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**MINUTES
COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING
TUESDAY, JUNE 14, 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; Phil Baebler; Claire Robson; Kenneth Olson; Tim O'Neil, MD; Jan Gardner, RN; Charles Boursier, MD; Susan Goethel.

HEALTH & HUMAN SERVICE BOARD MEMBERS EXCUSED: Barry Pufahl.

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

OTHERS PRESENT: Susan Martin, County Board Chair; Paul Ferguson, Portage Register.

III. AGENDA/ADDITIONS/ANNOUNCEMENTS

MOTION: TO APPROVE THE JUNE 14, 2005 HEALTH & HUMAN SERVICE BOARD AGENDA AS PRINTED.

Motion by Susan Goethel, second by Claire Robson. Motion carried unanimously.

IV. APPROVAL OF MINUTES

MOTION: TO APPROVE THE MINUTES OF THE MAY 10, 2005 REGULAR MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD.

Motion by Ken Olson, second by Claire Robson. Motion carried unanimously.

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

Director Sandra Roberts presented one new contract, seventeen addenda, the Health Services

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Financial Report; and the Health & Human Services Financial Report to the Board for approval.

MOTION: TO APPROVE THE CONTRACT, ADDENDA AND FINANCIAL REPORTS AS PRESENTED, AND TO PLACE THEM AS AN ATTACHMENT TO THE MINUTES.

Motion by Ken Olson, second by Claire Robson. Motion carried unanimously.

VI. COMMISSION ON AGING

The Commission on Aging did not meet today.

VII. APPROVE PURCHASE OF PROJECTOR

Director Roberts presented a request to purchase a projector for use in Power Point presentations. The projector will be paid for out of the funds available to the COA for educational workshops regarding the Medicare Part D program. The MIS Department suggested a NEC Lumis projector at a cost of \$2,470. The funding will also pay for a laptop, to be purchased through the MIS Department, at a cost of approximately \$900, which will be used in the workshops as well. County Board Chair Susan Martin suggested that Lorie Bednarik, Benefit Specialist for the COA, attend a County Board meeting to make a presentation on the Medicare Part D program.

VIII. REDUCING PROFIT MARGINS ON CONTRACTS

Director Roberts requested approval to lower the profit margins for contracts from vendors over \$75,000 to 7% from 10% for non-profit agencies, and to 7% from 15% for profit agencies. Discussion followed about the process for review and audit of vendor contracts, the profit margin allowable under State regulations, and the impact the reduction would have on savings to the County. The Board requested an estimate on savings from the Accounting Office before they vote on the issue. Chair Curtis asked that the item be placed on the July agenda.

IX. INCREASE IN RESTITUTION HOURS UPDATE

Director Roberts reported that all of the committees have approved reinstating the 4 hours of work for the Restitution Worker that were in jeopardy due to the sunset of a grant. The additional hours will be paid for from W-2 Profit money. Director Roberts advised that another grant application to continue the hours in 2006 will be submitted however word about the grant will not be forthcoming until after the budget is approved. Discussion followed about the need to complete a hiring analysis for the position in 2006 if the grant money is not secured.

X. TRAINING REQUESTS

There were no training requests submitted for approval at the meeting.

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XI. 2006 STAFFING REQUESTS

Director Roberts presented a request to increase the Public Health nursing hours, for current employee Laura Simonds, from 75% to 95% at a cost of \$14,833.92, beginning January 1, 2006. The funding for this additional time would need to come from County Levy. The Board discussed the need to have the position at 100% instead of 95%.

MOTION: TO APPROVE THE INCREASED PUBLIC HEALTH NURSING HOURS TO 100%, BEGINNING 1/1/06, TO BE PAID FOR FROM COUNTY TAX LEVY, AND TO FORWARD THE REQUEST TO THE HR AND EXECUTIVE COMMITTEES FOR APPROVAL.

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

Director Roberts presented a request to increase the Public Health nursing hours, for current employee Janette Sheeks, from 82% to 100% at a cost of \$5,098.12, beginning January 1, 2006. The funding for this additional time would need to come from County Levy.

MOTION: TO APPROVE THE INCREASED PUBLIC HEALTH NURSING HOURS, BEGINNING 1/1/06, IN THE AMOUNT OF \$5,098.12, FROM COUNTY TAX LEVY, AND TO FORWARD THE REQUEST TO THE HR AND EXECUTIVE COMMITTEES FOR APPROVAL.

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

Director Roberts presented a request for a new Children's Protective Services Social Work position for the Children & Families Division, at a cost of \$62,548.89, to begin January 1, 2006, and to be paid for by County Levy.

MOTION: TO APPROVE THE NEW CPS SOCIAL WORK POSITION FOR THE CHILDREN & FAMILIES DIVISION, BEGINNING 1/1/06, AT A COST OF \$62,548.89, AND TO BE PAID FOR BY COUNTY TAX LEVY.

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

Director Roberts presented a request for a new Youth Aids Social Work position for the Children & Families Division, at a cost of \$62,548.89, to begin January 1, 2006, and to be paid for by County Levy. Director Roberts presented a request for a new Social Work position for the Aging & Long Term Care Support Division, to begin January 1, 2006, at a cost of \$62,548.89, which will be fully funded by State and Federal funding. Director Roberts presented a request for a new Social Work position for the Mental Health & AODA Division, at a cost of \$62,548.89, to begin January 1, 2006, and to be paid for from County Levy. This position would also function as a back up to the Intake/Access Office for the Agency. Director Roberts also presented a request for a Deputy Director position, to begin January 1, 2006, at a cost of

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\$80,229.31, and to be paid for by County Levy. Director Roberts advised the Board that she was aware that she was presenting these requests out of compliance with the HR directive that stipulated that all new 2006 positions were to be fully funded from sources other than County Levy. Director Roberts explained that these positions are necessary in order for the Department to function efficiently and that the Department has suffered severely since the staff layoffs in 2003. Discussion followed about the lack of money in the County to afford new positions versus the need the Agency has for additional staff. County Board Chair Martin suggested that the positions need to be prioritized prior to being referred to the HR and Executive Committees for review.

MOTION: TO APPROVE THE YA SOCIAL WORK POSITION AT \$62,548.89, THE DALTCS SOCIAL WORK POSITION AT \$62,548.89, THE MH&AODA SOCIAL WORK POSITION AT \$62,548.89, AND THE DEPUTY DIRECTOR POSITION AT \$80,229.31, ALL TO BEGIN JANUARY 1, 2006, AND TO FORWARD THE REQUEST TO THE HUMAN RESOURCES AND EXECUTIVE COMMITTEES FOR APPROVAL.

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

Discussion followed about prioritizing the new 2006 requested positions. Discussion followed about separating out the social work position for the Division of Aging & Long Term Care Support because the position will be fully funded by State and Federal funding.

MOTION: TO RECOMMEND TO THE HUMAN RESOURCES AND EXECUTIVE COMMITTEES THAT THE POSITION REQUEST OF A SOCIAL WORKER FOR THE DIVISION OF AGING & LONG TERM CARE SUPPORT BE CONSIDERED SEPARATELY BECAUSE THE POSITION IS FULLY FUNDED BY STATE AND FEDERAL MONEY.

Motion by Dr. O'Neil, second by Dr. Boursier. Motion carried unanimously.

Discussion followed about the remaining positions requested for 2006.

MOTION: TO RECOMMEND TO THE HUMAN RESOURCES AND EXECUTIVE COMMITTEES THAT THEY CONSIDER THE FOLLOWING PRIORITY WHEN REVIEWING THE 2006 NEW POSITION REQUESTS FOR THE HEALTH & HUMAN SERVICES DEPARTMENT: 1. (HIGHEST PRIORITY) CPS SOCIAL WORKER; 2. YA SOCIAL WORKER; 3. MH/AODA SOCIAL WORKER, 4. PH NURSE (LAURA SIMONDS POSITION); 5. PH NURSE (JANETTE SHEEKS' POSITION); 6. (LOWEST PRIORITY)DEPUTY DIRECTOR.

Motion by Phil Baebler, second by Claire Robson. Motion carried unanimously.

XII. LIMITED AGENT CONTRACT

Director Roberts reported that Corporation Counsel Joe Ruf has approved the sample contract

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with the State for Limited Agent Status, and the job shadowing report was favorable.

XIII. APPROVE INCREASE IN PUBLIC HEALTH NURSING HOURS

Director Roberts reported that the request for the increase in hours for the Public Health Nurse position is for 2005, and is for limited agent status, and is fully funded by the State.

MOTION: TO APPROVE THE INCREASE IN PUBLIC HEALTH NURSING HOURS FOR THE REMAINDER OF 2005 TO ALLOW FOR LIMITED AGENT INSPECTION OF 93 ESTABLISHMENTS WITHIN THE COUNTY.

Motion by Dr. O'Neil, second by Claire Robson. Motion carried unanimously.

XIV. MASS CLINIC PLAN

Public Health Officer Susan Lorenz presented a handout to each Board member outlining the State mandated Mass Clinic Plan for Columbia County in case of a need for mass immunization. Susan advised that all counties in the State need to create a similar plan, and like other counties, the plan calls for mobilizing County employees if necessary in order to execute the plan. The benefit to County employees of participating in the plan would be that all County employees and their families would be the first served in such an event. The plan has been reviewed by Corporation Counsel and was approved at the June HR Committee meeting. The plan still needs approval by the Executive Committee after approval today, and then will be communicated to Department Heads in their July meeting as well as to all County employees by means of a letter.

MOTION: TO APPROVE THE MASS CLINIC PLAN AS PRESENTED BY PUBLIC HEALTH OFFICER SUSAN LORENZ, UTILIZING COUNTY EMPLOYEES TO EXECUTE THE PLAN.

Motion by Claire Robson, second by Ken Olson. Motion carried unanimously.

XV. APPROVE INCREASE IN PNEUMONIA SHOTS

Public Health Officer Susan Lorenz reported that the price of the pneumonia shot needs to be increased due to an increase in price and also due to an increase in reimbursement from MA. Susan also reported that the Raley Foundation from Fall River has OK'ed paying for the pneumonia shots for County residents because of the related risk of some strains of meningitis which can be reduced with the pneumonia shot. Susan asked permission to set the pneumonia shot price at \$41. The Board requested that the Raley Foundation be sent a thank you note.

MOTION: TO APPROVE SETTING THE PNEUMONIA VACCINE AT \$41 PER DOSE WITH PRIVATE PAY INNOCULATIONS TO BE PAID FOR FROM THE RALEY FOUNDATION FUNDS UNTIL THE FUNDS ARE EXHAUSTED.

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

XVI. HEALTH OFFICER'S REPORT

Public Health Officer Susan Lorenz reported that the Portage Kiwanis donated \$500 to the Public Health Division and the money will be used to provide safety devices, free of charge, to homes with small children. Susan advised she has sent a thank you letter to the Portage Kiwanis for their generous donation. Susan distributed an update on the Ronald McDonald Dental Care Mobile's services to Columbia County children. The dental van will be back in Columbia County the first two weeks of July. Susan reported that the Department's hotline has been updated with information about the West Nile Virus. Susan also reported on a Bioterrorism workshop scheduled for July 20 at the Kalahari Resort in Wisconsin Dells and invited all Board members to attend.

XVII. DIRECTOR'S REPORT

Due to the length of today's meeting, Director Sandra Roberts rescheduled her report for the July meeting.

XVIII. PAYMENT OF VOUCHERS/FINANCIAL REPORT

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

XIX. ADJOURNMENT

Chair Curtis declared the meeting adjourned at 12:04 p.m.

The next Health & Human Services Board meeting will be held on Tuesday, July 12, 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,

Kenneth Olson, Secretary
Col. Co. H & HS Board

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

