



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, AUGUST 9, 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; Barry Pufahl.

HEALTH & HUMAN SERVICE BOARD MEMBERS EXCUSED: Charles Boursier, MD; Susan Goethel.

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

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

III. AGENDA/ADDITIONS/ANNOUNCEMENTS

Director Sandra Roberts requested that an approval to purchase a Teletask Autodialer and Notification System be added to the agenda.

MOTION: TO APPROVE THE AUGUST 9, 2005 AMENDED HEALTH & HUMAN SERVICE BOARD AGENDA .

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

IV. APPROVAL OF MINUTES

MOTION: TO APPROVE THE MINUTES OF THE JULY 12, 2005 REGULAR MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD, AS WELL AS THE JULY 20, 2005 MINUTES OF THE HEALTH & HUMAN SERVICES BOARD MEETING.

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

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

Director Sandra Roberts presented one new contract, twenty addenda, the Health Services Financial Report; the Commission on Aging 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 Phil Baebler. Motion carried unanimously.

VI. COMMISSION ON AGING

The Commission on Aging did not meet today.

VII. AGING & DISABILITIES RESOURCE CENTERS (ADRCs)

Dennis Wittig, Administrator of the Division of Aging & Long Term Care Support, distributed a handout outlining the plans for Aging & Disabilities Resource Centers in all 72 counties within four years per a recent plan by the State of Wisconsin. The program is currently being piloted by a handful of counties. The resource centers will be set up to provide the elderly, and children 16 years and older with disabilities, a single entry point for information and assistance on issues that specifically pertain to this population. The mission of the resource centers is to be a "one stop shop" providing access, choice, quality and cost effectiveness for clients. Funding for the resource centers will be provided by the State. The funding will include \$55,000 for start up costs and \$100,000 for operation costs. The centers will be required to have an 800 telephone number for accessibility. The Department of Health & Family Services will provide technical assistance and a Citizen Advisory Committee will need to be established within the County. Dennis discussed the possibility of establishing a consortium with other counties in order to pool resources.

VIII. TRAINING REQUESTS

Director Sandra Roberts presented a training request for Barb Salna, a nurse from the Public Health Division, to attend Wisconsin Annual Environmental Health Conference on September 21 & 22, 2005 in Mosinee, entitled *Meeting the Challenge*. The cost of the conference is \$105 plus one overnight stay at a cost of \$62. There is money available from an existing grant to pay for the training.

MOTION: TO APPROVE THE AFOREMENTIONED TRAINING AS PRESENTED.

Motion by Dr. O'Neil, second by Phil Baebler. Motion carried unanimously.

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IX. SET ANNUAL PUBLIC HEARING - SEPTEMBER 13

Director Roberts advised the Board that a Public Hearing cannot be held without a draft of the budget for the public to consider, therefore the Public Hearing cannot occur until September. The Board agreed to hold the Public Hearing on Tuesday, August 13, with the Commission on Aging meeting beginning at 8:00 a.m., the Public Hearing at 9:30 a.m., immediately followed by the Health & Human Services Board meeting. The Board expressed their wish to hold next year's August meeting, later in the month, so that the completed budget could be approved by the Board prior to it being submitted.

X. VACANCY - JUVENILE JUSTICE

Director Roberts notified the Board that all approvals have been received from the necessary committees to replace the Juvenile Justice Social Worker, Chris Pruitt, who has resigned to take a job at Rawhide Boys Ranch. Director Roberts read a portion of Chris' exit interview letter, as requested by Chris, thanking the Administration and Health & Human Services Board for the opportunity to work for Columbia County. The Board expressed regret regarding Chris' resignation and extended their best wishes to him in his future endeavors.

XI. BUDGET STATUS

Director Sandra Roberts reported that the Governor's signed budget included an increase in Juvenile Correction costs and a 5% increase in Foster Care reimbursement. Director Roberts reported that the Department will also see an increase in the Transportation Grant from the State, however, it will come with an increase in required matching funds from the County. The required match will be approximately \$32,000.

XII. HEALTH OFFICER'S REPORT

Public Health Officer Susan Lorenz reported that the Meningitis vaccine demand is exceeding the supply around the United States. Susan has been able to order 100 additional doses, which will be available in September and will be paid for from the Raley Fund. Susan reported the Raley Kickball Tournament is coming up at the end of the month. She will notify the Board of the specific dates. Susan reported that the radios purchased with Bioterrorism money have been received and the Public Health staff has been trained on how to use them. Susan reported the 1/2 day Public Health Emergency conference was well attended by different community agencies. Susan met with the Portage School Administration and received approval to use the Portage High School as a Public Health Mass Clinic Site. Susan will continue to work with the school to work out details for the mass clinic plan. Susan reported that she has drafted a letter to County employees indicating the need for their assistance during a mass clinic plan. She has forwarded the letter to Corp Counsel / HR Director Joe Ruf for review. Attorney Ruf and County Board Chair Martin will both review the letter and determine who should sign it. Susan requested that the County Board review their process for a Declaration of Emergency to be sure everyone is familiar with the process and to streamline efficiencies.

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XIII. APPROVAL OF TELETASK AUTODIALER AND NOTIFICATION SYSTEM

Public Health Officer Susan Lorenz requested the Board's approval to purchase a Teletask Autodialer and Notification System. The cost of the equipment is \$4,995 for the hardware and \$2,000 for the software, and \$1,050 for a 3-year extended warranty and maintenance contract, all to be paid for with 2004 Bioterrorism carryover money. The equipment will be used to call clients after hours and remind them of immunization appointments, HealthCheck appointments, WIC appointments, and can also be used to notify all health facilities in the County by phone, fax, or email in case of a bioterrorism event or a public health emergency. Susan reported that the equipment could also be extended to the whole Department for multiple uses, such as Foot Clinic appointments, Economic Support appointments, etc. MIS Director John Hartman has approved of the technical interface of the equipment with the existing phone system.

MOTION: TO APPROVE THE PURCHASE OF THE TELETASK AUTODIALER AND NOTIFICATION SYSTEM AS PRESENTED.

Motion by Barry Pufahl, second by Jan Gardner. Motion carried unanimously.

XIV. DIRECTOR'S REPORT

Director Sandra Roberts reported that all committee approvals have been received for the two nursing positions, approved at last month's meeting, to increase to full time from September 1 until December 31, and to be paid for from carryover 2004 Bioterrorism grant monies. Director Roberts reported on her concern of PEP updates and the increase in mandated requirements looming over the Division of Children & Family. The updates and increased requirements are necessary for all counties due to the State's failing grade, during a Federal audit, of the State's Abuse & Neglect programs. Director Roberts circulated copies of the Intoxicated Driver's program statistics along with an article about Intoxicated Drivers. Discussion followed about diversion programs for these clients and why the paper no longer prints DUI convictions identifying driver's names. Director Roberts voiced concern about the reimbursement of mileage paid to staff. Director Roberts is concerned that some of the reimbursement figures are excessive. Discussion followed about creating a County ordinance to deal with the issue and to encourage staff to use agency vehicles. Director Roberts will schedule a meeting with Corporation Counsel/HR Director Joe Ruf to discuss the issue.

XV. 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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XVI. ADJOURNMENT

Chair Curtis declared the meeting adjourned at 11:05 a.m.

The next Health & Human Services Board meeting will be held on Tuesday, September 13, 2005, immediately following the Annual Public Hearing, set for 9:30 a.m. 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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