



Health and Human Services
2652 Murphy Rd

608-742-9227
FAX: 608-742-9700
TDD: 608-742-9229
E-MAIL: DHHS@co.columbia.wi.us
WEBSITE: www.co.columbia.wi.us

Mailing Address: P.O. Box 136
Portage, WI 53901-0136

MINUTES
COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING
TUESDAY, NOVEMBER 8, 2005

I. CALL TO ORDER

The regular meeting of the Columbia County Health & Human Services Board was called to order at 9:30 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, Susan Goethel, 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.

III. AGENDA/ADDITIONS/ANNOUNCEMENTS

Director Sandra Roberts requested that the following items Increased Staff Hours for 2006, and, Replacement Position Request be added to the agenda. Vice Chair Pufahl requested that the item One Mass Clinic Site be added to the agenda as well, and Vice Chair Pufahl advised that the items requested by Director Roberts can only be discussed not voted on.

MOTION: TO APPROVE THE NOVEMBER 8, 2005 HEALTH & HUMAN SERVICE BOARD AGENDA WITH CHANGES.

Motion by Barry Pufahl, second by Claire Robson. Motion carried unanimously.

IV. APPROVAL OF MINUTES

Dr. O'Neil pointed out a correction on Page 3, Item IX, the first paragraph, last sentence should be corrected to read agency "car" not agency "care".

MOTION: TO APPROVE THE MINUTES OF THE OCTOBER 11, 2005 REGULAR MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD.

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

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

Director Sandra Roberts presented one contract, twenty-eight addenda, five appropriation entries, the Health Services Financial Report, and the Health & Human Services Financial Report to the Board for approval.

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

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

VI. COMMISSION ON AGING

The Commission on Aging did not meet.

VII. APPROVAL OF COA VEHICLE PURCHASE

Director Roberts presented two bids on a wheelchair accessible van for the COA transportation fleet. The difference in bids was approximately \$9,000 between a local vendor and purchasing a vehicle through the State contract. The lower bid was from Atlas Bus Company for a Chevy minivan with wheelchair accessibility (Braun lift) for \$30,299, plus \$43 for tax, title, and license. Discussion involved future use of GPS tracking and/or On Star technology as another means to provide safety to clients being transported. The money for the purchase of the van will come from the Transportation Grant.

MOTION: TO APPROVE THE PURCHASE OF A CHEVY MINIVAN WITH WHEEL-
CHAIR ACCESSIBILITY FROM ATLAS BUS COMPANY FOR \$30,342.

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

VIII. AGING & DISABILITIES RESOURCE CENTERS (ADRCs)

Director Sandra Roberts distributed a list of definitions from the State that will be used to help guide and create the Aging & Disabilities Resource Centers in each county. Director Roberts reported that Ray Bankers and Susan Goethel have agreed to participate on the Steering Committee if appointed by the County Board Chair. Director Roberts will forward the final list of names to Chair Martin for approval and appointment. Discussion followed about the location for such a facility. Chair Martin reported that the Executive Committee is on record stating that the ADRC should be located in some location other than the H&HS Building.

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IX. LONG TERM CARE REDESIGN

Director Roberts distributed two handouts, one entitled *Attachment A - Goals for LTC Redesign*, and the second one entitled *Why Is It Important for Counties to be Involved in Long Term Care Reform?* Director Roberts reported that she is involved with an eleven county consortium to research the possible ramifications of counties becoming involved with managed care and contracting with HMOs to provide service. The State has slated the LTC Redesign program for 2007-2009. Director Roberts indicated that some proposed models of the redesign could have significant impact on the H&HS agency and staffing levels.

MOTION: TO RECOMMEND THE CONTINUING REPRESENTATION OF COLUMBIA COUNTY BY DIRECTOR ROBERTS IN THE ELEVEN COUNTY CONSORTIUM TO INVESTIGATE THE LONG TERM CARE REDESIGN PROPOSALS BY THE STATE OF WISCONSIN.

Motion by Dr. O'Neil, second by Claire Robson. Motion carried unanimously.

X. APPROVAL OF REFRIGERATOR & MASS CLINIC SUPPLIES PURCHASES

Public Health Officer Susan Lorenz requested permission to use grant dollars to purchase a new refrigerator for the storage of immunizations. Susan reported that she can purchase a 17 cubic foot Frigidaire refrigerator from BJ Appliances for \$600 and BJs will haul away the old one.

MOTION: TO APPROVE THE PURCHASE OF A NEW REFRIGERATOR FOR IMMUNIZATION STORAGE FROM BJ'S FOR \$600 TO BE PAID FOR BY GRANT DOLLARS.

Motion by Dr. Boursier, second by Jan Gardner. Motion carried unanimously.

Susan also requested the approval to purchase approximately \$3,000-4,000 in Bioterrorism/Mass Clinic medical supplies, recommended by the CDC, and necessary to have on hand in case of a public health event. The supplies would be paid for by grant dollars and none of the supplies have expiration dates so they will be available when needed. Discussion followed about storage for the supplies. Susan has several options available to her to house the supplies.

MOTION: TO APPROVE THE PURCHASE OF BIOTERRORISM/MASS CLINIC MEDICAL SUPPLIES, AS RECOMMENDED BY THE CDC, NOT TO EXCEED THE GRANT FUNDING LIMITS.

Motion by Barry Pufahl, second by Susan Goethel. Motion carried unanimously.

XI. HEALTH OFFICER'S REPORT

Public Health Officer Susan Lorenz reported that the Department received \$18,246 from the

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Dustin Raley Foundation as a result of the Dustin Raley Kickball Tournament held in August. As in past years, the money was donated to Columbia County to purchase meningitis and pneumonia vaccine for county children and young adults. Susan reported that she sent a thank you note to the Raley family for the donation. Susan distributed maps of the Mass Clinic Site at Portage High School. The maps provide proposed traffic flows and facility layout in the event of a mass clinic. Discussion followed about suggestions to improve the site plans. Susan reported that, so far, 150 county employees have volunteered for the mass clinic plans. Susan will also be looking for additional volunteers through the county EMS community. Discussion followed about special populations in the county - the Amish, Migrants, and foreign workers, as well as busing routes, help for shut-ins from Home Health United, and the use of county vehicles for transportation support. Susan reported on several additional meetings planned in the near future, including a meeting with the City of Portage for additional input on the plans.

XII. ONE MASS CLINIC SITE

Vice Chair Barry Pufahl presented a letter from a constituent sharing concern for the proposed one mass clinic site. A copy of the letter was also sent to Supervisor Tramburg and Supervisor Sanderson. Discussion followed about a back up site of Columbus because of its proximity to a hospital, as well as the logistical difficulties of multiple mass clinic sites and the shortage of volunteers for just one mass clinic site. Chair Martin requested that all of these concerns be addressed and responded to in the form of a letter back to the constituent by Public Health Officer Susan Lorenz.

XIII. INCREASED STAFF HOURS FOR PUBLIC HEALTH NURSE

Susan Lorenz reported that the County has received far more Bioterrorism dollars than expected for 2006 and therefore requested that the Board explore the idea of increasing staffing hours for one of the Public Health nurses. Susan recommended that some of the additional dollars be used to perform the Community Health Needs Assessment which will be due to the State in 2007. The Board expressed favor in this proposal and requested that the item be placed on a future agenda for approval.

XIV. POSITION REPLACEMENT

Director Roberts reported that the Health Division received a resignation notice from a Public Health nurse who is taking the Director of Nursing position at the Columbia County Health Care Center. Due to the work levels of the remaining staff, Director Roberts requested consideration by the H&HS Board for replacement of the position. The Board expressed favor in this proposal and requested that the item be placed on a future agenda for approval.

XV. TRAINING REQUESTS

Director Sandra Roberts presented a request for WIC Coordinator Linda Crohmeecke, and Public Health nurses Mary Meyer and Cathy Brunt to attend the training *Hot Topics in Nutrition* on

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December 2, 2005 in Green Bay, at a cost of \$28 per person. There is no overnight cost to the training and the staff will be using an agency car for transportation.

MOTION: TO APPROVE THE AFOREMENTIONED TRAINING REQUEST AS PRESENTED.

Motion by Barry Pufahl, second by Susan Goethel. Motion carried unanimously.

XVI. STARS DONATION FROM DAN SEE

Director Roberts presented a letter from Dan See, received just prior to his death, which included a donation of \$5,000 to the STARS program in memory of his wife Alice See. Director Roberts explained that the grant money received for the STARS program was projected to run out as of the end of 2005, therefore, the donation by Dan is very appreciated and very timely.

XVII. INCREASED HOURS FOR DIVISION OF CHILDREN & FAMILY POSITION

Director Roberts reminded the Board of the decrease in hours for the Restitution & Community Service Coordinator that will occur beginning in January 2006. Director Roberts reported that the judges have been notified of this change. Director Roberts requested that 4.5 additional hours per week, beginning in January 2006, be approved for the individual who performs the Restitution & Community Service duties, to enable this same individual to work additional hours with the STARS program and to begin a Mentoring program, using grant money from the Safe & Stable Families program, as well as money from the IV-E program. Director Roberts indicated that the request for these additional hours will have no impact on the Restitution & Community Service program hours.

MOTION: TO APPROVE 4.5 HOURS PER WEEK, BEGINNING IN JANUARY 2006, FOR THE RESTITUTION & COMMUNITY SERVICE COORDINATOR TO BEGIN A MENTORING PROGRAM AND WORK ADDITIONAL HOURS WITH THE STARS PROGRAM, AND TO PAY FOR THESE INCREASED HOURS WITH MONEY FROM THE SAFE & STABLE FAMILIES GRANT AND THE IV-E GRANT.

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

XVIII. MENTAL HEALTH RESOLUTION

A copy of the Mental Health Inpatient Costs resolution was included in the monthly packet along with the agenda and minutes from last month. Director Roberts discussed the fiscal impact the resolution could have on Columbia County. Discussion followed about some word changing to the resolution. Gretchen will make the corrections and forward the final copy to the County Clerk's Office for the H&HS Board members to sign prior to the November County Board meeting.

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MOTION: TO APPROVE THE MENTAL HEALTH INPATIENT COSTS RESOLUTION,
WITH CHANGES AS DISCUSSED AND TO FORWARD THE RESOLUTION TO THE
COUNTY BOARD FOR APPROVAL.

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

XIX. DIRECTOR'S REPORT

Director Sandra Roberts routed an IDP (Intoxicated Driver Program) update for review by Board members. She also provided handouts for the Emergency Detention update. Director Roberts cautioned that the Emergency Detention numbers for the agency are on target for the highest year ever. Discussion followed about whether or not the Wisconsin Tavern League should provide financial support for this program, and also whether or not the County can establish a countywide liquor tax to pay for some of the Emergency Detention expenses. Director Roberts indicated that a vast majority of Emergency Detention cases involve alcohol and/or drug abuse.

XX. 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 Susan Goethel. Motion carried unanimously.

XXI. ADJOURNMENT

Chair Curtis declared the meeting adjourned at 11:40 a.m.

The next Health & Human Services Board meeting will be held on Tuesday, December 13, 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,

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

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