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**MINUTES  
COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING  
TUESDAY, MAY 9, 2006**

**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 Vice Chair Dr. Tim O'Neil. 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: Dr. Tim O'Neil; Jan Gardner, RN; Robert Lane; Mary Cupery; Sarah Lloyd; Dr. Charles Boursier; Susan Goethel; Jack Sanderson.

HEALTH & HUMAN SERVICE BOARD MEMBERS EXCUSED: Dr. Robert Curtis.

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

OTHERS PRESENT: County Board Chair Harlan Baumgartner; Mary Young, Division of Health - Southern Regional Office.

**III. INTRODUCTION OF BOARD MEMBERS**

Vice Chair O'Neil welcomed the new board members to the Health & Human Services Board. Introductions were made by all present.

**IV. AGENDA/ADDITIONS/ANNOUNCEMENTS**

Director Roberts asked that the agenda be rearranged to allow Commission on Aging Director Dennis Wittig to present the Nutrition Survey earlier in the meeting due to a conflict with another meeting that Dennis needed to attend. Vice Chair O'Neil also reminded the Board members that they should have received an amended agenda, which was sent out on May 5.

MOTION: TO APPROVE THE AMENDED MAY 9, 2006 HEALTH & HUMAN SERVICE BOARD AGENDA, AS WELL AS THE REARRANGEMENT OF THE COMMISSION ON AGING NUTRITION SURVEY AGENDA ITEM.

Motion by Susan Goethel, second by Dr. Boursier. Motion carried unanimously.

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**V. APPROVAL OF MINUTES**

A correction to the April 11, 2006 minutes, page 5, agenda item number 13, line 3 should read "except for the presence of Economic Support staff".

MOTION: TO APPROVE THE MINUTES OF THE APRIL 11, 2006 REGULAR MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD, WITH THE CORRECTION.

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

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

Director Sandra Roberts presented eight addenda, one appropriation entry, the Health & Human Services Financial Report dated 3/31/06, the Health Services Financial Report dated 3/31/06, and the Commission on Aging Financial Report dated 3/31/06 to the Board for approval.

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

Motion by Susan Goethel, second by Jan Gardner. Motion carried unanimously.

**VII. COMMISSION ON AGING**

The Commission on Aging did not schedule an April meeting.

**VIII. APPROVAL OF NUTRITION SURVEY**

Commission on Aging Director Dennis Wittig presented a cover letter and survey regarding the Elderly Nutrition Program in Columbia County. Dennis explained to the Board that the program is targeted to overspend its funding this year and therefore alternative plans need to be made to address the problem. The Board reviewed the letter and survey and made several suggestions. The Board requested to see more detail in the letter regarding the actual cost of the meals and what potentially could happen to the program if the funding problem is not resolved. Dennis reported that all meal site managers have been briefed on the funding issue and all surveys will be hand delivered to the participants of the program, both at the congregate sites and to those participants who receive home delivered meals.

MOTION: TO APPROVE DISSEMINATING THE ELDERLY NUTRITION PROGRAM SURVEY TO PROGRAM PARTICIPANTS, AND, TO INSTRUCT THE COA DIRECTOR TO USE HIS BEST JUDGEMENT IN CONSIDERING THE INCLUSION OF THE SUGGESTIONS, TO THE LETTER AND SURVEY, THAT WERE OFFERED BY THE BOARD.

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

**IX. TRAINING REQUESTS**

There were no training requests presented.

**X. PROFESSIONAL INITIALS AFTER BOARD MEMBERS' NAMES**

Director Sandra Roberts briefed the Board on the history of the agenda item that former Health & Human Services Vice Chair Barry Pufahl initiated at the April H&HS Board meeting. Discussion followed about the need to recognize the medical doctor and registered nurse that are required to be members of the Board per State Statute. Further discussion followed about understanding each member's perspective and area of expertise when discussing an issue. All Board members present expressed a comfort level with the existing protocol.

MOTION: TO LEAVE THE LISTING OF BOARD MEMBERS' NAMES AND PROFESSIONAL INITIALS "AS IS" ON THE H&HS BOARD AGENDAS.

Motion by Susan Goethel, second by Mary Cupery. Motion carried unanimously.

**XI. UPDATE ON BUILDING STATUS**

Director Roberts reported that she attended last month's Property & Insurance Committee meeting to discuss with them the shortage in space that the H&HS staff is experiencing in the building, as well as other concerns. Director Roberts advised that Buildings & Grounds Director Cory Wiegel presented two options to her after the meeting to help with some of the space concerns. Director Roberts reported that she recently shared Cory's building options with her supervisory staff and the consensus, after a lengthy discussion, was that the options were not appropriate for the Department's workflow. Director Roberts advised the Board that the Long Term Care Redesign project may have an impact on future space needs, and she reminded the Board of her impending retirement and expressed concern that a new director may have a new or different perspective on the various building issues. Director Roberts did notify the Board that the previous H&HS Board had suggested to her to pursue future budgeting for building needs.

MOTION: TO REQUEST THAT THE BUILDINGS & GROUNDS DEPARTMENT INCLUDE IN THEIR 2007 BUDGET A PROFESSIONAL SPACE/NEEDS ASSESSMENT, FOR THE HEALTH & HUMAN SERVICES BUILDING.

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

**XII. UPDATE ON TELEPHONE AND VOICE MAIL SYSTEMS**

Director Sandra Roberts reported that the expanded automated voice mail system will be implemented within the next day or two. The Department is waiting on the installation of a few

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small pieces of hardware. Director Roberts also reported that the MIS Department has notified her that the phone system within the building may be failing. It is believed that the same phones the Department staff currently use could be incorporated into a new system, however the actual cost of a new phone system has not been researched. Director Roberts will notify the Board of any estimates as soon as they become available.

**XIII. UPDATE ON BUILDING SECURITY STAFF MEETING**

Director Roberts notified the Board that she held a full staff meeting at the beginning of May, with the aid of Emergency Management Director Pat Beghin and his Deputy Director Kathy Johnson, to discuss building procedures in the event of a chemical spill or accident within the Industrial Park. Director Roberts reported that the Department has purchased duck tape to seal all office windows and entrances in the building, and has also purchased a supply of cloths, which were given out to staff and which would be worn over the nose and mouth in the unlikely event that a chemical spill or accident would result in staff and visitors being instructed to remain in the building. Director Roberts reported that the meeting went well and that the staff was assured that their wellbeing has been considered in emergency planning throughout the Industrial Park.

**XIV. LONG TERM CARE REDESIGN UPDATE/MOU/AND APPROVAL OF FUNDING**

Director Roberts briefed the Board on the Long Term Care Redesign project mandated by the State. Columbia County is a member of a 13-county consortium, which has been awarded \$100,000 to plan for the creation of a HMO to deliver services to the elderly and disabled population. The plan will include acute care and primary care. The 13-county consortium will also include other service agencies to provide care. Director Roberts reported that she has recently signed the formal Memorandum of Understanding to commit Columbia County to the planning process. She also requested formal approval of the \$2,000 that each county needs to contribute to the plan commitment. All Federal and State money will be spent first on the project, and then the monies collected from the counties. If all of the county funding is not used, it will be returned to the counties involved. Director Roberts explained that the purpose of requiring the payment of the \$2,000 now is to hopefully, weed out of the consortium, any county that does not wish to continue to participate.

MOTION: TO APPROVE THE PAYMENT OF \$2,000 TO THE 13-COUNTY LONG TERM CARE REDESIGN PLANNING CONSORTIUM AS PROOF OF COLUMBIA COUNTY'S COMMITMENT TO THE PLANNING PROCESS, WITH THE UNDERSTANDING THAT ALL FEDERAL AND STATE MONEY WILL BE APPLIED TO THE PLANNING PROCESS FIRST, AND ANY UNSPENT MONEY RECEIVED FROM THE COUNTIES WILL BE RETURNED TO THE COUNTIES.

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

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**XV. UPDATE ON EMERGENCY RESPONSE TABLETOP**

Public Health Officer Susan Lorenz reported on the emergency response tabletop, held April 13, at the Law Enforcement Center, with various agency personnel from around the County. Susan reported that the tabletop used the mass clinic plan as the topic of the discussion. Forty-two people participated in the discussion and a host of new contacts were made at the meeting. Director Roberts reported that a number of new issues involving the Department arose out of the discussion, and she will be following up on each of those. Susan reported that there is a functional exercise planned on June 23 to test communication procedures for the mass clinic plan.

**XVI. APPROVAL FOR PURCHASE OF FAX MACHINES**

Director Roberts presented a contract to purchase a Xerox fax machine for the Department at a cost of \$579. The Department's current fax machine is routinely failing and inconveniently located for much of the staff. The funding for the new fax machine will come from Pandemic Planning money, received by the Division of Health, and will help in communication efforts in case of a pandemic episode. Director Roberts reported that a second fax machine, that will be incorporated in a copier/printer/scanner/fax machine will be leased, due to the end of a previous lease, and that machine will be located on the opposite end of the building from the fax machine that needs to be purchased, in an effort to increase faxing efficiency.

MOTION: TO APPROVE THE PURCHASE OF A XEROX FAX MACHINE, IN THE AMOUNT OF \$579, TO BE PAID FOR WITH PANDEMIC PLANNING FUNDS.

Motion by Sue Goethel, second by Jan Gardner. Motion carried unanimously.

**XVII. APPROVE RENEWAL OF LIMITED AGENT CONTRACT & APPROVAL OF ADDITIONAL NURSING HOURS**

Susan briefed the Board on the history behind the Limited Agent Contract between Columbia County and the State to inspect 93 of the 550 establishments, located in Columbia County, that require an annual inspection. The State will continue to inspect the more complicated establishments such as restaurants, and the County will concentrate on establishments such as hotels, motels, and bed & breakfasts that serve continental breakfast, and campgrounds that operate seasonally. The County will be awarded 80% of the licensing fees of the 93 establishments, and the work will be performed by a Public Health nurse who has been certified as a sanitarian. The limited agent contract is a pilot project between Columbia County and the State and can be terminated at any time, by either side. The contract will run from July 1, 2006 through June 30, 2007. Susan requested approval to renew the contract, and approval to increase the hours of the nurse performing the inspections to meet the workload.

MOTION: TO APPROVE RENEWAL OF THE LIMITED AGENT CONTRACT WITH THE STATE FOR THE PERIOD OF JULY 1, 2006 THROUGH JUNE 30, 2007, AS WELL AS INCREASE THE NURSING HOURS FOR THE PUBLIC HEALTH NURSE PERFORMING

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THE INSPECTIONS, TO BE PAID FOR FROM THE LICENSING INSPECTION  
REVENUES AND AT NO ADDITIONAL EXPENSE TO THE COUNTY.

Motion by Sarah Lloyd, second by Susan Goethel. Motion carried unanimously.

**XVIII. PUBLIC HEALTH ORIENTATION BY MARY YOUNG - SRO**

Mary Young, from the Department of Health & Family Services, Division of Health, presented each Board member with a packet of material outlining the duties and responsibilities of a County Health Board. Mary talked about the responsibilities of the State Division of Health to the County Health Board, which include surveillance of the general public's health, the search for continued and additional funding from various sources, and the ability to provide technical support to local Health Boards/Departments/Divisions. Mary did suggest that the Board review the final item in the packet entitled *National Public Health Performance Standards Program* in depth at a later date.

**XIX. HEALTH OFFICER'S REPORT**

Public Health Officer Susan Lorenz briefed the Board on the Dangerous Animal Ordinance that Susan is trying to get established in Columbia County after reports of an exotic animal farm in Sauk County. The owner of the farm has 29 large cats and is threatening to move to Columbia County because of his continued involvement with Sauk County officials over the housing and care of the large animals. Susan reported that Adams and Juneau Counties already have dangerous animal ordinances in place to prevent similar problems. Susan reported that the draft ordinance has been reviewed by the Sheriff's Department and the Judiciary Committee and it is now in the hands of Corporation Counsel Joe Ruf to review, edit, and approve. The ordinance is an attempt to prevent dangerous animals from residing in Columbia County. Susan also reported that Columbia County has one confirmed case of Mumps with several other possible cases yet to be confirmed. Susan has notified all medical facilities, as well as all schools and daycares of the case in the County, and she has alerted them of what symptoms to watch for in their patients and or students.

**XX. DIRECTOR'S REPORT**

Director Sandra Roberts reported that she, along with all directors in the state, received a letter of recognition from Secretary Helene Nelson, during National County Government Week, thanking the Department for its service to county residents. Director Roberts reported that she also received a letter from the State regarding the Transportation Initiative, supported by Governor Doyle. The initiative has been declared dead and the transportation programs will remain under the administration of the counties. Director Roberts verified that the new Board members received their packets of information regarding the Department, and she encouraged the Board members to contact her if they have questions about the material or about how the agency 's business is conducted.

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**XXI. 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 Susan Goethel, second by Dr. Boursier. Motion carried unanimously.

**XXII. ADJOURNMENT**

MOTION: TO ADJOURN THE HEALTH & HUMAN SERVICES BOARD MEETING AT 11:58 A.M. AND RECONVENE ON TUESDAY, JUNE 13, 2006, AT 9:30 A.M. IN THE BREWER'S TRAINING ROOM OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BUILDING, FOLLOWING THE COMMISSION ON AGING MEETING.

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.

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