



**Health and Human Services
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**MINUTES
COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING
TUESDAY, SEPTEMBER 12, 2006**

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; Tim O'Neil, MD; Jan Gardner, RN; Robert Lane; Mary Cupery; Sarah Lloyd; Charles Boursier, MD; Jack Sanderson, Susan Goethel.

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

OTHERS PRESENT: Harlan Baumgartner, County Board Chair.

III. AGENDA/ADDITIONS/ANNOUNCEMENTS

MOTION: TO APPROVE THE SEPTEMBER 12, 2006 HEALTH & HUMAN SERVICE BOARD AGENDA.

Motion by Sarah Lloyd; second by Dr. Boursier. Motion carried unanimously.

IV. APPROVAL OF MINUTES

MOTION: TO APPROVE THE MINUTES OF THE AUGUST 16, 2006 REGULAR MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD, ALONG WITH THE JULY 11, 2006 MINUTES AND THE AUGUST 8, 2006 MINUTES OF THE COLUMBIA COUNTY COMMISSION ON AGING.

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

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

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

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

Motion by Sarah Lloyd, second by Bob Lane. Motion carried unanimously.

VI. COMMISSION ON AGING

Dennis Wittig, Director of the Commission on Aging, provided highlights from the COA meeting.

VII. APPROVAL OF NEW VAN PURCHASE FOR COA

Dennis Wittig reported that the Commission approved the purchase of a Ford Freestar minivan at a cost of \$11,538.30 utilizing the trade in of the Dodge Ram van. The vehicle deal is through Countryside Auto.

MOTION: TO APPROVE THE PURCHASE OF A FORD FREESTAR MINIVAN AT A
COST OF \$11,538.30, ALONG WITH THE TRADE IN OF THE DODGE RAM VAN, AT
COUNTRYSIDE AUTO IN COLUMBUS.

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

VIII. APPROVAL TO PURCHASE STEAM TABLE FOR DELLS MEAL SITE

Dennis reported that staff from Columbia Correctional held a fundraiser and have pledged the proceeds to the Elderly Nutrition program. Dennis presented a request to spend \$815 from the fundraiser along with \$1,000 from outlay, still available, to purchase a new steam table for the Wisconsin Dells meal site.

MOTION: TO APPROVE THE PURCHASE OF A STEAM TABLE FOR THE WISCONSIN
DELLS MEAL SITE USING \$1,000 IN OUTLAY AND \$815 FROM THE COLUMBIA
CORRECTIONAL GOLF OUTING FUNDRAISER ONCE THE MONEY HAS BEEN
RECEIVED.

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

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IX. APPROVAL OF 2007-2008 AGING PLAN

Dennis presented the 2007-2008 Aging Plan to the Board for approval and highlighted the changes that were made by the COA this morning. In addition, under Section 7.2 the typo in the word "continued" needs to be corrected. Dennis reviewed the priorities of the plan as outlined.

MOTION: TO APPROVE THE 2007-2008 AGING PLAN AS AMENDED.

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

X. APPROVAL FOR INCREASE OF FLU VACCINE FEE

Public Health Officer Susan Lorenz requested an increase in the flu vaccine fee from \$23 to \$28, which is the maximum amount reimbursable by Medicare. Susan reported that Home Health United will be charging the same amount at their flu clinics throughout the County.

MOTION: TO APPROVE THE INCREASE OF THE FLU VACCINE FEE FROM \$23 TO \$28.

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

XI. HEALTH OFFICER'S REPORT

Public Health Officer Susan Lorenz notified the Board of an Interim Stockpile Tabletop Exercise that will be held on Friday. Susan also notified the Board of a Mass Clinic Exercise using the flu clinic clients on November 3 at the Portage High School, from 2-4 p.m. She requested permission to use up to 12 employees from the H&HS in order to complete the tabletop exercise on November 3. Susan reported on the confirmation of two bats carrying rabies, found in the Rio area. Susan provided a handout of website resources for all Board of Health members, which would include all members of the Health & Human Services Board. Susan explained the Proposed dissolution of the BRAT Consortium.

H&HS Director Sandra Roberts reported that an approved resolution created among the 5 counties of the BRAT Consortium has become available for the H&HS Board to approve, however the resolution was not listed on the agenda and has not been reproduced into the County Clerk's required format. Director Roberts suggested that the H&HS Board hold a short meeting prior to next Wednesday's County Board meeting in order to review, approve and sign the necessary resolution dissolving the consortium.

MOTION: TO APPROVE THE PARTICIPATION OF UP TO 12 H&HS STAFF MEMBERS AT THE MASS CLINIC TABLETOP EXERCISE, TO BE HELD ON NOVEMBER 3 AT THE PORTAGE HIGH SCHOOL.

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

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XII. TRAINING REQUESTS

None presented.

XIII. STATUS OF 2007 POSITION REQUESTS

Director Roberts notified the Board that the Department has received notice that it will receive sufficient funding to cover the Public Health Nurse position that she requested partial funding for in the 2007 budget year. The funding is a direct result of the disbandment of the BRAT Consortium, which will allow funding to be received directly from the State to Columbia County instead of through the coalition. Therefore, Director Roberts plans to withdraw the request for the Public Health position and instead will only have the MH/AODA Social Worker position along with the Supervisor position as position requests for 2007.

XIV. REVIEW OF DIVISIONS' GOALS & OBJECTIVES

Director Roberts provided a handout to each Board member listing the 2006 budget objectives and outcomes. The handout was reviewed and discussed by the Board.

MOTION: TO ACCEPT THE REVIEW OF DIVISIONS' 2006 OBJECTIVES AND OUTCOMES AND TO FORWARD IT TO THE FINANCE COMMITTEE.

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

XV. REVIEW OF PROGRAM EVALUATION & PRIORITIZATION

Director Roberts presented the Program Evaluation & Prioritization Document to all Board members listing the individual programs and services provided by each Division. The handout was reviewed and discussed by the Board.

MOTION: TO ACCEPT THE REVIEW OF PROGRAM EVALUATION & PRIORITIZATION AND TO FORWARD THE REPORT TO THE FINANCE COMMITTEE.

Motion by Dr. Boursier, second by Jan Gardner. Motion carried unanimously.

XVI. APPROVAL OF MEMO TO FINANCE COMMITTEE

Director Roberts presented a draft memo to the Finance Committee, created by the Health & Human Services Board suggesting they consider a countywide referendum increasing the tax levy limit to help fund needed services and programs within the County. The Board reviewed the memo and made corrections to it. The Board requested that the updated memo be included in the budget package when it is submitted. The intent of the memo is to educate county residents, through a resolution, about the services provided by their property tax dollars and the under funded mandates from the State and Federal Governments.

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MOTION: TO APPROVE THE MEMO TO THE FINANCE COMMITTEE WITH THE CHANGES THAT WERE DISCUSSED.

Motion by Sarah Lloyd, second by Susan Goethel. Motion carried unanimously.

The Board also suggested that after the presentation of the budget by Director Roberts to the Finance Committee on September 21, the memo be reviewed again at the October H&HS Board meeting and then distributed to all County Board Supervisors.

XVII. DIRECTOR'S REPORT

Director Sandra Roberts presented a case summary on two unidentified clients highlighting the costs to the Department associated with each case. Director Roberts notified the Board about the upcoming WCHSA Conference on December 8 at the Holiday Inn in Stevens Point, the upcoming CPS State audit October 2-6, and the visit of Keith Lang at the November Supervisory meeting to discuss emergency planning for Human Service clients. Also suggested was a brief presentation by each Division Supervisor to inform new board members of agency programs and services. Director Roberts also gave a brief summary of the Elderly Nutrition program meeting held on September 11th.

XVIII. VOUCHERS

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

Motion by Mary Cupery, second by Bob Lane. Motion carried unanimously.

XIX. ADJOURNMENT

Chair Curtis declared the meeting adjourned at 11:52 p.m.

The Columbia County Health & Human Services Board will reconvene on Tuesday, October 10, 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.

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