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**MINUTES
COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING
TUESDAY, APRIL 11, 2006**

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 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; Tim O'Neil, MD; Jan Gardner, RN; Barry Pufahl.

HEALTH & HUMAN SERVICE BOARD MEMBERS EXCUSED: Susan Goethel.

HEALTH & HUMAN SERVICE BOARD MEMBERS ABSENT: Kenneth Olson, Dr. Charles Boursier.

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

OTHERS PRESENT: Paul Ferguson, Portage Daily Register.

III. AGENDA/ADDITIONS/ANNOUNCEMENTS

Vice Chairman Barry Pufahl asked that the item "Use of Medical Initials When Listing Committee Members" be added to the agenda.

MOTION: TO APPROVE THE APRIL 11, 2006 HEALTH & HUMAN SERVICE BOARD AGENDA WITH THE ADDITION.

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

IV. APPROVAL OF MINUTES

MOTION: TO APPROVE THE MINUTES OF THE MARCH 14, 2006 REGULAR MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD, AS WELL AS THE MINUTES OF THE MARCH 14, 2006 COMMISSION ON AGING MEETING.

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

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

Director Sandra Roberts presented one new contract, nine addenda, two appropriation entries, the Health & Human Services Financial Report dated 2/28/06, the Public Health Financial Report dated 2/28/06, and the Commission on Aging Financial Report dated 2/28/06 to the Board for approval.

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

Motion by Phil Baebler, second by Jan Gardner. Motion carried unanimously.

VI. COMMISSION ON AGING

Commission on Aging Director Dennis Wittig reported that the Commission on Aging members reviewed four applications for a new COA member to replace Jay West, who has served as many terms as is allowable under the current State Statutes. The Commission is recommending Mary Martin to replace Jay.

MOTION: TO RECOMMEND MARY MARTIN BE APPOINTED TO THE COLUMBIA
COUNTY COMMISSION ON AGING AND TO FORWARD THE REQUEST TO THE
COUNTY BOARD CHAIR FOR APPROVAL.

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

The Commission voted to raise the fee for Foot Clinic appointments from \$15 per person to \$17 to cover the cost of the clinics and the increase in pricing by the vendor.

MOTION: TO APPROVE THE FEE INCREASE FOR FOOT CLINIC APPOINTMENTS,
FROM \$15 PER PERSON TO \$17.

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

Dennis reported that the Commission discussed the need to reduce the number of Elderly Nutrition meals served through the Congregate meal sites as well as Home Delivered meals, to prevent a budget deficit for 2006. Dennis proposed two options which the Commission discussed at length. The two options are to either close all meal sites one day per week to reduce the number of meals, or, to ask the County Board to cover the deficit at the end of the year. Dennis reported that the Commission is in favor of polling the participants involved in the program to gain input from them. Dennis also advised that before a final decision can be made,

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public hearings will need to be made to allow all county residents to provide feedback.

MOTION: TO SUPPORT THE PLAN TO HOLD PUBLIC MEETINGS AND TO POLL COUNTY RESIDENTS DIRECTLY INVOLVED WITH THE ELDERLY NUTRITION PROGRAM ABOUT THE DIRECTION THE DEPARTMENT SHOULD TAKE TO DEAL WITH THE ELDERLY NUTRITION PROGRAM PROJECTED DEFICIT FOR 2006.

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

VII. HEALTH OFFICER'S REPORT

Public Health Officer Susan Lorenz reported on a mumps outbreak in Iowa, earlier in the month, that has now spread into Wisconsin. So far, 365 probable cases have been reported in Iowa, and 2 confirmed cases in Wisconsin, with additional reports of probable cases. There was a total of 265 cases in the entire United States in 2005. The outbreak is now considered an epidemic according to the CDC. Susan reported that the Department has notified all medical facilities within the County and Susan intends to follow up with childcare facilities as well. No cases have been reported in Columbia County so far. Susan reported on Pandemic Influenza funding that the Department will be receiving. The approximate amount of the funding will be \$10,000 and Susan reported that with the money, she would like to purchase 2 new fax machines for the agency to help with communications in case of a pandemic or other emergency health incident. She is also hoping to use some of the money to purchase educational DVDs regarding influenza, medical supplies, additional Public Health nursing hours and possibly use a portion of the money to help afford a communications upgrade for the building, which is currently being planned for by the MIS Department. All proposed expenditures are on hold until the actual funding is received, at which time, Susan will make a formal request to the Board for approval. Susan distributed a Business Pandemic Influenza Planning checklist as well as a Pandemic Influenza Planning Guide for Individuals and Families to all Board members.

VIII. TRAINING REQUESTS

Director Sandra Roberts presented a request for supervisors Wendy Metcalf and Gretchen Halvorsen to attend the *Strength Based Supervision Series*, offered through the State Training Partnership. The training is scheduled in Madison on April 26&27 and will cost \$20 for each person, or \$40 in total.

MOTION: TO APPROVE THE AFOREMENTIONED TRAINING AS PRESENTED.

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

IX. APPROVAL TO RECOMMEND REAPPOINTMENT OF DR BOURSIER TO THE HEALTH & HUMAN SERVICES BOARD

Director Roberts notified the Board that Dr. Boursier needs to be reappointed to the Health &

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Human Services Board because his first term has expired. He has agreed to serve another term.

MOTION: TO RECOMMEND TO THE COUNTY BOARD CHAIR THAT DR. CHARLES BOURSIER BE REAPPOINTED TO THE HEALTH & HUMAN SERVICES BOARD.

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

X. 2006 BUDGET UPDATE

Director Roberts reported that the following Division budgets already look in jeopardy of running into deficits by the end of the year: Mental Health/AODA - on track to be the highest recorded year in Emergency Detentions, of which, the Department has no control over; Aging & Long Term Care Support - is projected to be over budget in COP, even though no one is being opened up off of the Waiting List, when clients currently being served end their services, and, the Department has little control over this budget as well. The Juvenile Justice budget is currently looking slightly better than it did at this time last year. A new review committee has been established internally, to review all potential placements in an effort to try to come up with creative alternatives to placement. The Division is also searching for new services that may be contracted for to prevent placements. The Department has little control over this budget as well because in reviewing placements, the safety of the child, family and community must all be considered when determining what types of services will be adequate.

XI. PROPERTY & INSURANCE COMMITTEE UPDATE

Director Sandra Roberts reported that she met with the Property & Insurance Committee on April 7 to request a space study be completed in the Health & Human Services building. It was suggested that consideration be made of a division within the agency being moved to another location. Director Roberts also presented the Committee with a list of space needs and building concerns. The Board suggested that Director Roberts work with Cory Wiegel to determine costs to alleviate some of the building issues, and then put the necessary requests in the budget for next year.

MOTION: TO PROCEED WITH PLANNING FOR BUILDING SPACE NEEDS AND IMPROVEMENTS, TO WORK WITH THE BUILDINGS & GROUNDS DIRECTOR TO ACCOMPLISH THIS, AND TO BUDGET FOR THE FUTURE EXPENSES.

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

XII. VOICE MAIL UPDATE

Gretchen Halvorsen reported that the voice mail mapping has been completed and tested, and that Phones Plus is scheduled to program the system on Wednesday, April 12. If all goes well, the system should be fully automated and working by Wednesday afternoon.

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XIII. LONG TERM CARE REDESIGN UPDATE

Director Roberts reported that ADRCs (Aging & Disability Resource Centers) will be incorporated into the Long Term Care Redesign plan and must be established in each county. The State has committed to fully funding this requirement, except for the presents of Economic Support staff at each center, which will be required but not funded by the State. A Mental Health staff presence will also be required at the centers within 3 years of opening. Director Roberts also reported that a Planning Leader for the Long Term Care Redesign plan as been identified amongst the counties involved in the consortium. The \$2,000 requested from each County as a means of commitment to the plan has been postponed at this time until all monies from the Federal and State governments have been spent on the project and then the \$2,000 from each county may be requested at that time. Director Roberts did caution the Board that counties that are currently piloting the Long Term Care Redesign projects are realizing a savings of approximately \$450 per month per person, however, initially, each of the 5 counties lost substantial money implementing the plan.

XIV. ADDING MEDICAL INITIALS AFTER THE NAMES OF BOARD MEMBERS

Vice Chair Pufahl expressed his concern that the use of medical initials after the names of some of the Board members may have a divisive effect on the Board and he does not want to see that happen. Vice Chair Pufahl suggested that the Board consider his concern when establishing the next Health & Human Services Board. Discussion followed about the statutory requirement to have a doctor and nurse on the Health & Human Services Board.

XV. DIRECTOR'S REPORT

Director Roberts reported on the CASA celebration that was recently held at the Breese Way House. Director Roberts reported that the event was well attended and that Judge George was a speaker during the celebration. Director Roberts also reported that the agency will be holding a full staff meeting on May 1st with Pat Beghin to discuss security issues within the building as they relate to chemical spills or accidents within the Industrial Park.

XVI. 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 Phil Baebler. Motion carried unanimously.

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XVII. ADJOURNMENT

Chair Curtis declared the meeting adjourned at 11:05 a.m.

The next Health & Human Services Board meeting will be held on Tuesday, May 9, 2006, at 9:00 a.m. in the Brewer's Training Room of the Health & Human Services Building.

Respectfully submitted,

Barry Pufahl, Acting Secretary
Col. Co. H & HS Board

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

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