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**MINUTES
COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING
TUESDAY, MAY 13, 2008**

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.

ROLL

An attendance sheet was distributed by Gretchen Halvorsen.

HEALTH & HUMAN SERVICE BOARD MEMBERS PRESENT: J. Robert Curtis, DVM; Tim O'Neil, MD; Mary Cupery; Jan Gardner, RN; Jack Sanderson; Tom Jenkins; Susan Goethel, Robert Lane; Charles Boursier, MD.

HEALTH & HUMAN SERVICE STAFF PRESENT: Erik Pritzl; Susan Lorenz; Christine See; Dawn Woodard; Gretchen Halvorsen.

OTHERS: Cathy Karls, Accounting.

AGENDA/ADDITIONS/ANNOUNCEMENTS

MOTION: TO APPROVE THE AMENDED MAY 13, 2008 HEALTH & HUMAN SERVICES BOARD AGENDA ALONG WITH THE REMOVAL OF THE 2009 OUTLAY ITEM.

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

APPROVAL OF MINUTES

MOTION: TO APPROVE THE MINUTES OF THE APRIL 8 AND APRIL 15, 2008 MEETINGS OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD, AS WELL AS THE MINUTES FROM THE MARCH 11, 2008 COMMISSION ON AGING MEETING.

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

DEPARTMENT BUDGET & COMPENSATORY TIME

Health & Human Services Director Erik Pritzl presented the Department's Comp Time Report dated 4/30/08, as well as the Health & Human Services Financial Reports dated 3/31/08.

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

Director Pritzl presented two new contracts and two addenda to the Board for approval.

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

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

COMMISSION ON AGING

New Commission on Aging Director Christine See reported that the Commission on Aging approved replacement of the cell phones at congregate meal sites with land lines because of all the complaints about dropped calls, bad reception and long distance concerns for local clients. The Commission also approved a five cent increase in the reimbursement rate of mileage for volunteer drivers who deliver home delivered meals from \$0.40/mile to \$0.45/mile. Chris also provided an update on the Aging & Disability Resource Center.

ACTION ON CHANGES TO THE PUBLIC HEALTH NURSES' JOB DESCRIPTION

Public Health Officer Susan Lorenz presented an updated job description for the Public Health Nurse position that is currently vacant. The job description has not been updated since the 1990's. Susan reported that the educational requirements listed are per State Statute.

MOTION: TO APPROVE THE CHANGES TO THE PUBLIC HEALTH NURSES' JOB DESCRIPTION AS PRESENTED.

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

ACTION ON INCREASED HOURS OF THE LIMITED CONTRACT AGENT

Due to an increase in the contract amount from the State, which provides money to Columbia County to perform inspections of specific types of businesses that provide food to the public, Public Health Officer Susan Lorenz requested an increase in hours for the Public Health Sanitarian Barb Salna to perform additional inspections. Susan did confirm for the Board that if the funding for this program decreases or is eliminated, a reduction or elimination of the inspections will occur.

MOTION: TO APPROVE THE INCREASE IN HOURS FOR PUBLIC HEALTH SANITARIAN BARB SALNA, DUE TO AN INCREASE IN FUNDING FROM THE STATE.

Motion by Susan Goethel, second by Mary Cupery. Motion carried. Not unanimous.

HEALTH OFFICER'S REPORT

Public Health Officer Susan Lorenz reported that May has been declared National Lymes Disease Awareness Month. Columbia County, as well as the entire State of Wisconsin, has a higher than average rate of confirmed Lymes Disease cases. Susan presented a handout

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outlining the responsibilities and functions of a Board of Health for all members, including the newest member of the Board to review. Susan reported that Columbia, Sauk, Juneau and Adams Counties will be holding a combined tabletop exercise on Thursday, May 29, which will feature an influenza outbreak in the Wisconsin Dells area. The group will test communications, establishing a multi county emergency operation center, and isolation and quarantine policies. The tabletop exercise is the first of its kind in the State and will be used as a model for other counties who wish to perform similar exercises. Susan reported on the latest successful round of well water testing in the Dekorra, Wyocena and Lowville Townships. The project should conclude by 2010 after all areas of the County have completed testing.

TRAINING REQUESTS

There were no training requests for today's meeting.

ACTION ON PLACEMENT OF SOCIAL WORK INTERNS

Health & Human Services Director Erik Pritzl requested approval to accept social work interns from UW system colleges for short term placements in the Department. UW-Madison has expressed interest in placements in rural counties versus urban areas. UW-Whitewater could be an option as well. All interns would be supervised by staff with Social Work degrees, and would work approximately 16-18 hours over several weeks, or, perform full time duties over a summer internship. Director Pritzl advised the Board that the Department would probably be interested in 1-2 interns over the course of a year and believes the situation would be a win-win for everyone. Director Pritzl also advised that the liability of the internships is held by the intern's college.

MOTION: TO APPROVE THE PLACEMENT OF SOCIAL WORK INTERNS IN THE HEALTH & HUMAN SERVICES DEPARTMENT.

Motion by Robert Lane, second by Tom Jenkins. Motion carried.

ACTION ON RESOLUTION TO ACKNOWLEDGE THE RETIREMENT OF DENNIS WITTIG

Health & Human Services Director Erik Pritzl presented a resolution acknowledging Dennis Wittig's retirement from the H&HS Department after 24 years of service.

MOTION: TO APPROVE THE RETIRMENT RESOLUTION FOR DENNIS WITTIG AS PRESENTED.

Motion by Dr. O'Neil, second by Susan Goethel. Motion carried.

FAMILY CARE UPDATE

Director Pritzl presented copies of a letter from the State of Wisconsin outlining the payment schedule of the County's contribution requirement for the expansion of Family Care. Discussion followed.

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DIRECTOR'S REPORT

Health & Human Services Director Erik Pritzl introduced Dawn Woodard, who was recently hired as the Administrator for the Division of Behavioral Health & Long Term Support. Director Pritzl announced the scheduling of Division Administrators' presentations to the Board, starting later this summer, as a way to educate the Board members about all of the different programs of the Department and the internal structure of it. Director Pritzl also announced that the State has informed the Department that a total of 5 slots are available within the Childrens' Long Term Support programs to allow the Department to serve 5 additional children from the Waiting List.

PAYMENT OF VOUCHERS/FINANCIAL REPORT

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

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

ADJOURNMENT

Chair Curtis declared the meeting adjourned at 10:55 a.m.

The Columbia County Health & Human Services Board will reconvene on Tuesday, June 10, 2008, at 9:00 a.m., in the Brewer's Training Room of the Columbia County Health & Human Services Building.

Respectfully submitted,

Mary Cupery, Secretary
Col. Co. H & HS Board

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

cc: Chair Wopat
Vice Chair Westby

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