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**MINUTES  
COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING  
TUESDAY, JANUARY 11, 2005**

**I. 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 Dr. 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: Dr. Curtis, Barry Pufahl, Phil Baebler, Claire Robson, Susan Goethel, Kenneth Olson, Tim O'Neil.

HEALTH & HUMAN SERVICE STAFF PRESENT: Susan Lorenz, Dennis Wittig, Audrey Brown, Gretchen Halvorsen.

OTHERS PRESENT: Dr. Charles Boursier, Divine Savior Hospital; Walter Clark, Bioterrorism Program Coordinator Consortium #6; Susan Martin, County Board Chair.

**III. AGENDA/ADDITIONS/ANNOUNCEMENTS**

Director Sandra Roberts was not in attendance at today's meeting. In her place, Dennis Wittig, Division of Aging & Long Term Care Support Administrator, requested that approval of the Economic Support Division Administrator's job description also be discussed and approved at today's meeting. Dennis also reported that a Director's Report would not be available today.

MOTION: TO APPROVE THE JANUARY 11, 2005 HEALTH & HUMAN SERVICE BOARD AGENDA WITH THE ABOVE ADDITION.

Motion by Barry Pufahl, second by Susan Goethel. Motion carried unanimously.

**IV. APPROVAL OF MINUTES**

MOTION: TO APPROVE THE MINUTES OF THE DECEMBER 7, 2004 REGULAR MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD.

Motion by Ken Olson, second by Claire Robson. Motion carried unanimously.

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

One 2005 contract, one 2004 contract, three 2005 addenda, and ten 2004 addenda were presented to the Board for approval.

MOTION: TO APPROVE THE CONTRACTS AND ADDENDA AS PRESENTED AND TO PLACE THEM AS AN ATTACHMENT TO THE MINUTES.

Motion by Barry Pufahl, second by Susan Goethel. Motion carried unanimously.

**VI. PRESENTATION BY WALTER CLARK, BIOTERRORISM PROGRAM  
COORDINATOR CONSORTIUM #6**

Walter Clark, Bioterrorism Coordinator for the counties of Adams, Sauk, Marquette, Juneau, and Columbia, updated the board on Year 3 of a 3-year training plan. The plan's components include Training, Exercises, and Planning. In 2005, the consortium will be hosting 4 Leadership Training events, the first one being scheduled for Wednesday, January 19, 2005 in Baraboo to discuss Bioterrorism Preparedness. Mr. Clark offered to return to the H&HS Board, each year, in order to update it on the progress of preparedness in Columbia County. Mr. Clark provided each Board member a handout entitled 2004 Bioterrorism & Public Health Preparedness.

**VII. COMMISSION ON AGING BUSINESS**

Commission on Aging Director Dennis Wittig reported that the Commission on Aging did not meet today however Dennis's update to the Board included notifying them of the annual COA Valentine's Dinner, which will be on February 11 at the Poynette Village Hall. No time has been set yet. Dennis also reported that the COA offered a Christmas light tour to residents and 13 residents participated in the event prior to Christmas. The tour was held using the new COA bus.

**VIII. APPROVE RENTAL OF OFFICE SPACE FOR ALZHEIMERS ORG.**

Dennis reported that an Alzheimer's organization has approached him about renting a vacant office in the H&HS building. Cory Wiegel, Director of Buildings & Grounds has quoted a rental fee of \$94.76 per month for the office space. This would be a short term rental situation and would end if the department needed the room.

MOTION: TO APPROVE THE RENTAL OF ONE OFFICE TO THE ALZHEIMERS ORGANIZATION ON A SHORT TERM BASIS WITH THE UNDERSTANDING THAT IF THE DEPARTMENT NEEDS THE OFFICE THE RENTAL ARRANGEMENT WOULD TERMINATE.

Motion by Barry Pufahl, seconded by Claire Robson. Motion carried unanimously.

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**IX. COP CLIENT SERVICES UPDATE**

Dennis advised the Board that after a review of his Division's 2004, he will need to reduce the number of COP clients served from 137 to 88 though attrition. The reason for the reduction is because the State has not increased their funding to the Division in the past three years, however the rates for caring for this population of clients has increased. The COP targeted population is Elderly and Developmentally Disabled clients.

**X. APPROVE REPLACEMENT OF E. S. DIVISION ADMIN POSITION**

Dennis requested approval of the Economic Support Division Administrator's job description which needed updating to eliminate all references to W-2 since the County doesn't provide W-2 services.

MOTION: TO APPROVE THE JOB DESCRIPTION FOR THE ECONOMIC SUPPORT ADMINISTRATOR AS PRESENTED.

Motion by Barry Pufahl, seconded by Tim O'Neil. Motion carried unanimously.

Dennis requested approval to replace the Economic Support Division Administrator's position which will be vacant in one week due to the resignation of the Administrator. Dr. Curtis advised that the request has already been reviewed and approved by the HR Committee last week pending the approval of this Board.

MOTION: TO APPROVE THE REPLACEMENT OF THE ECONOMIC SUPPORT DIVISION ADMINISTRATOR POSITION.

Motion by Tim O'Neil, second by Susan Goethel. Motion carried unanimously.

**XI. APPROVE RESOLUTION EXPANDING MA BILLING**

Audrey Brown, Mental Health/AODA Contract Liaison, presented the resolution which in effect adds billing categories for Medical Assistance reimbursement and allows the H&HS Department to become a certified billing provider of MA MH/AODA services. The added categories and the billing certification are being added at the suggestion of the State.

MOTION: TO RECOMMEND APPROVAL OF THE RESOLUTION EXPANDING MA BILLING AS WELL AS THE APPROVAL FOR MENTAL HEALTH/SUBSTANCE ABUSE SERVICES CERTIFICATION.

Motion by Barry Pufahl, second by Susan Goethel. Motion carried unanimously.

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**XII. APPROVAL OF RESOLUTION FOR MENTAL HEALTH/SUBSTANCE ABUSE SERVICES CERTIFICATION & EXPANSION OF MA BILLING**

See agenda item XI.

**XIII. TRAINING REQUESTS**

None.

**XIV. ACCEPT H&HS BOARD'S COMMUNITY MEMBER'S RESIGNATIONS**

Public Health Officer Susan Lorenz presented the resignation letter of Dr. Gerald Krumpos and Debbie Krumpos to the Board. Susan asked for suggestions about replacements.

MOTION: TO ACCEPT THE RESIGNATION FROM THE H&HS BOARD OF DR. GERALD KRUMPOS AND DEBBIE KRUMPOS.

Motion by Ken Olson, second by Claire Robson. Motion carried unanimously.

**XV. HEALTH OFFICER'S REPORT**

Public Health Officer Susan Lorenz presented a thank you letter from the City of Randolph for the help that the Department provided them this year during the floods. Susan notified the Board that the flu hotline had a total of 996 calls from its inception through 12/31/04. Susan also noted that there is a small amount of flu vaccine left for anyone still interested in a shot. Susan presented feedback from the written review of the audit completed by the Division late last year. Susan reported on a Noral virus outbreak in December and provided background about where the outbreak occurred and how the Division responded to it with the help of the State Division of Health. A full written report is available from Susan's office if anyone is interested in reading about it. Susan reported that the Division has begun providing fluoride varnish for under insured or uninsured clients to help prevent tooth decay. Susan reminded the Board that the Dental Van is back in the County for 3 weeks and has a waiting list of over 100 children. Susan reported that Tim O'Neil has accepted a seat on the Statewide Pertusis Committee. Susan presented a copy of the statewide health rankings, by county, for the Board members to review. Columbia County received a wide variety of rankings in the study.

**XVI. DIRECTOR'S REPORT**

No report.

**XVII. PAYMENT OF VOUCHERS**

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

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

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

**XVIII. ADJOURNMENT**

Chair Curtis declared the meeting adjourned at 11:00 a.m.

The next Health & Human Services Board meeting will be held on Tuesday, February 8, 2005 at 9:30 a.m. in the Brewer's Training Room of the Health & Human Services Building.

Respectfully submitted,

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

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

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