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**MINUTES  
COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING  
WEDNESDAY, NOVEMBER 1, 2006**

**I. CALL TO ORDER**

The regular meeting of the Columbia County Health & Human Services Board was called to order at 9:02 a.m., by Vice Chair Tim O'Neil, MD. 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: Tim O'Neil, MD; Jan Gardner, RN; Robert Lane; Mary Cupery; Charles Boursier, MD; Jack Sanderson, Susan Goethel, Sarah Lloyd.

HEALTH & HUMAN SERVICE BOARD MEMBERS EXCUSED: J. Robert Curtis, DVM.

HEALTH & HUMAN SERVICE STAFF PRESENT: Sandra Roberts; Dennis Wittig; Kathy Koenecke; Gretchen Halvorsen.

**III. AGENDA/ADDITIONS/ANNOUNCEMENTS**

Director Roberts asked that permission for the Department's holiday luncheon be added to the agenda.

MOTION: TO APPROVE THE NOVEMBER 1, 2006 HEALTH & HUMAN SERVICE BOARD AGENDA AS AMENDED.

Motion by Susan Goethel; second by Jack Sanderson. Motion carried unanimously.

**IV. APPROVAL OF MINUTES**

MOTION: TO APPROVE THE MINUTES OF THE OCTOBER 10, 2006 REGULAR MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD.

Motion by Jack Sanderson, second by Susan Goethel. Motion carried unanimously.

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

Director Sandra Roberts presented two new contracts, twenty-six addenda, two appropriation entries, the Health Services Report, Commission on Aging Financial Report and the Health & Human Services Fund Report all dated September 30, 2006.

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

Motion by Mary Cupery, second by Dr. Charles Boursier. Motion carried unanimously.

**VI. COMMISSION ON AGING**

The Commission on Aging did not meet, however Commission on Aging Director Dennis Wittig reported that the new vehicle, approved by the COA and H&HS Board, has been put into service.

**VII. APPROVAL OF ELDER-ADULT-AT-RISK & ADULT-AT-RISK AGENCY DESIGNATION**

Dennis presented a resolution designating Columbia County Health & Human Services as the Elder-Adult-At-Risk (for adults 60+ years) and the Adult-At-Risk (for adults 18-59 years old) Agency for Columbia County. The Board reviewed and approved the resolution, which was authored by the State, however, the Board decided to change the fiscal note comment from "none" as prescribed by the State, to "unknown" because the financial impact of this new unfunded mandate to serve 18-59 year olds is unknown.

MOTION: TO AMEND THE ELDER-ADULT-AT-RISK & ADULT-AT-RISK RESOLUTION'S FISCAL NOTE FROM "NONE" TO "COST UNKNOWN. UNFUNDED MANDATE".

Motion by Jack Sanderson. Not seconded.

MOTION: TO AMEND THE ELDER-ADULT-AT-RISK & ADULT-AT-RISK RESOLUTION'S FISCAL NOTE FROM "NONE" TO "COST UNKNOWN".

Motion by Mary Cupery, second by Jack Sanderson. Motion not carried.

MOTION: TO AMEND THE ELDER-ADULT-AT-RISK & ADULT-AT-RISK RESOLUTION'S FISCAL NOTE FROM "NONE" TO "UNKNOWN".

Motion by Sarah Lloyd, second by Susan Goethel. Motion carried. Not unanimous.

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MOTION: TO ADOPT THE ELDER-ADULT-AT-RISK & ADULT-AT-RISK  
RESOLUTION AS AMENDED.

Motion by Jack Sanderson, second by Dr. Boursier. Motion carried. Not unanimous.

**VIII. 2007 BUDGET DISCUSSION**

Health & Human Services Director Sandra Roberts distributed copies of the 2007 Columbia County Revenues Fund for the Health & Human Services Department, with suggested corrections to the 111-C2 Home Delivered Meal Program line to reflect that the agency will not need the county tax levy previously recommended by the Health & Human Services Board, for the 2007 budget, in order to make the Elderly Nutrition Programs' Home Delivered Meals program whole. Director Roberts reported that the program will in fact have a small carryover amount from 2006 into 2007, due to the \$22,000 donation received earlier this year. Director Roberts and Cathy Karls, Assistant Comptroller, will be attending the next Finance Committee meeting in order to bring that committee up-to-date on this specific budget matter. Dennis Wittig reported that he believes the budget for the program has turned around because of the temporary waiting list that was created for the program, as well as increased donations for meals due in part to media coverage regarding the Elderly Nutrition Program, and because new procedures have been put into place in the program to more closely monitor eligibility for the program. Dennis thanked the Board for its continued support of the program throughout the last several months. The proposed change to the budget will need to occur from the floor of the November 14 County Board meeting. It was suggested that Vice Chair Tim O'Neil make the proposal.

MOTION: TO AMEND THE BUDGET AS PROPOSED FOR THE 111-C2 HOME  
DELIVERED MEAL PROGRAM, TO RECOMMEND THAT H&HS BOARD VICE  
CHAIR O'NEIL RECOMMEND THE CHANGE BY MOTION AT THE NOVEMBER 14  
COUNTY BOARD MEETING, PRIOR TO THE APPROVAL OF THE 2007 COUNTY  
BUDGET, AND THAT ALL FIGURES BE VERIFIED PRIOR TO THE COUNTY  
BOARD MEETING AND A ONE SHEET SUMMARY OF THE PROPOSED  
BUDGET CHANGE BE MADE AVAILABLE TO ALL COUNTY BOARD SUPERVISORS  
AT THE NOVEMBER 14 COUNTY BOARD MEETING.

Motion by Jack Sanderson, second by Sarah Lloyd. Motion carried unanimously.

**IX. HEALTH OFFICER'S REPORT**

Due to a scheduling conflict for Health Officer Susan Lorenz, Director Roberts reminded the Board of Friday's flu clinic that will be held at the Portage High School in connection with the mass clinic plan exercise.

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**X. APPROVAL TO INCREASE HOURS OF PUBLIC HEALTH NURSE**

Director Roberts requested approval to use a portion of 2007 pandemic influenza funding, along with a portion of 2006 Public Health preparedness funding to increase the 2007 part time hours for a public health nurse's position from 75% to 93%. The actual increase would be 353 hours, at a cost of \$14,098.82. There are no county tax dollars involved with the requested increase. The additional work hours will be used for Public Health preparedness planning and pandemic influenza planning.

MOTION: TO APPROVE THE INCREASE IN THE PUBLIC HEALTH NURSE'S PART TIME POSITION FOR 2007, FROM 75% TO 93%, USING 2007 PANDEMIC INFLUENZA AND 2006 PUBLIC HEALTH PREPAREDNESS FUNDING ONLY.

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

**XI. TRAINING REQUESTS**

Director Sandra Roberts presented a request for supervisors Wendy Metcalf and Gretchen Halvorsen to attend a leadership and preparedness training entitled Volunteer Organizations Active in Disaster Training Conference, at Fort McCoy, December 6-8, 2006 for a fee of \$60 each plus mileage and meals. The training would replace a State leadership training that the two supervisors were scheduled to attend but was canceled earlier in the year. The training is also beneficial as the State and counties work on disaster preparedness plans for Human Service agencies.

MOTION: TO APPROVE THE AFOREMENTIONED TRAINING REQUEST AS PRESENTED.

Motion by Sarah Lloyd, second by Jack Sanderson. Motion carried unanimously.

**XII. APPROVAL OF DEPARTMENT'S LUNCHEON**

Director Roberts requested permission for an extra 15 minutes for all Department employees to attend the Christmas Luncheon, as is the practice each year, and which is held at the Blankenhaus Restaurant. Discussion followed about referring to the event as the "holiday" luncheon instead of the "Christmas" luncheon.

MOTION: TO APPROVE AN ADDITIONAL 15 MINUTES FOR EACH EMPLOYEE TO ATTEND THE DEPARTMENT'S CHRISTMAS LUNCHEON.

Motion by Bob Lane, second by Susan Goethel. Motion not carried.

MOTION: TO APPROVE AN ADDITIONAL 15 MINUTES FOR EACH EMPLOYEE TO ATTEND THE DEPARTMENT'S HOLIDAY LUNCHEON.

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Motion by Jack Sanderson, second by Dr. Boursier. Motion carried. Not unanimous.

**XIII. DIVISION OF CHILDREN & FAMILY PRESENTATION - KATHY  
KOENECKE, ADMINISTRATOR**

Division of Children & Family Administrator Kathy Koenecke presented a PowerPoint presentation about her division and the outcome of a recent State Review. Kathy supervises two units in her division - the Children's Protective Services unit and the Juvenile Justice unit. In that capacity, she supervises 13 social workers, 2 social work aides, and one Restitution & Community Service Coordinator. She is responsible for the CPS, Youth Aids, Family Support, Birth to 3, Kinship Care, Foster Care, and Restitution & Community Service programs. Kathy reported that the C&F Division had 1,252 referrals in 2005 and 2006 looks like it will be another record year. Kathy also reported that social workers are dealing with more difficult families on their caseloads, families with fewer resources to help themselves, fewer supports such as extended family, and more issues involving mental health and AODA problems. Kathy advised the Board that the Juvenile Justice unit is seeing more serious crimes being committed by youth and an increase in weapons used in those crimes. The PowerPoint presentation highlighted the initial outcomes of the recent State review. Overall, the review reported very positive outcomes for the Division. The review reported that the staff is very cohesive, works well with outside agencies, is very prepared for court proceedings, and is very knowledgeable. The review also determined that the Division has experienced higher levels of turnover, that the staff is under continued stress, that the workers are concerned about the stress level of the supervisor, that the staff-to-supervisor ratio is the highest in the state, and that the percentage of referrals opened by the Division is amongst the highest in the state as well. The review also emphasized a shortage of some specific resources within the county, that if available sufficiently, would be of benefit to the children and families served within the division. A final report of the review will be sent to the H&HS Department after January 1, 2007.

**XIV. WCA'S LONG TERM CARE TRAINING FOR ELECTED OFFICIALS SET  
FOR NOVEMBER 9, 2006**

Director Roberts reminded the H&HS Board members of WCA's upcoming training. She provided registration forms for anyone who still wanted to attend but was not registered. Gretchen offered to fax all registrations today after the Board meeting.

**XV. APPROVAL OF RESOLUTION TO INCREASE COUNTY TAX LEVY**

Director Roberts presented the latest draft of the proposed resolution to raise county tax levy. Jack Sanderson provided a copy of additional WHEREASs that he wished to be included in the resolution. The Board discussed the content of the resolution, provided additional wording and suggestions and asked that the resolution be reworked and sent to them in email form for further review and completion in time for the December H&HS Board meeting.

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**XVI. ACCEPTANCE OF H&HS DIRECTOR'S RETIREMENT NOTICE**

Director Roberts read and presented her signed notice of retirement to the Board for acceptance. The letter will be forwarded to the Human Resources Department. Director Robert's retirement date is set for January 12, 2007.

MOTION: TO ACCEPT THE RETIREMENT NOTICE OF SANDRA ROBERTS,  
DIRECTOR FOR THE COLUMBIA COUNTY DEPARTMENT OF HEALTH & HUMAN  
SERVICES.

Motion by Mary Cupery, second by Jack Sanderson. Motion carried unanimously.

**XVII. DIRECTOR'S REPORT**

Director Sandra Roberts announced that the Columbia County Accounting Department has chosen the Riverhaven Homeless Shelter as a recipient of their annual project. The Department is collecting furnishings, money, and manpower to support the remodeling and operation efforts of the homeless shelter. Director Roberts encouraged donations.

**XVIII. VOUCHERS**

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

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

**XIX. ADJOURNMENT**

Vice Chair O'Neil declared the meeting adjourned at 11:55 a.m.

The Columbia County Health & Human Services Board will reconvene on Tuesday, December 12, 2006, at 9:30 a.m. in the Brewer's Training Room of the Columbia County Health & Human Services Building, following the Commission on Aging meeting.

Respectfully submitted,

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Robert Lane, Secretary  
Col. Co. H & HS Board

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