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**MINUTES
COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING
TUESDAY, MARCH 10, 2009**

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

ROLL

An attendance sheet was distributed by Gretchen Halvorsen.

HEALTH & HUMAN SERVICE BOARD MEMBERS PRESENT: J. Robert Curtis, DVM; Tim O'Neil, MD; Mary Cupery; Jan Gardner, RN; Jack Sanderson; Susan Goethel; Robert Lane; Charles Boursier, MD.

HEALTH & HUMAN SERVICE BOARD MEMBERS EXCUSED: Tom Jenkins.

HEALTH & HUMAN SERVICE STAFF PRESENT: Erik Pritzl; Susan Lorenz; Chris See; Gretchen Halvorsen.

OTHERS: Lyn Jerde, Portage Daily Register; Mat Schneider, Accounting.

AGENDA/ADDITIONS/ANNOUNCEMENTS

MOTION: TO APPROVE THE MARCH 10, 2009 HEALTH & HUMAN SERVICES BOARD AGENDA.

Motion by Susan Goethel, second by Jack Sanderson. Motion carried.

APPROVAL OF MINUTES

MOTION: TO APPROVE THE MINUTES OF THE JANUARY 13, 2009 MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD AS WELL AS THE MINUTES OF THE JANUARY 13, 2009 COMMISSION ON AGING MEETING.

Motion by Jack Sanderson, second by Mary Cupery. Motion carried.

DEPARTMENT BUDGET & COMPENSATORY TIME

Health & Human Services Director Erik Pritzl presented the Department's Comp Time Report dated 2/28/09, the Health & Human Services Financial Reports dated 1/31/09 as well as the a Case Management Analysis for 12/31/08 and 1/31/09.

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

Director Pritzl presented four new contracts, thirty-four 2008 addenda, twelve 2009 addenda, three appropriation entries and one line item transfer to the Board for approval.

MOTION: TO APPROVE THE CONTRACTS, ADDENDA, APPROPRIATION ENTRIES
AND LINE ITEM TRANSFER AS PRESENTED AND PLACE THEM AS ATTACHMENTS
TO THE MINUTES.

Motion by Dr. O'Neil, second by Jan Gardner. Motion carried.

COMMISSION ON AGING

The Commission on Aging/Aging & Disability Resource Center Director Christine See reported that the composition of the ADRC Board has changed from the original 17 members to 12 members with all populations remaining represented. Chris reported that the transportation meeting held in February, though lightly attended due to inclement weather, did help to produce a transportation plan for the County. Chris can now use the plan to begin submitting grant applications to the State this fall in hopes of enhancing transportation resources in Columbia County. Chris also reported that she and LeeAnn Perelli will be starting the Stepping On fall prevention classes on April 6. The fee for the class is \$15 per participant and the classes will feature speakers from the community.

ACTION ON POSTAGE FOR MAILING FLUORIDE SUPPLEMENTS

Public Health Officer Susan Lorenz requested permission from the Board to raise the postage fee for the mailing of fluoride supplements to County residents due to the sharp increase of postal rates. The current fee is \$1.00 to help cover the cost of postage. Susan requested the fee be raised to \$2.00. The fluoride itself, in either drops or pill form, is free to County residents who do not have access to fluoridated water. Fluoride drops are good for up to 1 year and fluoride pills are shipped in 3 month supplies.

MOTION: TO APPROVE THE POSTAGE FEE FOR MAILING FLUORIDE
SUPPLEMENTS FROM \$1.00 TO \$2.00.

Motion by Dr. O'Neil, second by Susan Goethel. Motion carried.

ACTION ON BILLING WEA INSURANCE FOR FLU SHOTS

Susan requested permission to bill WEA for shots given at this fall's flu clinic for employees and their families of the Poynette School District. The reimbursement from WEA will be \$30 per shot.

MOTION: TO APPROVE BILLING WEA INSURANCE FOR FLU SHOTS TO POYNETTE
SCHOOL DISTRICT EMPLOYEES AND THEIR FAMILIES.

Motion by Bob Lane, second by Jan Gardner. Motion carried.

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**ACTION ON MEMBERSHIP TO THE NATIONAL ASSOCIATION OF LOCAL
BOARDS OF HEALTH**

H&HS Director Erik Pritzl presented the membership application for the Board to join the National Association of Local Boards of Health. The fee is \$95.00 for the year.

**MOTION: TO APPROVE APPLYING FOR MEMBERSHIP TO THE NATIONAL
ASSOCIATION OF LOCAL HEALTH BOARDS.**

Motion by Mary Cupery, second by Dr. O'Neil. Motion carried.

**MOTION: TO APPROVE THE LINE ITEM TRANSFER OF THE \$95.00 FOR
MEMBERSHIP TO THE NATIONAL ASSOCIATION OF LOCAL HEALTH BOARDS.**

Motion by Jack Sanderson, second by Susan Goethel. Motion carried.

ACTION ON LOCAL MEDICAL ADVISOR POLICY & PROCEDURE

Public Health Office Susan Lorenz presented a draft of the Local Voluntary Medical Advisor Policy as well as the Local Voluntary Medical Advisor Procedure for review and approval as recommended by the State. The policy and procedure were reviewed and approved by Corporation Counsel and Dr. Boursier who serves as the Division of Health's Medical Advisor.

**MOTION: TO APPROVE THE LOCAL VOLUNTARY MEDICAL ADVISOR POLICY AND
PROCEDURE AS PRESENTED.**

Motion by Jack Sanderson, second by Dr. O'Neil. Motion carried.

HEALTH OFFICER'S REPORT

Public Health Officer Susan Lorenz distributed an invitation for the second community meeting to discuss a free clinic in Columbia County. The meeting is scheduled for Thursday, March 19, from 10-12 at the LEC building. Susan reported that the DOH has begun offering free Merck vaccines to patients who meet income and age criteria at their immunization clinics. Susan distributed a handout entitled Tobacco's Impact on Wisconsin, which is made available to the public through Smoke Free Wisconsin & the Tobacco Control Resource Center for Wisconsin.

TRAINING REQUESTS

There were no training requests.

**ACTION ON REAPPOINTMENT OF H&HS BOARD MEMEBERS: DR. CHARLES
BOURSIER, MARY CUPERY, DR. J. ROBERT CURTIS**

**MOTION: TO REAPPOINT H&HS BOARD MEMBERS DR. CHARLES BOURSIER,
MARY CUPERY AND DR J. ROBERT CURTIS TO ANOTHER TERM ON THE HEALTH &
HUMAN SERVICES BOARD.**

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Motion by Dr. O’Neil, second by Bob Lane. Motion carried.

ACTION ON REAPPOINTMENT OF COA MEMBER MARY MARTIN

MOTION: TO REAPPOINT COA MEMBER MARY MARTIN TO ANOTHER TERM ON THE COMMISSION ON AGING.

Motion by Mary Cupery, second by Dr. Boursier. Motion carried.

ACTION ON 2008 ANNUAL REPORT

H&HS Director Erik Pritzl presented a draft of the Health & Human Service Department’s 2008 Annual Report to the Board for approval. The Board reviewed the document and made some suggestions to incorporate into the report.

MOTION: TO APPROVE THE 2008 H&HS DEPARTMENT’S ANNUAL REPORT WITH SUGGESTED ADDITIONS.

Motion by Bob Lane, second by Dr. Boursier. Motion carried.

H&HS DEPARTMENT PERFORMANCE GOALS

Director Pritzl distributed a copy of the Department Head Performance Planning Guide. Discussion followed. The Board members agreed to review the materials and this item will appear on next month’s agenda for an in depth discussion with Director Pritzl.

ACTION ON LINE OF SUCCESSION POLICY

Director Pritzl presented two versions of a draft for a line of succession policy. The current policy is outdated. One version calls for a straightforward line of succession, listing Division Administrators in a specific order to serve as an Acting Director. A second version of the policy calls for dividing the department into two separate areas, one for the Division of Health and one for Human Services. The Board agreed to the version that maintains the department as a whole. Director Pritzl advised the Board that Corporation Counsel has reviewed and approved the policy in either version.

MOTION: TO APPROVE THE LINE OF SUCCESSION POLICY CALLING FOR A STRAIGHTFORWARD LINE OF SUCCESSION, LISTING DIVISION ADMINISTRATORS IN A SPECIFIC ORDER TO SERVE AS AN ACTING DIRECTOR.

Motion by Bob Lane, second by Susan Goethel. Motion carried.

DIRECTOR’S REPORT

Health & Human Services Director Erik Pritzl reported on staff changes at Door #4 to address the increased volume of Economic Support traffic in that waiting room and to also plan ahead for an additional increase in foot traffic for the Badger Care Childless Adult program population which will begin receiving services in July. Director Pritzl also shared the first preliminary closing deficit figure from the 2008 budget, which is approximately \$770,000.

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PAYMENT OF VOUCHERS/FINANCIAL REPORT

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

Motion by Mary Cupery, second by Bob Lane. Motion carried.

NEXT MEETING DATE

The next Health & Human Services Board meeting is scheduled for Tuesday, April 14, 2009.

ADJOURNMENT

Chair Curtis declared the meeting adjourned at 11:41 a.m.

The Columbia County Health & Human Services Board will reconvene on Tuesday, April 14, 2009, at 9:00 a.m. in the Brewer's Training Room of the Columbia County Health & Human Services Building.

Respectfully submitted,

Mary Cupery, Secretary
Col. Co. H & HS Board

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

cc: Chair Wopat
Vice Chair Westby