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**MINUTES
COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING
TUESDAY, SEPTEMBER 13, 2005**

I. CONVENE FOR PUBLIC HEARING TESTIMONY

The Annual Public Hearing was called to order at 9:30 a.m. by Chair J. Robert Curtis.

II. HEAR TESTIMONY

There were no attendees from the general public at the Public Hearing. There was one reporter from the Portage Daily Register in attendance to cover the Public Hearing.

III. ADJORN PUBLIC HEARING

The Annual Public Hearing was declared adjourned at 9:45 a.m. by Chair J. Robert Curtis.

IV. CALL TO ORDER

The regular meeting of the Columbia County Health & Human Services Board was called to order at 9:45 a.m., by Chair J. Robert Curtis. The meeting was legally advertised, and a quorum was present.

V. ROLL

An attendance sheet was distributed by Gretchen Halvorsen.

HEALTH & HUMAN SERVICE BOARD MEMBERS PRESENT: J. Robert Curtis, DVM; Kenneth Olson; Barry Pufahl; Phil Baebler; Tim O'Neil, MD; Claire Robson; Susan Goethel; Jan Gardner, RN; Charles Boursier, MD.

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

OTHERS: County Board Chair Susan Martin; Mark Boxley, Portage Daily Register.

VI. AGENDA/ADDITIONS/ANNOUNCEMENTS

MOTION: TO APPROVE THE SEPTEMBER 13, 2005 HEALTH & HUMAN SERVICES BOARD AGENDA AS PRINTED.

Motion by Ken Olson, second by Susan Goethel. Motion carried unanimously.

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VII. APPROVAL OF MINUTES

MOTION: TO APPROVE THE MINUTES OF THE AUGUST 9, 2005 REGULAR MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD.

Motion by Dr. O'Neil, second by Ken Olson. Motion carried unanimously.

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

Director Sandra Roberts presented twelve addenda, four appropriation entries, the Public Health Financial Report, the Commission on Aging Financial Report, and the Health & Human Services Financial Report to the Board for approval.

MOTION: TO APPROVE THE ADDENDA, APPROPRIATION ENTRIES, AND FINANCIAL REPORTS, AND TO LIST THEM AS ATTACHMENTS TO THE MINUTES.

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

IX. COMMISSION ON AGING

Commission on Aging Director, Dennis Wittig, reported that the COA discussed the Aging Assessment, Information & Assistance Assessment, and the 2006 Aging Plan Update. All three reports are due to the State over the next several weeks. Dennis also advised the Board that he received permission from the COA to get pricing on a new vehicle with a wheelchair lift as well as pricing to retrofit the Dodge 12-passenger van with a wheelchair lift. Dennis reported that the COA approved paying volunteer drivers on a weekly basis in an attempt to help with high gas expenses and he briefly discussed the new Aging Network that the State is working on and hopes to implement in each county. Dennis also discussed the need to establish a local ADRC committee in Columbia County.

X. PLANNING COMMITTEE FOR AGING & DISABILITIES RESOURCE CENTER (ADRC)

Dennis Wittig advised the Board that a local ADRC should be made up of County Board Supervisors, H&HS Board members, COA members, as well as private citizens. Dennis reported that he has documentation from the State that specifically details what an ADRC should look like, how it should run, what types of agencies the county should collaborate with, and what kinds of activities and programs the center should facilitate. H&HS Director Sandra Roberts advised the Board that she would like to present the same information to the Executive Board prior to establishing the ADRC Committee and she requested that Dennis contact the State to learn more about the money the State is offering to counties for start up, as well as find out what the time table with the State is for establishing a resource center within each county. The Board agreed to this plan of action.

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XI. APPROVAL OF 2006 BUDGET

H&HS Director Sandra Roberts presented a copy of the 2006 H&HS budget which will be submitted to the Finance Committee. Cathy Karls, Assistance Comptroller distributed a brief financial synopsis of the budget for all Board members. Discussion followed.

MOTION: TO RECOMMEND FORWARDING THE HEALTH & HUMAN SERVICES 2006 BUDGET TO THE FINANCE COMMITTEE FOR APPROVAL.

Motion by Barry Pufahl, second by Dr. O'Neil. Motion carried unanimously.

XII. REMOVING DEPARTMENT DECALS FROM AGENCY CARS

Director Roberts requested permission to remove the decals from the two Ford Taurus agency cars. Director Roberts explained that clients frequently complain that they don't want H&HS staff visiting them with agency cars that have the department's decal on them because they feel embarrassment or shame for receiving county services and they don't want their neighbors knowing. Discussion followed about client privacy versus the county edict that requires county vehicles to display a county decal.

MOTION: TO APPROVE REMOVAL OF THE DEPARTMENT'S DECAL FROM THE TWO AGENCY FORD TAURUS CARS.

Motion by Ken Olson, second by Susan Goethel. Motion carried unanimously.

Director Roberts advised that she would report the Board's approval to remove the decals from the two agency vehicles to HR Director Joe Ruf and that the decals will be removed.

XIII. MANDATING USE OF AGENCY VEHICLES - LOWERING REIMBURSEMENT RATE

Director Roberts reported that she is concerned about the amount of money spent each year to reimburse mileage for workers and would like to be able to establish a policy in the department that would encourage staff to use the agency vehicles instead of their own for business travel. Director Roberts presented the mileage reimbursement policy currently used by the State. Discussion followed about other ways to save money. Suggestions included regionalizing caseloads, rotating the use of the agency vehicles amongst staff with the highest amounts of reimbursed travel, and/or permanently assigning the agency vehicles to the staff with the highest amounts of reimbursed travel. The Board suggested that the Director review these suggestions and make the final decision on how the matter should be settled. Director Roberts reported that past attempts to curtail reimbursement rates lead to a union grievance that was won by the union. Director Roberts also reported that HR Director Ruf is considering the effects of establishing a countywide ordinance to deal with the issue. Director Roberts reported that she plans to meet with all supervisors to discuss this issue and consider other options.

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XIV. REPLACEMENT APPROVAL - CLERK TYPIST II & JOB DESCRIPTION

Director Roberts presented a Hiring Analysis to request replacement of a Clerk Typist II position which was vacated due to the process of union bumping. Director Roberts reported that the request has already been approved by the HR Committee and the Executive Committee pending the approval of the H&HS Board. The position is very necessary in the Division of Support Services. Director Roberts also presented an updated Job Description with language changes in reference to the union position, language changes regarding a post High School educational institution, and an increase of the typing speed to 50 words per minute.

MOTION: TO APPROVE THE REPLACEMENT OF THE CLERK TYPIST II POSITION AS WELL AS THE JOB DESCRIPTION AS PRESENTED.

Motion by Barry Pufahl, second by Dr. O'Neil. Motion carried unanimously.

XV. AUDIT FINDING

Director Roberts reported that a recent County audit produced an audit finding regarding the documentation of client's rights materials in a client's file. Director Roberts reported that audit findings can have a negative impact on the County's reputation and its financial options. Director Roberts advised the Board that a corrective action plan will be submitted to the State and that she will be following up with staff regarding client's rights in a number of different formats.

XVI. APPROVAL OF FLU VACCINE FEE

Public Health Officer Susan Lorenz reported on this year's pricing for the flu vaccine and the reimbursement rate for the vaccine from Medicare. Susan also reported that Home Health United, which also provides flu vaccine to county residents is planning on charging \$23 per shot. Discussion followed about staying competitive with Home Health United and providing the Public Health Officer with flexibility in setting the price.

MOTION: TO SET THE FLU VACCINE FEE AT \$23 PER SHOT.

Motion by Barry Pufahl, second by Ken Olson. Motion defeated.

MOTION: TO SET THE FLU VACCINE FEE IN THE RANGE OF \$23 TO \$28 PER SHOT AT THE DISCRETION OF THE PUBLIC HEALTH OFFICER AND DEPENDING ON THE FINAL PRICING BY HOME HEALTH UNITED.

Motion by Jan Gardner, second by Claire Robson. Motion carried unanimously.

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XVII. HEALTH OFFICER'S REPORT

Public Health Officer Susan Lorenz reported that the Limited Agent Contract is going well. The revenues are exceeding expenses. The County has 93 licenses to inspect before June 30 of next year. Susan reported that she has reached an agreement with the Columbia County Sheriff's Department to use the Sheriff's staff as quarantine guards if necessary during a public health crisis. The agreement is part of the Public Health Preparedness Plan that Susan and her staff have been working on. Susan also reported that the survey and cover letter are prepared for County staff regarding using them in case of a public health emergency. The survey and letter are with HR Director Ruf for final approval and disbursement. Susan also notified the Board of an upcoming tabletop exercise with the 5 county bioterrorism consortium.

XVIII. DIRECTOR'S REPORT

Director Sandra Roberts reported on a meeting with Buildings & Grounds staff to review the security operations for the building. An alarm system for the building is currently being installed. All staff now have security cards for entrance into the building. Director Roberts reported that the department has begun collecting emergency data sheets for vulnerable clients in case of a countywide emergency. Director Roberts is interested in possibly working with Land Information to discuss GPS technology for mapping these clients within the county. Discussion followed about offsite storage of this type of information in case the H&HS building were destroyed. The Board also discussed working with other counties to secure such locations.

XIX. PAYMENT OF VOUCHERS

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

XX. ADJOURNMENT

The meeting was declared adjourned by Chair J. Robert Curtis at 11:40 a.m.

The next meeting of the Columbia County Health & Human Services Board will be on Tuesday, October 11, 2005 at 9:00 a.m. in the Brewer's Training Room of the Columbia County Health & Human Services Building, located at 2652 Murphy Road, Portage, WI.

Respectfully submitted,

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

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