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**MINUTES
COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING
TUESDAY, JULY 14, 2009**

CONVENE PUBLIC HEARING

The Annual Public Hearing was called to order at 9:00 a.m. by Chair J. Robert Curtis.

HEAR TESTIMONY

An attendance sheet was distributed by Gretchen Halvorsen. One individual was present from the community to observe.

ADJOURN PUBLIC HEARING

The Annual Public Hearing was declared adjourned at 9:05 a.m. by Chair J. Robert Curtis.

RECONVENE REGULAR MONTHLY MEETING AND CALL TO ORDER

The regular meeting of the Columbia County Health & Human Services Board was called to order at 9:06 a.m., by Chair J. Robert Curtis. The meeting was publicly noticed, and a quorum was present.

ROLL

An attendance sheet was distributed by Gretchen Halvorsen.

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

HEALTH & HUMAN SERVICE STAFF PRESENT: Erik Pritzl; Susan Lorenz; Gretchen Halvorsen.

OTHERS: Ken Ramminger; Debra Wopat, County Board Chair; Cathy Karls, Accounting.

AGENDA/ADDITIONS/ANNOUNCEMENTS

MOTION: TO APPROVE THE JULY 14, 2009 HEALTH & HUMAN SERVICES BOARD AGENDA.

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

APPROVAL OF MINUTES

MOTION: TO APPROVE THE MINUTES OF THE JUNE 9, 2009 MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD AS WELL AS THE MINUTES OF THE MARCH 10, 2009 MEETING OF THE COMMISSION ON AGING.

Motion by Mary Cupery, second by Susan Goethel. Motion carried.

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DEPARTMENT BUDGET & COMPENSATORY TIME

Health & Human Services Director Erik Pritzl presented the Department's Comp Time Report dated 6/30/09, and the Health & Human Services Financial Reports dated 5/31/09.

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

Director Pritzl presented three addenda to the Board for approval.

**MOTION: TO APPROVE THE ADDENDA AS PRESENTED AND PLACE THEM AS
ATTACHMENTS TO THE MINUTES.**

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

COMMISSION ON AGING/AGING & DISABILITY RESOURCE CENTER

Chair Curtis made the report for the COA & ADRC as Director Christine See was unavailable for today's meeting. Chair Curtis reported that the new vehicle recently purchased for home delivered meals has not yet been delivered due to factory closings. Feils Catering has asked for a \$0.10 per meal price increase for 2010. REM, who contracts for the Foot Clinic services, has asked for a \$2.00/hr increase. Both of these contracts are still being negotiated. Chair Curtis also reported that home delivered meals for the Portage route are being delivered out of Director See's office on the 1st and 3rd Wednesday of the month due to the Portage Meal site being closed on those two days per month. Chair Curtis shared a graph of the call volume to the ADRC indicating a higher call volume on Mondays and Tuesdays of each week.

**ACTION ON COMPOSITION OF AGING & DISABILITY RESOURCE CENTER
GOVERNING BOARD RESOLUTION**

Health & Human Services Director Erik Pritzl presented a resolution to downsize the Aging & Disability Resource Center's governing board from 15 to 12 members, as well as define the positions that are required to make up the board. The ADRC Board has had a difficult time over the last year making a quorum at meetings in order to conduct business.

**MOTION: TO RECOMMEND APPROVAL OF THE RESOLUTION, AS PRESENTED,
DOWNSIZING THE AGING & DISABILITY RESOURCE CENTER BOARD FROM 15 TO
12 MEMBERS AND TO FORWARD IT TO THE COUNTY BOARD FOR APPROVAL.**

Motion by Dr. O'Neil, second by Tom Jenkins. Motion carried.

HEALTH OFFICER'S REPORT

Public Health Officer Susan Lorenz reported that as of July 9, there were 74 confirmed cases of H1N1 flu in Columbia County and 6,037 confirmed around the state. Susan circulated a map illustrating the number of cases confirmed by county. Susan reported that Camp Waubeek, the Easter Seals camp in Wisconsin Dells for disabled children, was closed last week due to 6 confirmed cases at the camp. The camp reopened on July 13. Susan advised the Board that the CDC will target school children, adults with health problems, pregnant women and medical emergency workers for the flu vaccine once it becomes available this fall. The vaccine will be

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distributed to private providers and Public Health agencies.

ACTION ON POSITION REPLACEMENT REQUEST FOR PUBLIC HEALTH NURSE

H&HS Director Pritzl presented a replacement request for a vacant Public Health Nurse position, due to a recent resignation. The position has already been approved by the Human Resources Committee and the Executive Committee and there is money available in the budget for the position. Director Pritzl advised the Board that the position could possibly be filled by an existing PH nurse who is less than full time, at which time, that vacancy would also need to be filled to make the division whole.

MOTION: TO APPROVE THE REPLACEMENT REQUEST FOR A PUBLIC HEALTH NURSE, RECENTLY VACATED DUE TO A RESIGNATION, AND TO CONTINUE FILLING THE VACANCY UNTIL ALL EXISTING NURSING POSITIONS ARE REFILLED.

Motion by Tom Jenkins, second by Susan Goethel. Motion carried.

ACTION ON INCREASE OF FLU SHOT FEE

Public Health Officer Susan Lorenz requested approval to raise the fee for a flu shot this fall from \$28 to \$30 each. The price is the same that Home Health United will charge. The price increase is due to the cost increase of the vaccine for this fall. There has not been a price increase on this shot since 2006.

MOTION: TO APPROVE THE FEE OF A FLU SHOT FROM \$28 TO \$30.

Motion by Jan Gardner, second by Mary Cupery. Motion carried.

ACTION ON INCREASE OF PNEUMONIA SHOT FEE

Public Health Officer Susan Lorenz requested approval to raise the fee for a pneumonia shot this fall from \$41 to \$55 each. The price is the same that Home Health United will charge. The price increase is due to the cost increase of the vaccine for this fall. There has not been a price increase on this shot since 2006.

MOTION: TO APPROVE THE FEE OF A PNEUMONIA SHOT FROM \$41 TO \$55.

Motion by Mary Cupery, second by Susan Goethel. Motion carried.

DISCUSSION ON TOBACCO PRODUCTS RESOLUTION

County Supervisor Jack Sanderson led the Board in a discussion about his concern that tobacco companies are manufacturing and advertising tobacco products targeted at children, such as tobacco lozenges and sticks that dissolve in the mouth. These products will become available in Wisconsin starting next month and will be located next to candy and breath mints. Supervisor Sanderson suggested that the Board might take action against the tobacco companies by writing a resolution outlining concerns and forwarding it to State Senators and Representatives. The Board members encouraged Supervisor Sanderson to draft a resolution and present it at next

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month's meeting. Public Health Officer Susan Lorenz had supporting documentation and an example of a tobacco product now being targeted to youth.

TRAINING REQUESTS

There were no training requests

ACTION ON ESTABLISHMENT OF COMPREHENSIVE COMMUNITY SERVICES PROGRAM RESOLUTION

H&HS Director Pritzl presented a resolution establishing a Comprehensive Community Services Program in Columbia County. Director Pritzl explained that the Department has been awarded a \$25,000 start up grant for the program. The program provides services to mental health clients. It has no age eligibility, however only medical assistance clients will be eligible for the program. The Department will be able to draw down federal MA dollars for reimbursement of the program, making it financially sustainable. No county dollars are involved with the program. There is no county match in accepting the grant dollars.

MOTION: TO APPROVE THE ESTABLISHMENT OF A COMPREHENSIVE COMMUNITY SERVICES PROGRAM.

Motion by Tom Jenkins, second by Dr. O'Neil. Motion carried.

DISCUSSION ON ESTABLISHING RATE SETTING FOR TRANSLATION

Director Pritzl led the Board in a discussion about the need to increase the rate of pay for Spanish translation currently being done by a Clerk Typist within the Department. The last rate setting occurred almost 10 years ago and the employee's Clerk Typist hourly rate has caught up to the translation hourly rate. Director Pritzl discussed current rates available to the Department through outside sources, including the AT&T Language Line, which are significantly higher. Director Pritzl suggested a permanent translation rate of \$5.00 to \$10.00/hr more than the Clerk Typist's regular hourly rate be set, so whatever the regular hourly rate becomes, the translation fixed rate can then just be added on top of the regular rate. This would eliminate having to readdress the translation rate in the future.

MOTION: TO RECOMMEND THAT THE TRANSLATION RATE ISSUE BE FORWARDED TO THE HUMAN RESOURCES COMMITTEE TO EVALUATE, ALONG WITH THE RECOMMENDATION TO INCREASE THE TRANSLATION RATE.

Motion by Jack Sanderson, second by Dr. Boursier. Motion carried.

UPDATE ON LIMITED TERM EMPLOYEE (LTE) SOCIAL WORKER POSITION

Director Pritzl reported that the Social Worker vacant position, that the Board approved to be refilled, has been filled by a Limited Term Employee until the end of the year. The LTE will only receive a salary, no fringe package. Director Pritzl explained his reasoning for filling the position with a LTE employee had to do with anticipated changes in staffing within the Department.

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DISCUSSION OF COLUMBIA COUNTY SPACE NEEDS AND SITE EVALUATION STUDY

Director Pritzl led the Board in a discussion about space needs within the Department's current location, taking into account the configuration of the building. Discussion followed about parking, foot traffic from clients, storage and the desire for all of the County's needs to be looked at as a whole before decisions about the future can be addressed.

DIRECTOR'S REPORT

Health & Human Services Director Erik Pritzl advised the Board that they will soon see advertising for the planning stages of the Comprehensive Community Services program and that one of the recommendations from the State is to pay or reimburse participants attending coordination meetings, forums, and planning meetings in an attempt to garner a larger number of participants in the planning process. In some cases, per diems similar to county meeting per diems will be paid and in other cases \$10 gift cards will be presented to participants. All such reimbursement will be contingent upon the dollars available in the programs' budget. Director Pritzl discussed that there are other mental health programs available for start up from the State, such as the 1915i program, however, such programs require county match in order to implement so Director Pritzl has declined the offer by the State to participate.

Director Pritzl announced that he did attend a meeting that the State sponsored with representatives from the Casey Foundation (of UPS origin), along with a handful of other county directors to discuss the foundation's initiative to reduce foster care rates by 50% by 2020. The foundation is offering grant dollars for training and technical assistance to child welfare departments to help meet the initiative's goals. Director Pritzl presented an award that the agency received for the Birth to 3 program from the State to acknowledge the outstanding manner in which the Department has met educational goals in the program.

Director Pritzl advised the Board of the decision by Care Wisconsin to end the contract relationship with County Long Term Support Social Workers by the end of the year for the Family Care program. Care Wisconsin has made offers to the 4 social workers to encourage them to stay with Care Wisconsin and the four have until August 1 to communicate their decisions as to whether they will accept employment through Care Wisconsin or whether they choose to implement their union bumping rights and return to work within the H&HS Department. Director Pritzl will continue to update the Board on the status of the four social workers as the process is worked through.

**ACTION ON PAYMENT OF VOUCHERS/FINANCIAL REPORT
MOTION: TO ACCEPT THE H&HS VOUCHERS AS PRESENTED.**

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

NEXT MEETING DATE

The next Health & Human Services Board meeting is scheduled for Tuesday, August 11, 2009, at 9:00 a.m.

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ADJOURNMENT

Chair Curtis declared the meeting adjourned at 11:15 a.m.

The Columbia County Health & Human Services Board will reconvene on Tuesday, August 11, 2009, 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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