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**MINUTES  
COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING  
TUESDAY, JUNE 13, 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; Tim O'Neil, MD; Jan Gardner, RN; Robert Lane; Mary Cupery; Sarah Lloyd; Susan Goethel; Charles Boursier, MD; Jack Sanderson.

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

OTHERS PRESENT: John Hartman, MIS Director; Mark Boxley & Paul Ferguson, Portage Daily Register.

**III. AGENDA/ADDITIONS/ANNOUNCEMENTS**

MOTION: TO APPROVE THE JUNE 13, 2006 HEALTH & HUMAN SERVICE BOARD AGENDA.

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

**IV. APPROVAL OF MINUTES**

MOTION: TO APPROVE THE MINUTES OF THE MAY 9, 2006 REGULAR MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD, ALONG WITH THE APRIL 11, 2006 MINUTES OF THE COLUMBIA COUNTY COMMISSION ON AGING.

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

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

Director Sandra Roberts presented two new contracts, ten addenda, five appropriation entries, and the following reports dated April 30, 2006: the Health Services Report, the Commission on Aging Financial Report, and the Health & Human Services Fund Report.

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

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

**VI. COMMISSION ON AGING**

Commission on Aging Director Dennis Wittig updated the Health & Human Services Board on agenda items VII through IX.

**VII. APPROVE TRADE IN OF DODGE VAN**

Dennis reported that ridership in Columbus continues to be low, with sporadic complaints about the difficulty of getting into and out of the Dodge 12-passenger Ram van. Dennis reported that he recommended, and the Commission on Aging authorized him to negotiate either the trade in of the 12-passenger van or the outright sale of the van, with money from the sale going towards the purchase price of a new vehicle. Dennis will review options through the State bid list also. Dennis will return to the Commission on Aging for final approval of a new vehicle deal. Dennis promised to monitor usage in Columbus after a replacement vehicle is in use, and if ridership does not increase significantly, the vehicle will be reassigned to Portage for scheduling throughout the County.

MOTION: TO APPROVE PROCEEDING WITH THE INVESTIGATION OF A NEW  
VEHICLE PURCHASE FOR THE COLUMBUS ROUTE, USING THE 12-PASSENGER  
VAN AS A POSSIBLE TRADE IN, WITH THE UNDERSTANDING THAT RIDERSHIP  
MUST INCREASE IN ORDER TO CONTINUE TO MAINTAIN THE VEHICLE IN  
COLUMBUS.

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

**VIII. COLUMBUS FUND RAISING**

Dennis reported that staff at the Columbus Senior Center are interested in holding a fundraiser in order to raise money to purchase new insulated meal delivery bags. The bags are used in the operation of Elderly Nutrition Home Delivered meals to County residents to hold food at safe temperatures while being transported. The bags cost approximately \$56 each. No County employees will be involved in the fundraising.

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MOTION: TO APPROVE THE COLUMBUS FUNDRAISER FOR THE PURPOSE OF PURCHASING INSULATED MEAL DELIVERY BAGS FOR HOME DELIVERED MEALS.

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

**IX. NUTRITION SURVEY & RECOMMENDATION**

Dennis presented a copy of the results of the Elderly Nutrition Survey to all Board members for review and discussion. Dennis reported that of the 440 surveys sent out, 144 (33%) were returned, and that 50% of the respondents requested that the County Board approve the expenditure of \$22,000 to cover the projected deficit in the 2006 Elderly Nutrition program budget. Dennis reported that the unmandated program continues to have a waiting list that was established earlier this year for the Home Delivery portion of the program as a means of attempting to control the program's budget. Dennis also reported that the suggested donation of \$3.00 per meal is not being met by recipients of the program with current congregate donations averaging \$2.45 per meal and home delivered donations averaging \$2.47 per meal. The raw cost of each meal is \$3.66 per meal. Other components necessary to get the meal to the recipient of the program raise the cost to \$6.47. There are currently 43 people on the waiting list. The projected deficit of \$22,000 does not include removing people from the waiting list, but merely maintains the status quo of the program to the end of the year.

MOTION: TO ACCEPT THE RECOMMENDATION OF THE COMMISSION ON AGING AND FORWARD TO THE COLUMBIA COUNTY BOARD OF SUPERVISORS FOR APPROVAL, THE EXPENDITURE REQUEST OF \$22,000 FOR THE PROJECTED DEFICIT OF THE 2006 ELDERLY NUTRITION PROGRAM, TO CONTINUE TO CONTROL THE PROGRAM BY REIGNING IN SERVICES TO MAKE THEM MORE COMPARABLE TO FUNDING, TO CONTINUE THE 5-DAY PER WEEK SERVICE DELIVERY OF THE MEALS AT ALL COA SITES, TO RAISE THE SUGGESTED DONATION TO \$4.00 PER MEAL, TO INVESTIGATE CORPORATE DONATIONS FROM AREA BUSINESS, AND IF NO ADDED FUNDING IS RECEIVED FOR THE PROGRAM, THAT CONSIDERATION TO REDUCE THE NUMBER OF MEALS DELIVERED WILL BEGIN IN JANUARY 2007.

Motion by Dr. O'Neil, second by Bob Lane. Motion carried unanimously.

MOTION: TO AMEND THE AFOREMENTIONED MOTION TO INCLUDE THAT IF NO ADDITIONAL FUNDING IS RECEIVED BY JANUARY 2007, THAT A REDUCTION IN THE SIZE OF THE PROGRAM WILL OCCUR OR A NEW REQUEST FOR ADDITIONAL FUNDING WILL BE MADE.

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

**X. PRESENTATION BY JOHN HARTMAN, MIS DIRECTOR REGARDING COMMUNICATION TECHNOLOGY**

John Hartman discussed the need to enhance the communication technology for the H&HS

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building because it is beginning to fail the current and future needs of the Department . John discussed three options available for the Department: 1) fiber optics between the H&HS building and the Courthouse, which would cost approximately \$250,000 initially; 2) a wireless option from the Huber Center to a tower that would need to be constructed on the H&HS building grounds for approximately \$20,000 (this option would be used in addition to the T1 line that currently exists between the H&HS building and the Courthouse, and therefore the monthly service fee for the T1 line would continue for approximately a one year period until the dependability of the wireless technology is validated); 3) adding additional T1 lines between the H&HS building and the Courthouse at an additional cost. In addition, the County's internet vendor will be changed to Charter Communications which would provide more bandwidth and cost approximately \$85,000 over five years. (This is a County cost and not specific to Health & Human Services.) John did caution the Board that the figures he quoted in his presentation will be several months old by the time the budget is passed, so any decision on which option to choose should include extra money for any increase in costs. John recommended proceeding with option 2.

MOTION: TO ACCEPT AND SUPPORT THE WIRELESS/MICROWAVE TECHNOLOGY OPTION (OPTION 2) PRESENTED BY MIS DIRECTOR JOHN HARTMAN FOR INTERNET COMMUNICATION FOR THE HEALTH & HUMAN SERVICES BUILDING, AND TO PLACE APPROXIMATELY \$22,000 IN THE HEALTH & HUMAN SERVICES' 2007 BUDGET TO PROCEED WITH THE PLAN.

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

**XI. TRAINING REQUESTS**

None presented.

**XII. HEALTH OFFICER'S REPORT**

Public Health Officer Susan Lorenz invited all H&HS Board members to participate in the Mass Clinic Functional Exercise which will be held on Friday, June 23 at the Portage High School, from 9-1:00. Susan provided a mumps update and also notified the Board that the Judiciary Committee will be reviewing and hopefully approving the Dangerous Animal Ordinance which was drafted by Corporation Counsel Joe Ruf. Susan reported that the Human Resources Committee approved the Limited Agent Contract and it will now be moved to the Finance Committee for approval. Susan announced a Tobacco Coalition Smoke Free event June 25 at Tolley's Alleys, which will feature an evening of bowling, plus a band, for area residents in a smoke free environment. The event is being modeled after a program in Grant County.

**XIII. POSITION REQUESTS FOR 2007**

Director Roberts presented three requests for new positions in the 2007 budget. She also

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presented a request to increase the number of work hours for the Restitution Coordinator, to be paid for by means of additional state funding.

MOTION: TO APPROVE THE INCREASE OF WORK HOURS IN THE 2007 BUDGET, BY 2 1/2 HOURS PER WEEK, OF THE RESTITUTION COORDINATOR, FOR A TOTAL OF \$3,374.75, WHICH WILL BE PAID FOR BY IV-E FUNDING, AND TO FORWARD THE REQUEST TO THE HUMAN RESOURCES COMMITTEE FOR APPROVAL.

Motion by Sarah Lloyd, second by Jan Gardner. Motion carried unanimously.

MOTION: TO APPROVE THE INCREASE OF COUNTY TAX LEVY FOR A PUBLIC HEALTH NURSE POSITION IN THE 2007 BUDGET, UP TO AND INCLUDING THE FULL AMOUNT OF \$51,159.07 IN ORDER TO COVER ANY DECREASE IN FUNDING RECEIVED FROM BIOTERRORISM GRANT DOLLARS WHICH ARE SUPPOSED TO BE REDUCED BEGINNING IN 2007, AND TO FORWARD THE REQUEST TO THE HUMAN RESOURCES COMMITTEE FOR APPROVAL.

Motion by Dr. O'Neil, second by Dr. Boursier. Motion carried. Not unanimously.

MOTION: TO APPROVE IN THE 2007 BUDGET, THE NEW POSITION OF A SOCIAL WORKER FOR THE MENTAL HEALTH/AODA DIVISION, TO BE PAID FOR BY COUNTY TAX LEVY, AND TO FORWARD THE REQUEST TO THE HUMAN RESOURCES COMMITTEE FOR APPROVAL.

Motion by Sarah Lloyd, second by Mary Cupery. Motion carried. Not unanimously.

MOTION: TO APPROVE IN THE 2007 BUDGET, THE NEW POSITION OF A PROGRAM MANAGER, A SUPERVISORY POSITION, TO BE PAID FOR BY TAX LEVY, IN THE AMOUNT OF \$79,987.84, AND TO FORWARD THE REQUEST TO THE HUMAN RESOURCES COMMITTEE FOR APPROVAL.

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

**XIV. APPROVAL OF CLIENT FEES SCHEDULE**

Director Roberts notified the Board that she had decided to reschedule the presentation of this issue for a future meeting.

**XV. AGENCY CARS**

Director Roberts notified the Board that both of the agency vehicles have accumulated over 100,000 miles and that per a former decision by the H&HS Board, use and replacement of the vehicles needed to be discussed. The former decision included prohibiting the transport of clients once the vehicle accumulated 100,000 miles. Director Roberts proposed that the agency

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vehicle usage be curtailed to travel within Columbia County and refrain from transporting clients. Discussion included references to the Sheriff Department's policy which allows them to transport clients with vehicles that have accumulated up to 150,000 miles.

MOTION: TO SUSPEND THE MORITORIUM OF USE OF AGENCY VEHICLES AFTER THEY ACCUMULATE 100,000 MILES, AND TO CONTINUE THE STANDARD USE OF THE VEHICLES.

Motion by Jack Sandersen, second by Bob Lane. Motion carried unanimously.

**XVI. AGENCY'S RESPONSE TO STATE FOSTER CHILD'S DEATH**

Director Roberts informed the Board that the agency has reviewed the Foster Parent program in Columbia County after the report of the death of a foster child in Dodge County. The agency reviewed procedures of the program, contacted the State about the suggestion of providing provisional licensing to foster parents within their first year of licensing, created plans to mandate Stress Management training to all foster parents especially new foster parents, and have made plans to increase Respite Care Services to foster parents on a more routine basis.

**XVII. CHILD PROTECTIVE SERVICES NON-CARETAKER REFERRAL INFORMATION**

Director Roberts announced that the implementation of a new State law is requiring that all Health & Human Service agencies decide by October 1, 2006, whether or not to be involved with referrals containing abuse and neglect of children by non-caretakers. The new law includes provisions for agencies to refer such cases to law enforcement instead of being handled by Child Protective Service staff. No decision for the agency has been made yet, and Director Roberts will provide additional updates regarding the issue as discussions with County law enforcement agencies are completed.

**XVIII. ESTABLISHING AUGUST MEETING DATE TO REVIEW & APPROVE 2007 BUDGET**

Director Roberts reported that the Assistant Comptroller has requested that the H&HS Board meet later in August to allow her sufficient time to complete the 2007 budget and also to allow the H&HS Board time to review it before it is submitted to the Finance Committee. The Board agreed to meet on Wednesday, August 16, 2007 at 9:30 a.m. for their August meeting.

**XIX. APPROVAL OF SOCIAL WORKER'S PARTICIPATION ON WSSA'S CONFERENCE PLANNING COMMITTEE**

Director Roberts presented a request for Social Worker Chris See to participate as a member of the 2007 WSSA Conference Planning Committee. Director Roberts suggested to the Board that Chris' time and expertise would better be used for participation on the Long Term Care Redesign

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project with which the agency is currently involved.

MOTION: TO DENY THE REQUEST FOR SOCIAL WORKER CHRIS SEE TO PARTICIPATE IN THE 2007 WSSA CONFERENCE PLANNING COMMITTEE.

Motion by Bob Lane, second by Jack Sandersen. Motion carried unanimously.

**XX. 2006 BUDGET UPDATE**

Director Roberts reported that the Division of Aging and Long Term Care Support is projecting a deficit in the 2006 budget due to court ordered services. Director Roberts also reported that the Division of Mental Health & AODA is also projecting a deficit due to the record number of Emergency Detentions so far this year. Both court ordered services and emergency detentions are out of the control of the Department. Director Roberts advised the Board that she will continue to update them as the year progresses.

**XXI. DIRECTOR'S REPORT**

Director Roberts acknowledged the article in the Portage Daily Register naming Chair Curtis as the Person of the Year in Portage. Director Roberts presented a letter of accommodation received by MH/AODA Contract Manager Audrey Brown, who participated as a panel member in a recent state conference workshop dealing with the issue of Recovery. Director Roberts reported that all approvals for the Homeless Shelter have been received and that Economic Support workers, who have attended meetings during the day regarding the shelter, have done so on their own time. The only exception, Director Roberts reported, was for the Economic Support Division Administrator, whose job expertise was needed and requested for the project.

**XXII. VOUCHERS**

Vouchers were available prior to and during the Board meeting for review by Board members. New Board members requested a new procedure be introduced in the review of vouchers to help them feel more comfortable with the process and to aid in their knowledge of the Department.

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

Motion by Sarah Lloyd, second by Dr. Boursier. Motion carried unanimously.

**XXIII. ADJOURNMENT**

Chair Curtis declared the meeting adjourned at 12:41 p.m.

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The Columbia County Health & Human Services Board will reconvene on Tuesday, July 11, 2006, at 9:00 a.m. in the Brewer's Training Room of the Columbia County Health & Human Services Building.

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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