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**MINUTES
COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING
TUESDAY, NOVEMBER 6, 2007**

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, 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; Robert Lane; Mary Cupery; Jan Gardner, RN; JoAnn Wingers; Susan Goethel; Charles Boursier, MD; Jack Sanderson.

HEALTH & HUMAN SERVICE STAFF PRESENT: Erik Pritzl; Cathy Karls; Dennis Wittig; Susan Lorenz; Gretchen Halvorsen.

AGENDA/ADDITIONS/ANNOUNCEMENTS

Health & Human Services Director Erik Pritzl asked that the specific Project Plans also be part of the approval in the ADRC Building Modification agenda item.

MOTION: TO APPROVE THE NOVEMBER 6, 2007 HEALTH & HUMAN SERVICES BOARD AGENDAWITH ADDITION.

Motion by JoAnn Wingers, second by Dr. Boursier. Motion carried.

APPROVAL OF MINUTES

MOTION: TO APPROVE THE MINUTES OF THE OCTOBER 9, 2007 MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD.

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

DEPARTMENT BUDGET & COMPENSATORY TIME

Health & Human Services Director Erik Pritzl presented the Department's Budget Analysis as of 9/30/07.

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

Director Pritzl presented one new contract, six addenda, and three appropriation entries to the Board for approval.

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**MOTION: TO APPROVE THE CONTRACT, ADDENDA, AND APPROPRIATION
ENTRIES AND TO PLACE THEM AS ATTACHMENTS TO THE MINUTES.**

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

COMMISSION ON AGING

Commission on Aging Director Dennis Wittig reported that a joint meeting of the Commission On Aging, Aging & Disability Resource Center Committee and the Long Term Support/Community Options Committee was scheduled for noon on today's date. The joint meeting was necessary to gain final approval of the amendments and policies and procedures for the ADRC Plan.

HEALTH OFFICER'S REPORT

Public Health Officer Susan Lorenz reminded the Board of the free flu shots for all County employees, which will be dispensed beginning this week. Susan also reported on the success of the Poynette School District Employee Flu Clinic which resulted in dispensing 83 flu shots. The school district has already expressed interest in holding the clinic again next year for employees. Susan reported on the Drive-Thru Flu Shot exercise that was held in October at the Highway Department. Fifty-five flu shots were given out and the process went well. The Division of Health also had a recent Response & Communications exercise, mandated by the CDC. Susan reported that the Division staff learned a great deal in this exercise. The recent tabletop exercise involving county school districts and MATC was also well attended. The exercise revealed that none of the school districts have begun preparing plans for an influenza outbreak, however MATC has begun doing so. Susan offered her assistance to the school districts to get the project completed. Susan reported that the CDC will be visiting Columbia County in December to review our emergency plans.

TRAINING REQUESTS

H&HS Director Pritzl presented a training request for Gretchen Halvorsen to attend the e-WiSACWIS TAW/PAW training in Wausau on November 13 & 14. The training is free and the overnight cost is \$62. The overnight expense is less costly than mileage to drive both days to the training.

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

AGENCY CARS

Director Pritzl expressed his concern that the agency cars are each quickly approaching 150,000 miles and that more frequent repairs of them are occurring because of the high mileage. Discussion followed about the direction the Board gave the Department a year ago indicating that when the cars reach 150,000 that they should be disposed of properly. Agency cars, in the past, have been sold at an auto auction and have also been handed down to the MIS Dept and Buildings & Grounds to drive locally. The Board also discussed the savings of staff using agency vehicles versus reimbursement for mileage in their own vehicles.

MOTION: TO AMEND THE DEPARTMENT'S BUDGET ON THE FLOOR OF THE

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COUNTY BOARD MEETING TO ALLOW THE H&HS DEPARTMENT TO PURCHASE
ONE NEW AGENCY VEHICLE, NOT TO EXCEED \$18,000.

Motion by Jack Sanderson, no second. Motion died.

ACTION ON NEW POSITION OF ADRC DIRECTOR

Health & Human Services Director Erik Pritzl presented a New Position Hiring Analysis form for the ADRC Director and reported that in Monday's Executive Committee Meeting, the committee agreed to appoint Dennis Wittig Director of the ADRC as well as have him retain his Director of Commission on Aging position. The Executive Committee also voted to have Dennis discontinue his Long Term Support Division Administrator position once he takes over his ADRC responsibilities. There is money available in the ADRC grant for this position.

MOTION: TO RECOMMEND APPROVAL OF DENNIS WITTIG'S APPOINTMENT AS
THE AGING & DISABILITY RESOURCE CENTER DIRECTOR.

Motion by JoAnn Wingers, second by Susan Goethel. Motion carried.

ACTION ON NEW POSTION OF ADRC SOCIAL WORKER

Health & Human Services Director Erik Pritzl presented a New Position Hiring Analysis form for an ADRC Social Worker. This particular social work position will include Disability Benefit Specialist Counseling, which represents a set of job duties not implemented before in a social work position. There is money available in the ADRC grant for this position.

MOTION: TO RECOMMEND APPROVAL OF THE NEW ADRC SOCIAL WORKER
POSITION WITH DISABILITY BENEFIT SPECIALIST DUTIES.

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

ACTION ON VACANT ADRC SOCIAL WORK POSITION (2)

Health & Human Services Director Erik Pritzl presented replacement requests for two ADRC Social Worker positions that will most likely be filled by existing Long Term Support social work staff. Once this occurs, the Long Term Support Social Worker positions vacated will not be refilled. There is money available in the ADRC grant for these positions.

MOTION: TO RECOMMEND APPROVAL OF FILLING THE TWO VACANT ADRC
SOCIAL WORKER POSITIONS.

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

ACTION ON VACANT ADRC CLERK TYPIST II POSITION

Health & Human Services Director Erik Pritzl presented a replacement request for an ADRC Clerk Typist II. If this position is filled from the existing Health & Human Services Clerical Staff, no replacement of the vacated position will be requested. There is money available in the ADRC grant for this position.

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**MOTION: TO RECOMMEND APPROVAL OF FILLING THE VACANT ADRC CLERK
TYPIST II POSITION.**

Motion by Jan Gardner, second by Dr. O'Neil. Motion carried.

ACTION ON ADRC BUILDING MODIFICATIONS AND PROJECT PLAN

Health & Human Services Director Erik Pritzl presented a handout outlining the proposed building project plan for the adaption of the ADRC into the H&HS Building, located at 2652 Murphy Rd, Portage. The current projected expenses total \$77,993, which includes construction, furniture/equipment, MIS charges and telephone upgrades. A total of \$210,000 was set aside in the Department's 2007 budget for ADRC building modifications. The projected opening of the ADRC is slated for 1/1/08.

**MOTION: TO RECOMMEND APPROVAL OF THE BUILDING MODIFICATION
PROJECT PLAN AND EXPENSES AS PRESENTED.**

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

COMPREHENSIVE COMMUNITY SERVICES START UP

Director Pritzl advised the Board that he has applied for start up grant money from the State to begin a Comprehensive Community Services program that would service mental health patients by promoting independence and fostering support of these individuals in order to reduce the number of placements in costly treatment settings. If the grant is approved and the money is accepted by the County, the program would provide a whole new array of services to mental health clients. The program will also allow the Department to recoup MA dollars for reimbursement of some services. Director Pritzl envisions restructuring the Mental Health/AODA Division if the grant is made available because the program will require a manager with clinical credentials.

DIRECTOR'S REPORT

Director Pritzl led the Board through a discussion of the Family Care payment structure that the County has committed to as a partner in the Family Care program. Discussion followed about the financial impact the program is expected to make over the next several years.

PAYMENT OF VOUCHERS/FINANCIAL REPORT

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

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

ADJOURNMENT

The Columbia County Health & Human Services Board will reconvene on Tuesday, December 11, 2007, at 9:30 a.m., in the Brewer's Training Room of the Columbia County Health & Human Services Building.

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Chair Curtis declared the meeting adjourned at 11:10 a.m.

Respectfully submitted,

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

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

cc: Chair Baumgartner
Vice Chair Wopat

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