



**MINUTES**  
**COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING**  
**TUESDAY, MAY 8, 2007**

**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, 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; Robert Lane; Mary Cupery; Jan Gardner, RN; Susan Goethel; Charles Boursier, MD.

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

**III. AGENDA/ADDITIONS/ANNOUNCEMENTS**

MOTION: TO APPROVE THE MAY 8, 2007 HEALTH & HUMAN SERVICE BOARD AGENDA.

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

**IV. APPROVAL OF MINUTES**

MOTION: TO APPROVE THE MINUTES OF THE APRIL 10, 2007 REGULAR MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD, AS WELL AS THE MARCH 13, 2007 MINUTES OF THE COMMISSION ON AGING.

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

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

Director Erik Pritzl presented two contracts, three addenda, the Health Services Report, Commission on Aging Financial Report, the Health & Human Services Statement of Receipt and Expenditures, all dated March 31, 2007 to the Board for approval.

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

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

**VI. COMMISSION ON AGING**

Commission on Aging Director Dennis Wittig reported that the COA Nutrition Program is currently serving 1,000 fewer meals per month than a year ago. All persons who apply and qualify are being served and no waiting lists are being used.

**VII. REAPPOINTMENT OF COA MEMBERS DORENE PEASE & JEAN ARNCE**

Health & Human Services Director Erik Pritzl reported that the Columbia County Clerk advised the Department that Dorene Pease's and Jean Arnce's terms on the COA have expired. Dennis Wittig reported that the COA recommended the reappointment of Dorene and Jean to the COA in their meeting earlier today.

MOTION: TO RECOMMEND THE REAPPOINTMENT OF DORENE PEASE AND JEAN ARNCE TO THE COMMISSION ON AGING.

Motion by Mary Cupery, second by Jan Gardner. Motion carried unanimously.

**VIII. ADRC & LONG TERM CARE RESOLUTION DISCUSSIONS**

Director Pritzl presented a draft of a resolution for the ADRC and Long Term Care Redesign that was used in Dodge County to gain final approval of the projects. The Board suggested that any resolution presented to the County Board should include a financial impact or statement. The H&HS Board viewed a short DVD describing the operations of an ADRC, and they also viewed a PowerPoint presentation about the history of long term care in the State of Wisconsin and how the new redesign will change the program.

**IX. REAPPOINTMENT OF H&HS BOARD MEMBERS TIM O'NEIL, JACK SANDERSON & SUSAN GOETHEL**

MOTION: TO RECOMMEND REAPPOINTMENT OF TIM O'NEIL, JACK SANDERSON, AND SUSAN GOETHEL TO THE HEALTH & HUMAN SERVICES BOARD.

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

**X AMENDMENT/DISCUSSION OF CIGARETTE TAX RESOLUTION FROM APRIL MEETING**

Public Health Officer Susan Lorenz introduced an amended version of the cigarette tax

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resolution which was first presented at the April H&HS Board meeting. The resolution was readdressed to the Governor and State Legislature, specific local officials were added to the body of the resolution and the reference to the County Clerk was eliminated.

MOTION: TO APPROVED THE AMENDED CIGARETTE TAX RESOLUTION AS PRESENTED.

Motion by Dr. Boursier, second by Susan Goethel. Motion carried. Not unanimous.

**XI. ACTION TO INCREASE HOURS OF ENVIRONMENTAL HEALTH INSPECTOR THROUGH LIMITED AGENT CONTRACT**

Susan Lorenz reported that the Division of Health receives a contract each year for \$10,000 to inspect class 01 restaurants within Columbia County. The Division inspects approximately 100 licensed facilities in this class. The State of Wisconsin provides the enforcement measures for any infractions that are identified. The State contract is funded for 12 months, from July 1 through June 30 each year. Since the July through June contract period does not correlate with the County's January through December fiscal year, Susan requested approval of the new Limited Agent contract which covers the period of 7/1/07 through 6/30/08. The money from this contract will pay for approximately 200 hours of inspections plus mileage for the inspector, who is a Public Health Nurse and also a certified Sanitarian.

MOTION: TO APPROVE THE INCREASED HOURS OF THE PUBLIC HEALTH NURSE/HEALTH INSPECTOR, TO BE PAID FOR BY THE NEW LIMITED AGENT CONTRACT FROM THE STATE, IN THE AMOUNT OF \$10,000, WHICH WILL INCREASE THE NURSE'S HOURS BY 199 HOURS FOR THE CONTRACT PERIOD OF JULY 1, 2007 THROUGH JUNE 30, 2008.

Motion by Susan Goethel, second by Dr. O'Neil. Motion carried. Not unanimous.

**XII. HEALTH OFFICER'S REPORT**

Public Health Officer Susan Lorenz reminded the Board of her Division's on going Health Survey and encouraged each of them to participate in it by completing a survey. Susan reported that she has made plans to make the survey available to all County employees, as well as the employees of Divine Savior Hospital and the Columbus Hospital. Susan reported on a Norovirus outbreak at the Columbia County Nursing Home, which has effected patients and staff there. Susan also reported the April 13 meeting which she held along with representatives from the DNR, Land & Water, Planning & Zoning, and a UW-Extension Soil Scientist to discuss the high nitrate levels in Columbia County. Susan plans to work with the Land Information office to map the test results throughout the County and in preparation for an October meeting with State officials to discuss the issue.

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**XIII. TRAINING REQUESTS**

None.

**XIV. ACTION ON SUPPORTIVE LIVING NURSE POSITION DESCRIPTION**

Director Pritzl presented an updated job description for the Supportive Living Nurse position. The current employee will be retiring from the position on May 31, 2007. The Board suggested the additional wording of "able to tolerate" prior to the bullets "exposure to unsanitary conditions" and " exposure to noxious odors", under the heading "Physical Requirements".

MOTION: TO APPROVE THE UPDATED JOB DESCRIPTION FOR THE SUPPORTIVE LIVING NURSE POSITION ALONG WITH ADDITIONAL VERBAGE AS SUGGESTED.

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

**XV. ACTION ON REPLACEMENT OF SUPPORTIVE LIVING NURSE POSITION WITH LTE**

Director Pritzl advised that due to the Long Term Care Redesign implementation of 1/1/08, the Supportive Living Nurse position may not be needed after that date, therefore, Director Pritzl recommended to the H&HS Board that the position be replaced at this time with a Limited Term Employee. There is money in the budget for this position. An LTE employee will provide savings to the County.

MOTION: TO APPROVE THE REPLACEMENT OF THE SUPPORTIVE LIVING NURSE POSITION, TO BE VACATED MAY 31, 2007 DUE TO RETIREMENT, WITH A LIMITED TERM EMPLOYEE UNTIL THE END OF THE YEAR.

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

**XVI. ACTION ON REPLACEMENT OF ECONOMIC SUPPORT WORKER POSITIONS**

Director Pritzl requested the replacement of the Economic Support Worker position, being vacated by Julie Kayartz, who has been chosen as the new Register of Probate for Columbia County. Julie's last day with the ES Division will be May 15, 2007. Director Pritzl advised that there is money in the budget for the replacement and that the Division needs a replacement as soon as possible as the next available State training for a new worker occurs on June 12.

MOTION: TO REPLACE THE SOON TO BE VACATED ECONOMIC SUPPORT WORKER POSITION OF JULIE KAYARTZ.

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

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Director Pritzl also presented a request to replace a second Economic Support worker, who may also be leaving her position, prior to the H&HS Board's June meeting. Director Pritzl advised that in order to save on training and traveling expenses, and in order to be able to take full advantage of the State ES training that will begin June 12, he felt it was necessary to make this request even though the Department did not have the actual resignation letter in hand as of today's meeting.

MOTION: TO APPROVE THE REPLACEMENT OF AN ECONOMIC SUPPORT WORKER AND TO AUTHORIZE THE H&HS DIRECTOR AND H&HS BOARD CHAIR TO SIGN REPLACEMENT PAPERS IN THE EVENT AN OPENING IN THE DIVISION OF ECONOMIC SUPPORT OCCURS PRIOR TO THE NEXT HEALTH & HUMAN SERVICES BOARD MEETING IN JUNE.

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

**XVII. DIRECTOR'S REPORT**

Director Pritzl reminded the Board of the Department's Open House on Wednesday, May 16, from 4-6:30 p.m. The Board suggested that a reminder of the Open House be sent out in the monthly packet to County Board Supervisors. The Board also suggested that each Division display a list of programs that they provide in their displays during the Open House. Erik reported that he is planning on attending the next Finance Committee meeting to talk about financial forecasting and provide an update of the Long Term Care Redesign project. Erik announced that he has met with the CMOs who will be working in Columbia County as part of the redesign and all of the initial meetings have gone quite well. The two CMOs that will be serving Columbia County will be Elder Care and Community Living Alliance.

**XVIII. PAYMENT OF VOUCHERS**

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

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

**XIX. ADJOURNMENT**

Chair Curtis declared the meeting adjourned at 11:34 a.m.

The Columbia County Health & Human Services Board will reconvene on Tuesday, June 12, 2007, at 9:00 a.m. in the Brewer's Training Room of the Columbia County Health & Human Services Building.

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Respectfully submitted,

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Robert Lane, Secretary  
Col. Co. H & HS Board

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

cc: Chair Baumgartner  
Vice Chair Wopat