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**MINUTES  
COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING  
TUESDAY, APRIL 12, 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 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; Barry Pufahl; Phil Baebler; Claire Robson; Kenneth Olson; Tim O'Neil, MD.

HEALTH & HUMAN SERVICE BOARD MEMBERS EXCUSED: Susan Goethel; Jan Gardner, RN.

HEALTH & HUMAN SERVICE BOARD MEMBERS ABSENT: Charles Boursier, MD.

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

OTHERS PRESENT: Susan Martin, County Board Chair; Harlan Baumgartner, County Board Chair Elect; Paul Ferguson, Portage Daily Register.

**III. AGENDA/ADDITIONS/ANNOUNCEMENTS**

MOTION: TO APPROVE THE APRIL 12, 2005 HEALTH & HUMAN SERVICE BOARD AGENDA AS PRINTED.

Motion by Ken Olson, second by Phil Baebler. Motion carried unanimously.

**IV. APPROVAL OF MINUTES**

MOTION: TO APPROVE THE MINUTES OF THE MARCH 8, 2005 REGULAR MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD.

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

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

Director Sandra Roberts presented one new contract, 10 addenda, and the purchase of a Laptop & Projector (total \$3,137) using funds from the Anti-Tobacco grant, for use by the Anti-Tobacco Coalition Coordinator Jeff Melby, to the Board for approval.

MOTION: TO APPROVE THE CONTRACTS, ADDENDA AND PURCHASE OF A LAPTOP AND PROJECTOR AS PRESENTED AND TO PLACE THEM AS AN ATTACHMENT TO THE MINUTES.

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

**VI. PRESENTATION BY JEFF MELBY, TOBACCO COALITION**

Jeff provided several handouts to the Board members outlining some of the goals for 2005, newspaper articles regarding public health and secondhand smoke, the proposed \$1 increase in the sale of cigarettes, and proposed legislation currently being discussed at the State level.

**VII. RESOLUTION - LOCAL CONTROL REGARDING TOBACCO CESSATION**

Public Health Officer Susan Lorenz presented a resolution to the Board identifying the harmful effects of smoking and secondhand smoke, and, requesting that the State of Wisconsin strengthen laws to protect workers and the general public from such harmful effects. The resolution also requests the ability of local government to set stricter standards to protect citizens from such health hazards. Discussion followed about the rights of smokers, nonsmokers, workers, and the general public. County Board Chair Martin indicated that the format of the resolution is not correct, however, the Board could still vote to support the resolution and the changes could be made later and the resolution signed later.

MOTION: TO APPROVE THE LOCAL CONTROL OF TOBACCO CESSATION RESOLUTION WITH CORRECTIONS TO THE FORMAT AS DISCUSSED AND THE ADDITION OF FORWARDING THE RESOLUTION TO THE COUNTY BOARD FOR APPROVAL AND REQUESTING THAT SIGNED COPIES OF THE RESOLUTION BE FORWARDED TO THE GOVERNOR, THE WISCONSIN LEGISLATURE, AND THE WISCONSIN COUNTIES ASSOCIATION.

Motion by Ken Olson, second by Phil Baebler. Motion carried. Barry Pufahl abstained.

**VIII. COMMISSION ON AGING**

Commission on Aging Director Dennis Wittig reported on the scheduled Volunteer Recognition Breakfast in Wyocena on April 21. Dennis also reported that he's reviewing costs associated

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with the Meals on Wheels program and is hoping to find ways to save money. Dennis and his staff are also planning workshops for the public regarding the new Medicare and Medicaid Part D programs. The Board requested that Benefit Specialist Lorie Bednarik attend a future meeting to inform the Board about Part D. County Board Chair Martin suggested that the Department work with the County Home on this issue in order to prevent duplication of effort.

**IX. COA DRIVER'S WAGES**

Dennis updated the Board on the COA Drivers' wage increase scale that he reworked. The new scale is as follows: Start \$7/Hr, after 6 mos. \$7.25/Hr, after 18 mos. \$8.25/Hr, after 30 mos. \$8.75/Hr., then after January 1 of each year COLA increases as set by the County Board for all County employees. Dennis advised the Board that Corp Counsel/HR Director Joe Ruf approved the idea of COLA raises for the COA Drivers in the proposed scale.

MOTION: TO APPROVE THE COA DRIVERS' WAGE INCREASE SCALE AS PRESENTED AND TO FORWARD THE PLAN TO THE HUMAN RESOURCES COMMITTEE.

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

**X. REDUCTION IN HOURS FOR RESTITUTION WORKER/END OF GRANT**

Director Sandra Roberts reported that the grant that pays for a portion of the Restitution Workers salary will end June 30. The ramification of this will mean a 4 hour a week cut in hours for the employee. The Restitution Worker has given notice to the judges about her cut in hours. Director Roberts indicated the amount necessary to restore the hours is in excess of \$5,000 for the year however there is no money in the budget to do so.

**XI. TRAINING REQUESTS**

Director Roberts presented a training request for 3 Division Administrators to attend a training on April 18 at Holiday Inn-East in Madison, for \$10 each. The training is called Developing & Managing Performance Contracts. There is money in the budget for this training and the three employees being sent produce 95% of the contracts in the agency.

Director Roberts also presented a training request for 4 Division Administrators to attend a training on May 4 at Quality Inn-South in Madison, for \$149 each. The training is called Criticism & Discipline - Skills for Managers. There is money in the budget for these trainings. Director Roberts is interested in helping the administrators develop tools to use with staff that will ward off the need for disciplinary action and produce positive outcomes with supervisory/employee issues.

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MOTION: TO APPROVE THE PERFORMANCE CONTRACT TRAINING FOR THREE DIVISION ADMINISTRATORS, AT A COST OF \$10 EACH.

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

MOTION: TO APPROVE THE CRITICISM & DISCIPLINE SKILLS TRAINING FOR FOUR DIVISION ADMINISTRATORS, AT A COST OF \$149 EACH.

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

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

Board member Barry Pufahl asked that the resolution be tabled for now due to new developments at the Federal level.

**XIII. BUILDING SAFETY - FIRE/TORNADO**

Director Roberts reported that the fire alarm system in the building continues to be worked on. Last week when the alarm repairmen were in the building the staff took part in a fire drill in an attempt to keep everyone current on the plans for building evacuation in case of a fire. Director Roberts also reported that the agency staff has already been in tornado warning mode due to the recent bad weather. The staff took cover twice in one workday, the second warning coming internally from staff that attended the tornado watchers training. Director Roberts indicated that the internal warning came 2-3 minutes prior to the staff hearing the tornado warning sirens in town.

**XIV. PARTIAL ESTABLISHMENT HEALTH INSPECTIONS UPDATE**

Public Health Officer Susan Lorenz reported that there is a meeting scheduled with the State Division of Health on April 20 so she will be able to provide an update on this topic at the H&HS Board meeting in May.

**XV. REDUCTION/ELIMINATION OF PUBLIC HEALTH GRANT MONEY**

Public Health Officer Susan Lorenz reported on the proposed elimination of Preventive Health and Human Services grant money, along with the proposed reduction of Bioterrorism Preparedness funding by the Federal government for 2006. Susan expressed concern that even though the funding for these programs may be reduced or eliminated, the programs are still mandated by the Federal government. Discussion followed about the impact the proposed cuts would have on Columbia County.

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**XVI. HEALTH OFFICER'S REPORT**

Public Health Officer Susan Lorenz advised the Board members of a survey to be released in the near future by two Wisconsin Public Health organizations. Susan asked that Board members watch for the survey and respond to it. Susan reported that she has recently preregistered her order of flu vaccine for next year with Aventis Pharmaceuticals. Susan reported that the cost for the agency is \$104.02 for 10 doses, and therefore, the cost to County residents will have to increase from last season's fees. Susan also stated that the pneumonia vaccine fees will likely increase also. Susan reported that a Bioterrorism Consortium conference is planned at the Kalahari Resort in Wisconsin Dells on April 20. Local agencies including schools have been invited. Susan is working on developing a mass clinic plan for immunizing large portions of the public in case of an outbreak of flu or some other type of health crisis. The plan is based on the State of Wisconsin's template for such an event. Susan is also currently working on a pandemic flu plan for the County.

**XVII. DIRECTOR'S REPORT**

Director Sandra Roberts reported that her staff is working on preparations for disaster planning involving the agency's vulnerable clients. A template is being used to gather emergency information and that information will be entered into every client's file targeted under this program. Director Roberts provided copies of written feedback from the most recent participants of the STARS program for Board members to review. Director Roberts reported that Intake statistics for the Division of Aging & Long Term Care Support are on the increase. Caseload sizes are a concern. Director Roberts reported on the Program Enhancement Plan being implemented in all 72 counties after a federal audit of counties' Child Abuse & Neglect Divisions. All 72 counties failed the Federal audit, hence the PEP implementations. Director Roberts expressed concern for the Division Administrator who is already overburdened by the caseloads of the Division and the supervisor to staff ratio. The Division Administrator will be mandated to prepare, attend meetings, and implement the Federal standards for Abuse & Neglect. Director Roberts provided a handout to all Board members outlining State funding levels as compared to increased County funding for Health & Human Service programs over the last 10 years. This information was presented during her testimony on March 17 to the State Joint Finance Committee in Madison. Director Roberts expressed her concern to the Committee about the State's dwindling financial support of mandated programs.

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

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**XIX. ADJOURNMENT**

Chair Curtis declared the meeting adjourned at 11:37 a.m.

The next Health & Human Services Board meeting will be held on Tuesday, May 10, 2005 at 9:30 a.m. in the Brewer's Training Room of the Health & Human Services Building following the Commission on Aging meeting.

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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