



**Health and Human Services
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**MINUTES
COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING
TUESDAY, JANUARY 10, 2006**

I. 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 J. Robert Curtis. The meeting was legally advertised, and a quorum was present.

II. ROLL

An attendance sheet was distributed by Gretchen Halvorsen.

HEALTH & HUMAN SERVICE BOARD MEMBERS PRESENT: J. Robert Curtis, DVM; Phil Baebler; Claire Robson; Kenneth Olson; Tim O'Neil, MD; Jan Gardner, RN; Susan Goethel. Barry Pufahl, Charles Boursier, MD.

HEALTH & HUMAN SERVICE STAFF PRESENT: Sandra Roberts; Susan Lorenz, RN; Gretchen Halvorsen.

OTHERS PRESENT: Susan Martin, County Board Chair; John Hartman, MIS Director.

III. AGENDA/ADDITIONS/ANNOUNCEMENTS

MOTION: TO APPROVE THE JANUARY 10, 2006 HEALTH & HUMAN SERVICE BOARD AGENDA.

Motion by Barry Pufahl, second by Phil Baebler. Motion carried unanimously.

IV. APPROVAL OF MINUTES

MOTION: TO APPROVE THE MINUTES OF THE DECEMBER 13, 2005 REGULAR MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD.

Motion by Phil Baebler, second by Claire Robson. Motion carried unanimously.

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

Director Sandra Roberts presented two 2006 contracts, one 2006 addenda, twelve 2005 addenda, four appropriation entries, and four miscellaneous items, as well as the Health Services Financial

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Report, the Commission on Aging Financial Report, and the Health & Human Services Financial Report to the Board for approval.

MOTION: TO APPROVE THE CONTRACTS, ADDENDA, APPROPRIATION ENTRIES, FINANCIAL REPORTS, AND MISCELLANEOUS ITEMS AS PRESENTED, AND TO PLACE THEM AS ATTACHMENTS TO THE MINUTES.

Motion by Barry Pufahl, second by Phil Baebler. Motion carried unanimously.

VI. INCREASED WEB ACCESS IN H&HS BUILDING - PRESENTATION BY JOHN HARTMAN, MIS DIRECTOR

John Hartman discussed the need for an update in communication technology for the building due to the State's increasing dependence on web based programs such as CARES, e-WiSACWIS, SAMS, as well as the State's increasing requirement to view webcasts instead of attending trainings. John discussed options to resolving the communication upgrade which include adding a T-3 line, microwave communications, and, fiber connections. John also suggested that policies throughout the County, establishing streaming media hours before and after work, might also prove beneficial.

MOTION: TO ENCOURAGE THE MIS DEPARTMENT TO CONTINUE ITS PURSUIT OF A SOLUTION TO THE COMMUNICATION TECHNOLOGY UPGRAGE THAT IS NEEDED FOR THE HEALTH & HUMAN SERVICES BUILDING AND TO REQUEST THAT MIS DIRECTOR, JOHN HARTMAN, MAKE PERIODIC PROGRESS REPORTS BACK TO THE HEALTH & HUMAN SERVICES BOARD SO THAT THE BOARD CAN PLAN ACCORDINGLY IN THE 2007 DEPARTMENT BUDGET.

Motion by Barry Pufahl, second by Ken Olson. Motion carried unanimously.

VII. ECONOMIC SUPPORT REQUEST FOR PRINTERS

Director Sandra Roberts requested replacement of 8 of the Economic Support printers, 6 of them in 2006 and 2 of them in 2007, due to their age and the risk of them breaking down. The current printers were all purchased prior to fiscal year 2000. The price of replacing the printers is estimated at \$385 each and Director Roberts recommended that they be paid for from W-2 profit money. The Board asked that Director Roberts investigate whether or not it would be financially more advantageous to purchase all eight of the printers at once.

MOTION: TO RECOMMEND APPROVAL OF THE PURCHASE OF SIX OR EIGHT PRINTERS FOR ECONOMIC SUPPORT AT A COST OF \$385 EACH, AND TO BE PAID FOR BY W-2 PROFIT MONEY.

Motion by Ken Olson, second by Dr. O'Neil. Motion carried unanimously.

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VIII. COMMISSION ON AGING

The Commission on Aging did not meet this month.

IX. HEALTH OFFICER'S REPORT

Public Health Officer Susan Lorenz reported that Heather Stenberg will be starting on January 18 as a new Public Health Nurse. Susan also reported that she has accepted the nomination for President of WALHDAB (Wisconsin Association of Local Health Departments and Boards). The term is for 2 years and the meetings occur once a month in Stevens Point. Susan advised that the first tabletop exercise scheduled for this year, on February 21, will focus on the Mass Clinic plans and that several local officials from the community have been invited to participate, including the Portage Police Chief, Portage Fire Chief, Portage Superintendent of Schools, Pat Beghin, Divine Savior EMS Director, President of the Fire Chiefs Association, and the Columbus Hospital Director of Nursing. The tabletop exercise is scheduled for April and the functional exercise will be held in June. Susan distributed the Wisconsin County Health Rankings for 2005 to all Board members and discussion followed.

X. TRAINING REQUESTS

None.

XI. LONG TERM SUPPORT REDESIGN UPDATE

Director Sandra Roberts reported that the 13-county consortium has submitted to the State the RFP & RFI for the planning process that will create the Long Term Support Redesign plan. The State is offering \$100,000 grants for planning purposes. The consortium RFP requests each county put in \$2,000 as a formal means of commitment to the process. The Board requested that Director Roberts find out what the additional money would be used for in the process before they decided whether to contribute it.

XII. NEW POSITIONS UPDATED

Director Roberts reported that over the last several weeks the two new social worker positions have been filled, as have two clerical positions, due to a retirement and a promotion. A new public health nurse is scheduled to begin on January 18, and this nurse replaces a full time opening in Public Health. Director Roberts also reported that the Receptionist for the building recently took a new position so that has caused another vacancy in the Support Services Division.

XIII. CLERK TYPIST II REPLACEMENT REQUEST

Director Roberts presented a request to replace the Receptionist position with a Clerk Typist II .

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The decision to replace the Receptionist with a Clerk Typist is due to the changes in mail pickup and delivery as well as the decision to enable the Voice Mail system for answering incoming phone calls. The workload of the position has also been reviewed and a more skilled staff person is desired.

**MOTION: TO APPROVE THE REPLACEMENT OF THE RECEPTIONIST POSITION
WITH A CLERK TYPIST.**

Motion by Dr. O'Neil, second by Phil Baebler. Motion carried, but not unanimous.

XIV. GRANT OPPORTUNITIES

Director Sandra Roberts notified the Board of a grant opportunity that she has become aware of that would aid the Mental Health & AODA Division, however, do to the limited staff structure of the Division, we will not be able to take advantage of the grant. Discussion followed about the history of the MH&AODA Division and the need to expand the staff to take advantage of capturing MA dollars and provide case management services. Director Roberts indicated that she will be addressing this need in the future with the Board.

XV. EMERGENCY ON SITE PLANS

Director Roberts distributed a copy of a letter from Columbia County Emergency Management indicating that plans need to be prepared in the event of an industrial emergency within the industrial park that the Health & Human Services Building is located. Per the recommendation of the Emergency Management staff, duck tape and towels need to be purchased in the event of a chemical leak, to minimize the seepage of chemicals into the H&HS Building. Plans also need to be made to evacuate staff in an appropriate emergency situation. Director Roberts will continue to work with Emergency Management to facilitate all planning.

XVI. DIRECTOR'S REPORT

Director Roberts recognized Claire Robson and Ken Olson, long time members of the Health & Human Services Board, and County Board Supervisors, who have decided not to seek reelection on the County Board. Director Roberts reported on concerns from the Columbus committee and their perception that they do not receive enough attention from the Health & Human Services Department, nor from County Government as a whole. Director Roberts reported that Dennis Wittig, the Division of Aging & Long Term Care Support Administrator will be meeting later in the week with Columbus County Board Supervisor Sanderson and a delegate from the City of Columbus to work on service delivery for that community. Director Roberts discussed the shortage of space in the Health & Human Services Building and the projection that the File Room will be full by the end of 2006. Discussion followed about the process of a needs assessment in the building by the Buildings & Grounds Department to investigate the space problem. The Board asked the Director to contact the Buildings & Grounds Committee to request a space needs assessment be completed.

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XVII. VOUCHERS

Vouchers were available prior to and during the Board meeting for review by Board members.

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

Motion by Barry Pufahl, second by Dr. O'Neil. Motion carried unanimously.

XVIII. DIRECTOR'S EVALUATION

The Board voted, by roll call, to enter into closed session to discuss the evaluation of the Health & Human Services Director at 11:30 a.m., pursuant to Sec. 19.85(1)(c) , Wis Stat.

MOTION: TO ENTER INTO CLOSED SESSION.

Motion by Barry Pufahl, second by Dr. O'Neil. Motion carried unanimously.

The Health & Human Services Board voted, by roll call, to return to open session at 11:47 a.m.

MOTION: TO RETURN TO OPEN SESSION .

Motion by Barry Pufahl, second by Ken Olson. Motion carried unanimously.

XIX. ADJOURNMENT

Chair Curtis declared the meeting adjourned at 11:51 a.m.

The next Health & Human Services Board meeting will be held on Tuesday, March 14, 2006, at 9:30 a.m. in the Brewer's Training Room of the Health & Human Services Building, following the Commission on Aging meeting at 8:00 a.m.

Respectfully submitted,

Kenneth Olson, Secretary
Col. Co. H & HS Board

Gretchen Halvorsen, Executive Secretary
Col. Co. Health & Human Services Dept.