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**MINUTES  
COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING  
TUESDAY, OCTOBER 11, 2005**

**I. CALL TO ORDER**

The regular meeting of the Columbia County Health & Human Services Board was called to order at 9:00 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: Susan Goethel.

HEALTH & HUMAN SERVICE BOARD MEMBERS ABSENT: Charles Boursier, MD.

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

OTHERS PRESENT: Susan Martin, County Board Chair; Paul Ferguson, Portage Register; Jeff Melby, Columbia/Marquette Tobacco Free Coalition; Chris McCullough, Montello Student.

**III. AGENDA/ADDITIONS/ANNOUNCEMENTS**

Director Sandra Roberts requested that the item Review of Corrective Action Plan be added to the agenda and that item VIII be changed from Long Term Care Redesign Update to Aging & Disabilities Resource Center Update.

MOTION: TO APPROVE THE OCTOBER 11, 2005 HEALTH & HUMAN SERVICE BOARD AGENDA WITH CHANGES.

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

**IV. APPROVAL OF MINUTES**

MOTION: TO APPROVE THE MINUTES OF THE SEPTEMBER 13, 2005 REGULAR MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD.

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

**V. COLUMBIA/MARQUETTE TOBACCO FREE COALITION PRESENTATION -  
JEFF MELBY AND STUDENT CHRIS MCCULLOUGH**

Jeff Melby provided handouts and an update about the success of the Retailer Compliance Program - Wisconsin Wins in Columbia County. Montello student Chris McCullough was present to provide feedback on his involvement as a student who works with the program. Chris described how he and fellow students work with Jeff, out in the community, performing attempts to buy cigarettes. Chris provided detailed information on how the process works, what the reaction is of store clerks, and Jeff described the follow up he performs with stores after they have been targeted.

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

Director Sandra Roberts presented one new contract, three 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 Claire Robson, second by Phil Baebler. Motion carried unanimously.

**VII. COMMISSION ON AGING**

The Commission on Aging did not meet today.

**VIII. AGING & DISABILITIES RESOURCE CENTERS (ADRCs)**

Director Sandra Roberts reported that the State will be mandating the creation of Aging & Disabilities Resource Centers within all 72 counties. Director Roberts is working with Commission on Aging Director Dennis Wittig to establish a Steering Committee for the program. Dennis is still investigating the possibility of startup funds from the State. Suggestions from the Board for Steering Committee members include Ray Bankers and Gina Smith. Dennis has asked Dorene Pease to be on the Steering Committee as well. Fifty one percent of the membership must be 60 years and older. Once the list of names has been established, Director Roberts will forward the list to Chair Martin so that some or all of the individuals can be nominated. Director Roberts announced that she will be providing an update for the Long Term Care Redesign at next month's meeting.

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**IX. TRAINING REQUESTS**

Director Sandra Roberts presented a training request for Gretchen Halvorsen to attend the TAW/PAW (e-WiSACWIS Technical & Program Activity Workshops) on October 19& 20 at the Country Springs Hotel & Conference Center in Stevens Point. Gretchen has been invited to join the State in a discussion after the conference about communication performance in the e-WiSACWIS program and the State will pay for her meal. The training workshops are free. The overnight cost is \$62. Gretchen will use an agency care if one is available.

Director Roberts also presented a request for Susan Brown to attend a Domestic Violence Training in Madison on November 15 & 16. The cost of the training will be \$25, which is the actual membership fee for the group hosting the training. There will not be any overnight expenses.

Director Roberts requested approval for the Division of Aging & Long Term Care Support to use money recently earned from the State, for successful completion of training deadlines, to hire a motivational speaker for an in-house presentation that the entire H&HS staff could benefit from, on Wednesday, November 9, from 1-4 p.m. The cost of the speaker would be \$2,000 plus travel expenses. The money from the State would cover the speaker's presentation and minimal travel expenses would be covered from the other divisions. Mark Therrien is the speaker and comes very highly recommended. The Board suggested that a sign up be used to help plan for employee attendance at the event. Chair Martin suggested that the training room in the LEC might be available instead of the Brewer's Training Room in the H&HS building.

**MOTION: TO APPROVE THE AFOREMENTIONED TRAINING REQUESTS AS PRESENTED.**

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

**X. TRANSPORTATION UPDATE**

Director Roberts reported to the Board that she will attend Division staffings and sent out an agency email to encourage more use of the agency vehicles by staff. The agency car assignment schedule, which is created weekly, is also now being emailed to all staff so they can be informed about when the cars are available. Director Roberts advised that she will review the mileage reimbursements at the end of the year to see if these changes are making a difference in the car usage. Director Roberts also reported that the decals have been removed from the agency vehicles and she is hoping that this will also encourage use of the vehicles by staff.

**XI. REPLACEMENT POSITION REQUEST - CLERK TYPIST II**

Director Roberts presented a request for replacement of an Account Clerk position, soon to be vacant due to the January 6, 2006 retirement of that employee, with a Clerk Typist II position. Director Roberts indicated that the Account Clerk position was initially created within the Accounting Department and therefore was, historically, a higher paid position as well as a 40-

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hour per week position. Most of the position's responsibilities have changed over the years and the Account Clerk is no longer a part of the Accounting Department but rather part of the Support Services Division. The Account Clerk is no longer responsible for the file room and the main responsibility of data entry into the HSRS system is slowly being eliminated by the State. The HSRS system is scheduled for complete elimination in 2007. Director Roberts advised that the Support Services Division is much more in need of a Clerk Typist because of all of these changes. A savings of approximately \$7,000 would be realized by the hiring of a Clerk Typist II position at 37 1/2 hours per week.

MOTION: TO REPLACE THE SOON TO BE VACANT ACCOUNT CLERK POSITION WITH A CLERK TYPIST II POSITION AND TO FORWARD THE REQUEST TO THE HUMAN RESOURCES DEPARTMENT FOR APPROVAL

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

**XII. WIC BUDGET INCREASE - INCREASED HOURS REQUEST**

Director Roberts reported that the WIC program has recently been given a \$2,295 increase from the Federal government. Director Roberts requested that the increase be used in part to increase the WIC Coordinator's hours to 40 per week so that she can train 2 nurses on the new system, train local grocers, and increase WIC clinic hours lost during the training period. The increase would also pay for her mileage to training. Director Roberts requested that the remainder of the increase be used to pay for some MIS hours to provide technical support for the WIC computer system.

MOTION: TO APPROVE THE INCREASE OF HOURS TO 40 HOURS PER WEEK FOR THE WIC COORDINATOR, TO PURCHASE 7.5 HOURS OF TRAINING FOR TWO PUBLIC HEALTH NURSES, AND, TO PURCHASE MIS HOURS TO SUPPORT THE WIC COMPUTER SYSTEM, ALL TO BE PAID FOR WITH THE INCREASE OF WIC DOLLARS FROM THE FEDERAL GOVERNMENT.

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

**XIII. HEALTH OFFICER'S REPORT**

Public Health Officer Susan Lorenz reported that the first flu clinic of the season is now scheduled for Tuesday, October 18, from 9-11 a.m. at the LEC building. More clinics will be scheduled as vaccine arrives. Susan reported that she continues to work on the Public Health Preparedness issue and has scheduled a meeting to review traffic and security plans for a Mass Clinic at the Portage High School. Susan will also be meeting with the nursing staff from the County Nursing Home to discuss their role in the Mass Clinic Plan. Susan will also hold a meeting on November 2 with County EMS staff to review their responsibilities during a Mass Clinic. Susan reported that she will be attending a Pandemic Tabletop Exercise on October 26.

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**XIV. REVIEW OF CORRECTIVE ACTION PLAN**

Director Roberts presented a written action plan as a response to the recent audit finding. All Board members were given a copy of the document outlining the steps that have been taken to prevent future problems. The Board requested a handful of word changes to the document prior to it being forwarded to the State. Chair Martin requested that Sandie herself perform spot checks on the files to reinforce the importance of the client's rights procedures amongst staff.

**XV. DIRECTOR'S REPORT**

Director Sandra Roberts reported that her employee evaluation will be due in March and she asked the Board to consider how and when they would want to proceed with the responsibility. The Board requested that a closed session be announced for the January 2006 meeting to begin preparations for the evaluation and then the evaluation can be given to the Director in March, especially if there are no February meetings held. Director Roberts provided the quarterly report for Mental Health Emergency Detentions which shows a dramatic increase in detentions so far this year. Director Roberts announced the approval of two new social work positions in the County's 2006 budget. One of the social work positions will be fully funded through State monies and the second social work position will be paid for out of County tax levy. Director Roberts thanked the Finance Committee for their awareness of the Department's need for these additional positions.

**XVI. 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 Phil Baebler. Motion carried unanimously.

**XVI. ADJOURNMENT**

Chair Curtis declared the meeting adjourned at 10:26 a.m.

The next Health & Human Services Board meeting will be held on Tuesday, November 8, 2005, at 9:30 a.m. in the Brewer's Training Room of the Health & Human Services Building, following the Commission on Aging Meeting.

Respectfully submitted,

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

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

