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**MINUTES  
COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING  
TUESDAY, MARCH 8, 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, Jan Gardner, Dr. Charles Boursier.

HEALTH & HUMAN SERVICE STAFF PRESENT: Sandra Roberts, Susan Lorenz, Dennis Wittig, Cathy Karls, Gretchen Halvorsen.

OTHERS PRESENT: Susan Martin, County Board Chair; Lisa Nelson, March of Dimes; Jesse Hirsch, Portage Daily Register.

**III. WELCOME TO NEW BOARD MEMBERS JANET GARDNER &  
DR. CHARLES BOURSIER**

Chair Curtis introduced the two new Board members and introductions were made by all present.

**IV. AGENDA/ADDITIONS/ANNOUNCEMENTS**

MOTION: TO APPROVE THE MARCH 8, 2005 HEALTH & HUMAN SERVICE BOARD AGENDA AS PRINTED.

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

**V. APPROVAL OF MINUTES**

MOTION: TO APPROVE THE MINUTES OF THE JANUARY 11, 2005 REGULAR MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD AS WELL AS THE COA MINUTES DATED DECEMBER 7, 2004.

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

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

Director Sandra Roberts presented forty-five 2004 addenda, seven 2005 contacts, fifteen 2005 addenda 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 Ken Olson, second by Susan Goethel. Motion carried unanimously.

**VII. COMMISSION ON AGING**

Commission on Aging Director Dennis Wittig reported on the retirement of the Rio Meal Site Manager, Marge Burns, and on the resolution, recognizing her retirement, that was approved by the COA. Dennis reported that Jean Arnce from the COA will be a representative on the AAA & AAA Advisory Board. Dennis also reported that the COA approved the COA Bus to be used for a day trip for the residents of the Maple Ridge CBRF to attend the Lawrence Welk show in Wisconsin Dells. Each rider will be charged \$5 and Dennis has volunteered to drive the bus.

**VIII. COA DRIVERS' WAGES**

Dennis reported that the Commission on Aging approved the following scale for all COA drivers, regardless of their route: Starting \$7, at 6 mos \$7.25, at 1 year \$7.50, 2 year \$8, 3 years \$8.25, 4 years \$8.50, 5 years \$8.75, then a COLA raise each year after that. Discussion followed about compressing the scale. Discussion also followed about the ability to provide COLA raises to non-union employees. The Board asked that the issue be placed on the April agenda for further discussion. The issue will also need to be presented to the HR Committee.

**IX. DIVISION REORGANIZATION**

Dennis reported on the recent staff changes that he's made in order to provide clients with a more comprehensive set of services. Dennis reported that the changes are possible because of the way the Division is now structured with COA being a part of the Division of Aging & Long Term Care Support. Discussion followed about increasing public awareness about what the agency does and what types of services it provides. County Board Chair Martin suggested that Director Roberts make herself available to civic groups and other organizations as a speaker in an attempt to educate the public about the agency.

**X. APPROVAL OF NUTRITIONIST FOR AGING & LONG TERM CARE  
SUPPORT AND WIC**

Dennis advised the Board of the mandate to have a nutritionist attached to the COA Nutrition

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program and the steps that he's taken to try to secure such an employee. Dennis reported that his search has been unsuccessful for a part time nutritionist, and therefore is interested in hiring a full time nutritionist to be used 1/2 time by his Division and 1/2 time by the WIC program, thereby fulfilling both programs' needs. Director Roberts provided background on the staff changes that would allow the hiring of a nutritionist to take place. No county dollars would be involved in hiring this employee as all wages would come from the two programs. However, the nurse currently performing WIC duties would be returned to the Public Health program, and this change would necessitate County dollars for a portion of her salary that could not be made up by MA billing. Director Roberts suggested that the money necessary to support the nursing position could come from the W-2 profit monies still held by the County.

MOTION: TO APPROVE THE HIRING OF A FULL TIME NUTRITIONIST FOR THE DIVISION OF AGING & LONG TERM CARE SUPPORT AND WIC, TO MOVE THE PUBLIC HEALTH NURSE CURRENTLY PERFORMING WIC DUTIES BACK INTO PUBLIC HEALTH PROGRAMMING AND TO PAY FOR HER SALARY THROUGH MA BILLING AND W-2 PROFIT MONEY.

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

**XI. TRAINING REQUESTS**

Director Roberts presented a training for Heather Gove to attend *Facilitating Family Involvement*, a training on April 6 at Comfort Inn in Madison, at a cost of \$20.

MOTION: TO APPROVE THE TRAINING FOR HEATHER GOVE AS PRESENTED.

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

Director Roberts presented a request for Heather Gove to attend a *Clients' Rights* training on March 24 at American Family, at a cost of \$45.

MOTION: TO APPROVE THE TRAINING FOR HEATHER GOVE AS PRESENTED.

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

Director Roberts presented a request for Receptionist Pat Figueroa to attend *How to Excel At the Front Desk*, a training on April 28 at the Quality Inn South in Madison, at a cost of \$149.

MOTION: TO APPROVE THE TRAINING FOR PAT FIGUEROA AS PRESENTED.

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

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**XII. FEDERAL COMMUNITY SERVICES BLOCK GRANT PROGRAM**

Board member Barry Pufahl presented a draft resolution for the Board to review and adopt regarding asking President Bush to reinstate \$8 million in funding of Federal Community Block grants which fund agencies such as the Community Action Council which provides needed services to our county residents. Barry provided an article from County News newsletter highlighting the budget cuts. The Board requested that the resolution be put on the April agenda.

**XIII. APPROVAL OF MEDICAL LEAVE FOR HSRS CLERK**

Director Roberts presented a request from the HSRS Clerk, who is out on medical leave, for an extension to her leave, through the continued use of her available sick leave and vacation time. The employee is tentatively expected to return to work on March 30. Director Roberts reported that the request was approved in the HR Committee meeting last week pending approval today.

MOTION: TO APPROVE THE EXTENDED SICK LEAVE OF THE HSRS CLERK.

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

**XIV. PRESENTATION OF ANNUAL REPORT**

Director Roberts presented the 2004 Annual Report to the Board for review and approval. Discussion followed.

MOTION: TO APPROVE THE 2004 ANNUAL REPORT OF THE DEPARTMENT OF HEALTH & HUMAN SERVICES AS PRESENTED.

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

**XV. PARTIAL ESTABLISHMENT HEALTH INSPECTIONS**

Public Health Officer Susan Lorenz presented a new option to the Board regarding inspections of establishments within the County. Susan outlined the possible creation of a two-tiered system which would allow the State to control the inspection operations through their ordinances and enforcement but would provide the County an opportunity to do lower risk inspections of rooming houses, hotels, motels, campgrounds and vending machines. The County would become eligible for a percentage of the inspection fee, and this arrangement would also allow the newly certified registered sanitarian on staff to gain experience in the field. Discussion followed about the time involved in the inspections and the costs involved for such things as travel. The Board asked that the issue appear on the April agenda when more information may be available from the State.

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**XVI. PROCLAMATION - MARCH WELL BABY MONTH**

Lisa Nelson from the March of Dimes made a presentation to the Board about the services and research provided by the March of Dimes, and their promotion of healthy pregnancies and healthy babies. The Board agreed to sign the March of Dimes' Proclamation declaring March Well Baby Month in Columbia County.

MOTION: TO APPROVE THE MARCH OF DIMES' PROCLAMATION DECLARING MARCH WELL BABY MONTH IN COLUMBIA COUNTY AND TO FORWARD THE PROCLAMATION TO THE COLUMBIA COUNTY BOARD OF SUPERVISORS.

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

**XVII. HEALTH OFFICER'S REPORT**

Public Health Officer Susan Lorenz reminded the Board members about the Wisconsin Childrens' Initiative meeting today at noon at the Divine Savior Hospital. Susan reported on an upcoming issue of the CDC Morbidity and Mortality Weekly Report newsletter which will feature an article about the Wisconsin Dells turtle case that Environmental Nurse Barb Salna was involved in late last year.

**XVIII. DIRECTOR'S REPORT**

Director Roberts shared an article about domestic violence with the Board members and discussed the connection to jail diversion if families in these difficult situations can get enough help and support from agencies like Health & Human Services. Director Roberts also noticed the Board that she would be on vacation the week of March 21.

**XIX. PAYMENT OF 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 Ken Olson, second by Tim O'Neil. Motion carried unanimously.

**XX. DIRECTOR'S EVALUATION**

The Board reviewed the October 2004 probationary evaluation of the Director and decided to use it again for the annual evaluation with a few minor changes to the document.

MOTION: TO APPROVE THE H&HS DIRECTOR'S EVALUATION AS MODIFIED.

Motion by Tim O'Neil, second by Phil Baebler. Motion carried unanimously.

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**XXI. ADJOURNMENT**

Chair Curtis declared the meeting adjourned at 11:55 a.m.

The next Health & Human Services Board meeting will be held on Tuesday, April 12, 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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