



**Health and Human Services
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**MINUTES
COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING
TUESDAY, OCTOBER 14, 2008**

CALL TO ORDER

The regular meeting of the Columbia County Health & Human Services Board was called to order at 1:00 p.m., by Chair J. Robert Curtis, DVM. The meeting was legally advertised, and a quorum was present.

ROLL

An attendance sheet was distributed by Gretchen Halvorsen.

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

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

OTHERS: Cathy Karls, Accounting.

AGENDA/ADDITIONS/ANNOUNCEMENTS

MOTION: TO APPROVE THE OCTOBER 14, 2008 HEALTH & HUMAN SERVICES BOARD AGENDA.

Motion by Dr. O'Neil, second by Mary Cupery. Motion carried.

APPROVAL OF MINUTES

MOTION: TO APPROVE THE MINUTES OF THE SEPTEMBER 9, 2008 MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD.

Motion by Jack Sanderson, second by Jan Gardner. Motion carried.

DEPARTMENT BUDGET & COMPENSATORY TIME

Health & Human Services Director Erik Pritzl presented the Department's Comp Time Report dated 9/30/08, as well as the Health & Human Services Financial Reports dated 8/31/08.

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

Director Pritzl presented two addenda to the Board for approval.

**COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING
OCTOBER 14, 2008 – PAGE 2**

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

Motion by Mary Cupery, second by Dr. O'Neil. Motion carried.

COMMISSION ON AGING

Neither the Commission on Aging nor the Aging & Disability Resource Center Board met in October.

HEALTH OFFICER'S REPORT

Public Health Officer Susan Lorenz read a letter to the Board from the Meadow Group Resort recognizing the work of Environmental Health Nurse Barb Salna. Susan reported on the progress of the 2nd Anti Viral Center planning meeting. Additional planning is required to establish the necessary sites within Columbia County and therefore the next meeting will occur in November. Susan reminded the Board that as elected officials, they are entitled to a free flu shot through the Division of Health. Shots can also be received during an Immunization Clinic or a Walk-In Clinic. Immunization Clinics are held the 2nd Monday of the month from 2:30-5:30 and Walk-In Clinics are held Mondays and Wednesdays, from 8 a.m. until noon.

**DIVISION ADMINISTRATOR PRESENTATIONS – WENDY METCALF, DIVISION
OF ECONOMIC SUPPORT**

Division of Economic Support Administrator Wendy Metcalf distributed a pamphlet and handouts to all Board members and discussed the services and history of Economic Support programs in Columbia County.

TRAINING REQUESTS

There were no training requests.

ACTION ON REPLACEMENT REQUEST – ES LEAD WORKER

Director Pritzl presented a request to fill the Lead Worker position in the Economic Support Division that will be vacated with the retirement of a Lead Worker in January. The ES Worker position request that Director Pritzl presented last month involves the same employee. Director Pritzl requested that the Lead Worker position be replaced, just as the ES Worker position has already been approved and that the Department be allowed to fill positions until completely staffed due to the staff shifts that are expected because of union posting procedures.

**MOTION: TO APPROVE THE REPLACEMENT REQUEST FOR A LEAD WORKER
WHICH WILL BECOME VACANT IN JANUARY DUE TO A RETIREMENT, AND THEN
TO FILL UNTIL FULLY STAFFED ANY OTHER POSITIONS THAT BECOME VACANT
DUE TO THE EXPECTED STAFF SHIFTS.**

Motion by Tom Jenkins, second by Jack Sanderson. Motion carried. Lane abstained.

**COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING
OCTOBER 14, 2008 – PAGE 3**

H&HS BOARD WEBSITE ACCESS

Director Pritzl provided a handout of screen shots of how the Board members can access a restricted area on the Department's website so that internal documents can be shared with them in a routine manner. Discussion followed about the types of documents that would be available. The Board encouraged placing reference documents and department plans on the secured page. Log-in and password information will be provided to the Board members when the site is ready.

NEWSPAPER NOTICES OF PUBLIC MEETINGS

Director Pritzl presented information to the Board on the procedure the County uses to create agendas and to make them available to the Portage Daily Register for printing in the newspaper. Director Pritzl also presented information to the Board on the process the Portage Daily Register uses for printing the County's agenda. Discussion followed. The Board feels confident that both organizations are performing their duties responsibly.

DIRECTOR'S REPORT

Health & Human Services Director Erik Pritzl announced that the Department is about to begin planning for the holiday party and the Department wishes to continue with the same arrangement as last year, holding the event at RJ's in the afternoon. The date has not been set as of yet, and when it is, Director Pritzl will notify the Board. Director Pritzl reported that Dane County has extended an offer to Columbia County to use Dane County's Secure Detention and Shelter Care facilities. The rate in Dane County would be a savings compared to transporting clients further away. The daily rate will be \$125.

PAYMENT OF VOUCHERS/FINANCIAL REPORT

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

Motion by Bob Lane, second by Dr. Bousier. Motion carried.

ADJOURNMENT

Chair Curtis declared the meeting adjourned at 2:49 p.m.

The Columbia County Health & Human Services Board will reconvene on Tuesday, November 11, 2008, at 9:30 a.m. 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