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**MINUTES
COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING
TUESDAY, MARCH 13, 2007**

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, DVM. 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; Tim O'Neil, MD; Jack Sanderson, Sarah Lloyd.

HEALTH & HUMAN SERVICE STAFF PRESENT: Erik Pritzl; Dennis Wittig; Susan Lorenz, Cathy Karls, Gretchen Halvorsen.

OTHERS: County Board Chair Harlan Baumgartner.

III. AGENDA/ADDITIONS/ANNOUNCEMENTS

MOTION: TO APPROVE THE MARCH 13, 2007 HEALTH & HUMAN SERVICE BOARD AGENDA.

Motion by Jack Sanderson, second by Sarah Lloyd. Motion carried unanimously.

IV. APPROVAL OF MINUTES

MOTION: TO APPROVE THE MINUTES OF THE JANUARY 9, 2007 REGULAR MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD, AS WELL AS THE DECEMBER 12, 2006 MINUTES FROM THE COMMISSION ON AGING MEETING.

Motion by Dr. O'Neil, second by Harlan Baumgartner. Motion carried unanimously.

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

Director Erik Pritzl presented fifty-three 2006 addenda, thirty-one 2007 addenda, one appropriation entry, the Health Services Report, Commission on Aging Financial Report, the

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Health & Human Services Fund Report all dated January 31, 2007, and a Statement of Receipts and Expenditures H&HS Fund Report dated 12/31/06.

MOTION: TO APPROVE THE ADDENDA, APPROPRIATION ENTRY, AND FINANCIAL REPORTS AS PRESENTED, AND TO PLACE THEM AS ATTACHMENTS TO THE MINUTES.

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

VI. COMMISSION ON AGING

Commission on Aging Director Dennis Wittig reported that the COA voted to increase 3rd party payee's meal costs at congregate sites to \$7.06 per meal. This fee would be charged for visitors to the meal sites, under 60 years of age, and to participants of the COP program. Dennis also reported that the COA had approved an ad for the Grapevine submitted by a local group attempting to locate information and photos of old one-room schoolhouses in the area.

VII. ADRC AND LTC REDESIGN UPDATES

H&HS Director Erik Pritzl reported that the ADRC Committee recommended that the ADRC be located in the H&HS building when it begins operation, with continued investigation of optional future sites. The ADRC Committee has also begun writing the ADRC application that will be submitted to the State in July. It is hoped that the ADRC will be approved and operational by 10/1/07, so that the Long Term Care Redesign plans can begin 1/1/08 with the operation of the CMO. Director Pritzl also reported that a handful of the other counties in the consortium will also begin the CMO operation when Columbia County does, however not all of the 12 counties will be ready to participate by 1/1/08. Director Pritzl advised that the consortium continues to meet and plan the governance and operational plans for the CMO.

VIII. ACTION TO ACCEPT POSITION CHANGE IN COA

Director Erik Pritzl announced that due to reorganization in the Division of Aging & Long Term Care Support, some responsibility for duties has changed and this has created a cost shift in salaries between staff. Some of the responsibilities have been assigned to a lower wage employee as a budget savings means. Since this was only a cost shift and did not involve a budgetary increase of any kind, Director Pritzl simply notified the Board of the change and no action was necessary on this agenda item.

IX. ACTION TO DECREASE COA NUTRITIONIST HOURS

Director Pritzl reminded the Board that the Finance Committee only approved the salary of the COA Nutritionist for 6 months of the year, and that after a review of the needs of the COA program versus the increasing needs of the Nutritionist for the WIC program, it was felt that

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the hours for the COA Nutritionist could be decreased now instead of waiting until midyear.

MOTION: TO APPROVE THE DECREASE OF HOURS FOR THE COA NUTRITIONIST FROM 60% TO 20%.

Motion by Jack Sanderson, second by Sarah Lloyd. Motion carried unanimously.

X. ACTION TO ELIMINATE WIC (WOMEN, INFANCT & CHILDREN) CLERK POSITION

Director Pritzl reported that the WIC Clerk recently took an open position with the H&HS Support Staff, vacating her WIC Clerk position. After review of the position and the overall staffing needs of the WIC program, it was decided that the WIC Clerk position was no longer needed.

MOTION: TO APPROVE THE ELIMINATIN OF THE WIC CLERK POSITION.

Motion by Sarah Lloyd, second by Harlan Baumgartner. Motion carried unanimously.

XI. ACTION TO INCREASE WIC NUTRITIONIST HOURS

Director Pritzl reported that with the savings created by the elimination of the WIC Clerk position, and the increase in WIC grant dollars, and due to the reorganization of the WIC staff, the program does have a need for additional nutritionist hours. Director Pritzl advised that the same person, whose hours as a COA Nutritionist would be reduced, will have increased hours through the WIC Nutritionist position and will be paid for by the WIC grant dollars.

MOTION: TO APPROVE THE INCREASE OF HOURS FOR THE WIC NUTRITIONIST FROM 40% TO 80%, TO BE PAID COMPLETELY BY WIC GRANT MONEY.

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

XII. ACTION TO INCREASE WIC COORDINATOR POSITION TO FULL TIME

Public Health Officer Susan Lorenz explained that due to the staff reorganization and the increase in duties for the WIC Coordinator, it was necessary to increase her position to full time. The WIC Coordinator's position is completely paid for by WIC grant money.

MOTION: TO APPROVE THE WIC COORDINATOR POSITION FROM 87% TO FULL TIME, TO BE PAID COMPLETELY BY WIC GRANT MONEY.

Motion by Sarah Lloyd, second by Dr. O'Neil. Motion carried unanimously.

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XIII. ACTION ON MICR PRINTERS FOR WIC

Health Officer Susan Lorenz requested permission to purchase a MICR printer, out of WIC grant money, to print WIC checks. Currently the program has one state approved MICR printer, but needs a second MICR printer to support the staff reorganization. The cost for the MICR printer is \$1,640 and this type of printer is the only type allowed to print WIC checks per the State of Wisconsin. Susan also requested permission to purchase a stand-alone HP printer to use for letters, envelopes, and other business functions. The cost of the HP printer is \$250, and has been reviewed by MIS. Susan advised that both printers would be purchased from WIC grant money.

MOTION: TO APPROVE THE PURCHASE OF A STATE APPROVED MICR PRINTER FOR THE WIC PROGRAM, AT A COST OF \$1640 TO BE PAID FOR COMPLETELY BY WIC GRANT MONEY.

Motion by Harlan Baumgartner, second by Sarah Lloyd. Motion carried unanimously.

MOTION: TO APPROVE THE PURCHASE OF A HP STAND ALONE PRINTER FOR THE WIC PROGRAM, AT A COST OF \$250 TO BE PAID FOR COMPLETELY BY WIC GRANT MONEY.

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

XIV. ACTION ON JOB DESCRIPTIONS FOR WIC DIETICIAN AND WIC COORDINATOR

Health Officer Susan Lorenz presented updated job descriptions for the WIC Dietician and the WIC Coordinator for approval. Susan explained that the changes in the job duties have to do with bringing the actual descriptions up-to-date and adding new job duties and requirements to the positions.

MOTION: TO APPROVE THE JOB DESCRIPTIONS AS PRESENTED FOR THE WIC DIETICIAN AND THE WIC COORDINATOR.

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

XV. HEALTH OFFICER'S REPORT

Health Officer Susan Lorenz distributed a Division of Health statistical report to supplement the Department's Annual Report that is scheduled for presentation further in the agenda. Susan reported that the Annual Report will show that the DOH services decreased 16% and that the decrease is due to the late production of flu vaccine last fall, the availability of additional vendors within the county for flu vaccine and the fact that the State provided more free vaccine for distribution than in previous years. Susan reported on a recent Norovirus (stomach flu) outbreak within the county, with a significant number of cases occurring at the Good Samaritan

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Nursing Home in Lodi. Susan reported that the nursing home did an excellent job working with the Division of Health, voluntarily, to identify the virus. Susan also reported that the county will begin offering free HPV vaccine through a state program. The cost per dose of the vaccine is \$96 for a 3-dose series, but is currently available free for girls 9-18 years of age. Susan presented mapped Radon testing results throughout the county. Of 644 results, 500 of the test locations were identified throughout the county. Radon is the second leading cause of lung cancer. Discussion followed about the different types of soil involved with higher radon levels and the abatement process for high levels within the home. Finally, Susan reported that she and Director Pritzl have received an invitation to Columbia Correctional on March 20 to participate in a tabletop influenza outbreak exercise.

XVI. TRAINING REQUESTS

Director Pritzl presented a training request for Gretchen Halvorsen to attend a Records & Confidentiality training at WI Tech College - Viroqua on May 18. The cost of the training is \$50 and there is money available in the budget for this training.

MOTION: TO APPROVE THE \$50 TRAINING REQUEST FOR GRETCHEN HALVORSEN TO ATTEND RECORDS & CONFIDENTIALITY TRAINING IN VIROQUE ON MAY 18.

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

XVII. ACTION ON 2006 ANNUAL REPORT

Director Erik Pritzl presented the H&HS Department's 2006 Annual Report for approval. Director Pritzl reported a deficit of \$1.5 million for 2006 and highlighted some of his findings, thus far, for the overage. Discussion followed about the high number and high cost of placements in several of the divisions as well as the number and cost of court ordered services. The Board suggested several word changes in the report.

MOTION: TO APPROVE THE 2006 H&HS ANNUAL REPORT WITH THE SUGGESTIONS ADDED AS DISCUSSED.

Motion by Dr. O'Neil, second by Sarah Lloyd. Motion carried unanimously.

XVIII. ACTION ON RESOLUTION FOR 2006 BUDGET DEFICIT

Director Pritzl presented a resolution for the 2006 H&HS budget deficit in the amount of \$1,529,888.68 for approval to resolve the Department's budget for 2006. Cathy Karls advised that the Finance Committee will make the determination about which account will actually cover the deficit amount.

MOTION: TO APPROVE THE 2006 H&HS BUDGET DEFICIT RESOLUTION OF \$1,529,888.68.

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

XIX. ACTION ON FACT SHEETS

Director Pritzl presented Fact Sheets for each of the divisions and explained that the purpose of them is to replace a lengthy Power Point presentation in front of the County Board. Director Pritzl explained that plans for the ADRC and the Long Term Care Redesign projects each have their own Power Point presentations which the State has suggested that the H&HS Departments share with their County Boards. The Department is also scheduled in the near future to present the Annual Report, and although all of these presentations are important and necessary, Director Pritzl felt that the Fact Sheets presented could be used in place of any additional presentations. The Board discussed the Fact Sheets and offered some suggestions. The Board agreed the Fact Sheets should be sent out to the County Supervisors prior to the Annual Report presentation.

MOTION: TO APPROVE THE DIVISION FACT SHEETS, ALONG WITH THE SUGGESTIONS DISCUSSED BY THE BOARD.

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

XX. ACTION ON OPEN HOUSE

Director Pritzl presented preliminary plans to hold an Open House as a means of educating the public about the Department. Plans include holding the Open House on the same evening as a County Board of Supervisors meeting. County Board Chair Baumgartner suggested that the Department include information about the ADRC and the plans to locate it within the building. Media and service providers will also be contacted about the Open House. Chair Baumgartner suggested the May County Board meeting as a date for the Open House.

MOTION: TO APPROVE AN OPEN HOUSE IN MAY FOR THE H&HS DEPARTMENT

Motion by Dr. O'Neil, second by Harlan Baumgartner. Motion carried unanimously.

XXI. DIRECTOR'S REPORT

Director Pritzl reported that he has met with many county and community leaders over the last 2 months to begin forming relationships and in an effort to learn more about the Department. The Department management staff has begun holding Management Team Meetings twice a month and Director Pritzl reported that he has already begun working with the Division of Children & Family to establish a review process for placements.

XXII. VOUCHERS

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

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

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XXIII. ADJOURNMENT

Chair Curtis appointed Jack Sanderson as Acting Secretary for today's meetings.

Chair Curtis declared the meeting adjourned at 12:00 p.m.

The Columbia County Health & Human Services Board will reconvene on Tuesday, April 10, 2007, at 9:00 a.m. in the Brewer's Training Room of the Columbia County Health & Human Services Building.

Respectfully submitted,

Jack Sanderson, Acting Secretary
Col. Co. H & HS Board

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

cc: Chair Baumgartner
Vice Chair Wopat