



**Health and Human Services  
2652 Murphy Rd**

608-742-9227  
FAX: 608-742-9700  
TDD: 608-742-9229  
E-MAIL: DHHS@co.columbia.wi.us  
WEBSITE: www.co.columbia.wi.us

Mailing Address: P.O. Box 136  
Portage, WI 53901-0136

**MINUTES  
COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING  
TUESDAY, JULY 11, 2006**

**I. CALL TO ORDER**

The regular meeting of the Columbia County Health & Human Services Board was called to order at 9:35 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; Charles Boursier, MD; Jack Sanderson.

HEALTH & HUMAN SERVICE BOARD MEMBERS EXCUSED: Susan Goethel.

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

OTHERS PRESENT: Paul Ferguson, Portage Daily Register.

**III. AGENDA/ADDITIONS/ANNOUNCEMENTS**

MOTION: TO APPROVE THE JULY 11, 2006 HEALTH & HUMAN SERVICE BOARD AGENDA.

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

**IV. APPROVAL OF MINUTES**

MOTION: TO APPROVE THE MINUTES OF THE JUNE 13, 2006 REGULAR MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD, ALONG WITH THE JUNE 13, 2006 MINUTES OF THE COLUMBIA COUNTY COMMISSION ON AGING.

Motion by Bob Lane, second by Jan Gardner. Motion carried unanimously.

**COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING  
JULY 11, 2006 – PAGE 2**

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

Director Sandra Roberts presented three addenda and the Health Services Report dated May 31, 2006, the Commission on Aging Financial Report dated May 31, 2006, and the Health & Human Services Fund Report dated May 31, 2006.

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

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

**VI. PRESENTATION BY JEFF MELBY - COLUMBIA/MARQUETTE TOBACCO  
COALITION**

Jeff Melby, Coordinator of the Columbia/Marquette Tobacco Coalition presented a Power Point presentation on the effects of smoking and second hand smoke to the public. Jeff provided a handout from the US Department of Health & Human Services outlining the consequences of involuntary exposure to tobacco smoke. Jeff also updated the Board on the progress of the 2006 objectives for the Coalition. One of the goals left to achieve in 2006 is to identify and create, through ordinances, a smoke free community in Columbia County.

**VII. COMMISSION ON AGING**

Commission on Aging Director Dennis Wittig reported that the Commission discussed establishing a waiting list removal policy, identifying medical incapacity as a top priority for removal from the waiting list. Dennis and his staff will draft a policy and he will present it to the Commission on Aging at a future meeting. Dennis reported that the Commission members are going to work on the 2007-2008 Aging Plan draft via email instead of holding additional meetings.

**VIII. ACCEPTANCE OF \$22,000 DONATION TO ELDERLY NUTRITION  
PROGRAM**

Dennis reported that the agency did receive a \$22,000 donation from businessman Jim Martin for the projected deficit of the Elderly Nutrition Program. Director Sandra Roberts reported that a thank you letter was sent to Mr. Martin thanking him for the generous contribution. Dennis reported that though the deficit will be covered by the donation, the program still maintains a waiting list. Currently there are 32 individuals on the waiting list, 13 of them high priority for removal due to their situations. Discussion followed about supporting a new resolution eliminating the waiting list for the Home Delivered portion of the Elderly Nutrition Program.

MOTION: TO SUPPORT THE ELDERLY NUTRITION PROGRAM'S HOME DELIVERED  
MEALS PROGRAM, TO THE EXTENT OF ASKING THE COUNTY BOARD FOR

**COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING  
JULY 11, 2006 – PAGE 3**

COUNTY FUNDING FOR THE PROGRAM TO ELIMINATE THE WAITING LIST AND FOR CONTINUED FUNDING TO PREVENT THE NEED FOR FUTURE WAITING LISTS, AND TO FORWARD THE REQUEST IN THE FORM OF A RESOLUTION TO THE FINANCE COMMITTEE AND THE COUNTY BOARD FOR APPROVAL.

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

**IX. DEVELOPMENT OF AN ADRC (AGING & DISABILITIES RESOURCE CENTER)**

Dennis reported that the Commission on Aging has discussed and affirmed the need to create an Aging & Disabilities Resource Center (ADRC) in Columbia County. Dennis reported that an ADRC must be in place prior to the creation of a CMO (Care Management Organization) for the Long Term Care Redesign mandate.

MOTION: TO APPROVE THE CREATION OF A COMMITTEE TO BEGIN PLANNING FOR AN ADRC IN COLUMBIA COUNTY.

Motion by Sarah Lloyd, second by Dr. O'Neil. Motion carried unanimously.

**X. UPDATE ON LONG TERM CARE REDESIGN**

Director Sandra Roberts reported that the group of counties looking to form a consortium are working on governance issues, are reviewing partnerships, and are also working on planning Stakeholder meetings for staff, county board members, and other individuals.

**XI. APPROVAL OF INCREASE IN WIC PROGRAM HOURS**

Public Health Officer Susan Lorenz requested an increase of 85.94 hours for the WIC (Women, Infants & Children) Coordinator, at a cost of \$3,057, to be paid for by additional WIC grant money recently received by the Division. There are currently 725 clients receiving WIC services in Columbia County and the increase in hours would be used for additional outreach to new clients and also for updating current policies and procedures in the program. No County money would be used to pay for the increase of hours.

MOTION: TO APPROVE AN INCREASE OF 85.94 HOURS FOR THE WIC COORDINATOR, AT A COST OF \$3,057, TO BE PAID FOR BY NEW WIC GRANT MONIES.

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

**COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING  
JULY 11, 2006 – PAGE 4**

**XII. HEALTH OFFICER'S REPORT**

Public Health Officer Susan Lorenz reported that the Portage Kiwanis presented her with a check for \$100 to be used to purchase safety equipment for new parents to protect their children. Susan reported that two positive cases of West Nile Virus have been detected in dead crows in Columbia County. So far, no human cases of the virus have been reported this year. Susan reviewed the lessons learned from the recent Functional Exercise of the Mass Clinic plan, attended by 65 professionals from around the County. The exercise was held at the Portage High School. Susan also reported that due to the severe cuts in funding from the federal government in Bioterrorism, the five-county consortium established several years ago is possibly on the verge of disbanding. Susan promised to keep the Board informed of any repercussions of the situation.

**XIII. TRAINING REQUESTS**

None presented.

**XIV. POSITION REQUESTS UPDATED**

Director Roberts reported that she met with the Human Resources Committee regarding the new position requests for 2006. Per the committee's request, Director Roberts prioritized the new requests in the following manner: highest priority - PH Nurse, 2nd priority - MH/AODA Social Worker, 3rd priority - Program Manager (supervisory position). A final decision on the new positions will not occur until September.

**XV. REPLACEMENT REQUEST APPROVAL -CPS SOCIAL WORKER**

Director Roberts presented a replacement request for a Children's Protective Services Social Worker, due to a recent resignation. The position is in the Children & Family Division.

MOTION: TO APPROVE THE REPLACEMENT REQUEST FOR THE CPS SOCIAL WORKER IN THE CHILDREN & FAMILY DIVISION.

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

**XVI. VOUCHER PRESENTATION - CATHY KARLS, ASSISTANT COMPTROLLER**

Cathy Karls provided four handouts for each Board member highlighting the different resources available to identify voucher numbers and account numbers on the H&HS monthly Audit Report. Discussion followed that several of the Board members would like the vouchers sent electronically each month, prior to the H&HS Board meeting so that they have ample time to review them. Cathy extended an invitation to all Board members to call her and schedule an appointment to discuss or learn more about the voucher system for the H&HS Department.

**COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING  
JULY 11, 2006 – PAGE 5**

**XVII. DIRECTOR'S REPORT**

Director Sandra Roberts reported that the animal ordinance drafted by Joe Ruf, Corporation Counsel, on behalf of the department was passed by the full County Board at their June meeting. Director Roberts also reported that the Children & Family Division and State staff had an initial meeting on Monday, July 10, to begin preparations for an extensive State audit, which will be held October 2-6. The Department has received \$9,000 from the State to house, feed, and transport the audit staff while they are in Columbia County.

**XVIII. VOUCHERS**

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

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

**XIX. ADJOURNMENT**

Chair Curtis declared the meeting adjourned at 12:38 p.m.

The Columbia County Health & Human Services Board will reconvene on Wednesday, August 16, 2006, at 9:00 a.m. in the Brewer's Training Room of the Columbia County Health & Human Services Building.

Respectfully submitted,

---

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

---

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

gh