Department still has two children in placement through Community Care Resources, the agency suspected of allegedly defrauding the State. The children will remain in placement at this time to provide stability for them. Director Woodard announced that Susan Lorenz is working with Divine Savior Hospital to find an appropriate candidate for the medical advisory vacancy on the Board.

ACTION ON PAYMENT OF VOUCHERS/FINANCIAL REPORT

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

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

NEXT MEETING DATE

The next regular monthly meeting of the Columbia County Health & Human Services Board is scheduled for Tuesday, April 9, 2013 at 9:00 a.m.

ADJOURNMENT

MOTION: TO ADJOURN THE MEETING.

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

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

The Columbia County Health & Human Services Board will reconvene at their regular monthly meeting on Tuesday, April 9, 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