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**MINUTES
COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING
TUESDAY, JULY 12, 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, 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 JULY 12, 2005 HEALTH & HUMAN SERVICE BOARD AGENDA AS PRINTED.

Motion by Barry Pufahl, second by Claire Robson. Motion carried unanimously.

IV. APPROVAL OF MINUTES

The June 14 minutes, under item VII, should indicate that a motion was made by Ken Olson, seconded by Susan Goethel, to approve the purchase of a projector. The motion was carried.

MOTION: TO APPROVE THE CORRECTED MINUTES OF THE JUNE 14, 2005 REGULAR MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD, AS WELL AS THE MINUTES FROM THE MAY 10, 2005 REGULAR MEETING OF THE COMMISSION ON AGING.

Motion by Ken Olson, second by Dr. Tim O'Neil. Motion carried. One abstained.

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

Director Sandra Roberts presented one new contract, seven addenda, the Health Services 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 ATTACHMENTS TO THE MINUTES.

Motion by Barry Pufahl, second by Ken Olson. Motion carried unanimously.

VI. COMMISSION ON AGING

Commission on Aging Director Dennis Wittig reported on the COA's decision to recognize all volunteers at the Annual COA Volunteer Breakfast and to give special recognition to those volunteers who volunteer large amounts of time to the COA programs. Dennis reported that the new food delivery equipment and system are up and running. He reported that the COA drivers' wage increases, that have been approved by all committees, will be included in the 2006 budget. Dennis reported that the Medicare Part D workshops will begin Wednesday, July 13 at the Portage Meal Site. The Dietician Technician begins on Monday, July 18, and will be working 60% of her time with the COA Nutrition Program and 40% of her time with WIC. Dennis also reported that he is researching the leasing of vehicles for the COA Transportation program rather than purchasing the vehicles, however, no decision was made on this issue today. County Board Chair Martin requested that the Benefit Specialist make her Medicare Part D presentation to the County Board in September.

VII. MEDICAID MANAGEMENT INFORMATION SYSTEM

Dennis Wittig reported that MMIS is a billing system currently used by the State of Wisconsin. The State is now offering to expand the system to counties interested in piloting the system and have offered funding to do so. Columbia County has attended initial meetings regarding this proposition and will continue to attend in order to learn more about the system and to voice any concerns that may arise regarding it. Personnel from the H&HS Department as well as the Accounting Office have been involved in the meetings thus far. The Board encouraged the notification and participation of the MIS Department in the meetings as well.

VIII. TRAINING REQUESTS

None.

IX. REDUCING PROFIT MARGINS

Assistant Comptroller Cathy Karls distributed a handout summarizing the H&HS contract issue as it currently exists and how the proposed reduction in profits would effect contracted agencies.

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Currently, for-profit agencies are allowed a 7.5% profit margin, while a non-profit agency is allowed a 10% profit margin. Discussion followed about reducing the margins to the same level. Cathy indicated that only a small number of agencies would be effected by any reduction in the profit margin level. Cathy reported that a review of the contract agencies has also indicated a need for a more uniform and standard audit reporting system. Cathy reported that she intends to add language to contracts, beginning in 2006, requesting standard audit reporting by all contract agencies. Language has been approved by Corporation Counsel Joe Ruf. The results of the reporting changes will not be apparent until 2007 when the 2006 audits are due.

MOTION: TO APPROVE LOWERING THE PROFIT MARGINS ON ALL CONTRACTS, FOR-PROFIT AND NON-PROFIT TO 7%, BEGINNING WITH THE 2006 CONTRACTS; AND, TO APPROVE CHANGES TO THE 2006 CONTRACTS BY REQUESTING STANDARDIZED AND UNIFORM AUDIT REPORTING FROM ALL VENDORS.

Motion by Barry Pufahl, second by Dr. Tim O'Neil. Motion carried. One abstained.

X. UPDATE ON 2006 STAFFING REQUESTS

County Board Chair Susan Martin reported that the Human Resources Committee and the Executive Committee held a joint meeting on July 11 to listen to presentations requesting new positions for 2006. The committee members completed a ranking at the end of the presentation process, and Chair Martin reported that the H&HS Department ranked fairly well with their requests. The issue will now be moved to the Finance Committee for further consideration. Chair Martin indicated that the outcome of the State budget and the 2005 property evaluations in the County will greatly impact the final decision on staffing requests for next year.

XI. ECONOMIC SUPPORT POSITION REPLACEMENT REQUEST

Director Sandra Roberts presented a Hiring Analysis Request for an Economic Support worker due to a vacancy in the Division. The E.S. worker who was in the position, took a new position in the Child Support office, and although, per union contract, that worker could return, Director Roberts made the replacement request due to heavy workloads in the Division. The E.S. workers are currently earning a substantial amount of overtime due to a reduction in staff of workers and due to the extended medical leave of the Division Administrator.

MOTION: TO RECOMMEND APPROVAL OF THE HIRING ANALYSIS REQUEST FOR AN ECONOMIC SUPPORT WORKER.

Motion by Barry Pufahl, second by Susan Goethel. Motion carried unanimously.

County Board Chair Martin suggested that the County Clerk's Office be contacted immediately following this meeting to request the scheduling of a joint Human Resources & Executive Committee meeting, prior to the County Board meeting on Wednesday, July 20 so that approval can be requested from the two committees prior to the full County Board meeting. Chair Martin

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took the signed Hiring Analysis Request with her at the end of the H&HS meeting to facilitate the process. County Board Chair Martin expressed concern about overtime accumulation.

XII. BUILDING REPORT - SPACE, ANTS, NEW ENTRYWAY

Director Roberts reported that the building has a severe ant problem, more so than last year. The building has been sprayed twice outside and once inside, however, the problem is continuing. Director Roberts also reported on the excessive heat in the entryway of the building. She reported that a juice machine has been added to the entryway and that it might be one of the culprits to the problem. She also informed the Board that the juice is priced at \$1.50 which she suggested was inappropriate for our agency. The Board agreed that if the juice machine is a problem, that Cory should be contacted and the machine removed. Director Roberts also reported that the building is beginning to experience a space shortage, specifically in the storage and supply areas, as well as the File Room. Director Roberts advised that if the trend continues, the building could experience a severe space shortage in the next 4-5 years.

XIII. SET DATE/TIME FOR ANNUAL PUBLIC HEARING

Director Roberts reminded the Board of the mandatory Annual Public Hearing.

MOTION: TO HOLD THE ANNUAL PUBLIC HEARING ON TUESDAY, AUGUST 9, 2005 AT 9:00 A.M. IN THE BREWER'S TRAINING ROOM OF THE HEALTH & HUMAN SERVICES BUILDING, AND TO IMMEDIATELY FOLLOW IT WITH THE AUGUST HEALTH & HUMAN SERVICES BOARD MEETING.

Motion by Barry Pufahl, second by Ken Olson. Motion carried unanimously.

XIV. APPROVE INCREASE OF PUBLIC HEALTH NURSING HOURS FOR SEPTEMBER 1 THROUGH DECEMBER 31, 2005

Public Health Officer Susan Lorenz explained that a portion of the Bioterrorism grant money has been held over since 2004 for the purchase of radios for use during a catastrophic event. The type and price of radios to be purchased has changed, due to the electronic capability in Columbia County, and this has created a surplus of money from the grant. Susan requested that the remaining money be used to pay for additional Public Health nursing hours, which she reported, is a practical and acceptable use of the money. Discussion followed about the admissible uses of Bioterrorism grant money. Susan advised that the increased nursing hours would take effect from September 1 through December 31, 2005.

MOTION: TO APPROVE THE INCREASE OF PUBLIC HEALTH NURSING HOURS FOR LAURA SIMONDS IN THE AMOUNT OF 26 HOURS, AND FOR THE COST OF \$942.99; AS WELL AS, APPROVE THE INCREASE OF PUBLIC HEALTH NURSING HOURS FOR JANETTE SHEEKS IN THE AMOUNT OF 35.67 HOURS, AND FOR THE COST OF \$1,271.99.

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Motion by Barry Pufahl, second by Phil Baebler. Motion carried unanimously.

XV. HEALTH OFFICER'S REPORT

Public Health Officer Susan Lorenz reported that all approvals necessary for County employees to be used for the purposes of a Mass Clinic Plan have been obtained. Susan reported she will be meeting with the County Department Heads to explain the plan, and she will present the plan at the September County Board meeting as well. Susan will also be meeting with local officials over the next several weeks to establish locations and work out logistics for the plan. Susan also reported that the Rural Health Development Council has extended an invitation to Columbia County to apply for a Blue Cross/Blue Shield public health grant. The grant requires the Public Health Division to partner with local businesses to provide health education and other services to the employees of the businesses. If awarded, the grant would provide \$50,000 for the next three years to meet the initiatives of the program. Susan reported that she has begun meeting with local health providers and the UW-Extension to brainstorm on how the grant money could be used in Columbia County.

XVI. DIRECTOR'S REPORT

Director Sandra Roberts circulated the latest batch of responses from youth who have attended the STARS and BOYS groups. Director Roberts also circulated the Quarterly Mental Health Emergency Detentions Report for review by Board members. A listing of all of the H&HS programs was also handed out to all Board members to be used as a reference tool. Director Roberts reported on the Aging Conference which she attended earlier in the month. She reported that both Governor Doyle and Senator Kohl were in attendance at the conference and spoke very supportively about aging issues. Other topics covered during the conference included Specialized Transportation Programs for the elderly, Relocation of Nursing Home Residents, the city of Stoughton's positive experiences with enlarging their signage within city limits, the care crisis looming for baby boomers in the State of Wisconsin, and, the Brain Drain effect of young people being educated and then moving out of the state to take employment. Director Roberts also notified the Board that a film entitled *Almost Home* was premiered at the conference and will be televised in February on Channel 21. The film depicts a nursing home in Milwaukee that is trying to change the way the nursing home industry currently operates. Director Roberts promised to notify the Board of the exact date and time of the program once it becomes known.

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

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XVIII. ADJOURNMENT

Chair Curtis declared the meeting adjourned at 11:30 a.m.

The next Health & Human Services Board meeting will be held on Tuesday, August 9, 2005, immediately following the Annual Public Hearing, in the Brewer's Training Room of the Health & Human Services Building.

Respectfully submitted,

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

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

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