



**Health and Human Services
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**MINUTES
COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING
TUESDAY, NOVEMBER 11, 2008**

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, 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; Robert Lane.

HEALTH & HUMAN SERVICE BOARD MEMBERS EXCUSED: Susan Goethel.

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

HEALTH & HUMAN SERVICE STAFF PRESENT: Erik Pritzl; Susan Lorenz; Dawn Woodard; Chris See; Gretchen Halvorsen.

OTHERS: Mat Schneider and Cathy Karls, Accounting.

AGENDA/ADDITIONS/ANNOUNCEMENTS

MOTION: TO APPROVE THE NOVEMBER 11, 2008 HEALTH & HUMAN SERVICES BOARD AGENDA.

Motion by Mary Cupery, second by Jan Gardner. Motion carried.

APPROVAL OF MINUTES

MOTION: TO APPROVE THE MINUTES OF THE OCTOBER 14, 2008 MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD, AS WELL AS THE SEPTEMBER 11, 2008 MINUTES OF THE COMMISSION ON AGING.

Motion by Mary Cupery, second by Tom Jenkins. Motion carried.

DEPARTMENT BUDGET & COMPENSATORY TIME

Health & Human Services Director Erik Pritzl presented the Department's Comp Time Report dated 10/31/08, as well as the Health & Human Services Financial Reports dated 9/30/08.

**COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING
NOVEMBER 11, 2008 – PAGE 2**

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

Director Pritzl presented one contract, four addenda, five appropriation entries and one line item transfer to the Board for approval.

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

Motion by Jan Gardner, second by Mary Cupery. Motion carried.

MOTION: TO APPROVE THE LINE ITEM TRANSFER OF \$2,000 FROM THE SAFE &
STABLE FAMILIES GRANT PLUS \$4923 FROM THE IV-E GRANT MONIES TO
INCREASE THE COMMUNITY SERVICES & RESTITUTION COORDINATOR'S TIME
BY 4.5 HOURS PER WEEK IN 2009, WITH THE UNDERSTANDING THAT IF THE
GRANT MONEY IS NOT AVAILABLE IN 2010 OR THERE AFTER, THE HOURS WILL
DECREASE ACCORDINGLY.

Motion by Tom Jenkins, second by Bob Lane. Motion carried.

COMMISSION ON AGING

ADRC/COA Director Christine See reported that the Commission will be meeting at 3:00 p.m. on today's date. Chris reported that the bus was sold earlier this month and that after applying the money from it and additional monies from the trust fund for the purchase of a van, the trust fund should retain approximately \$14,000, which will be carried over for the purchase of additional vehicles. Chris advised that the existing Wait List transition of clients into Family Care should be completed by the end of March '09, and the final transition of new clients being added should be complete by June '09. Chris also advised the Board that the call volume for the ADRC which increased over the summer months has continued into the fall. Chris continues to make public appearances around the county to educate the public about the Aging and Disability Resource Center.

HEALTH OFFICER'S REPORT

Public Health Officer Susan Lorenz circulated a copy of the State's newsletter to Health Boards and advised additional editions should be sent electronically in the future. Susan reported that the proceeds from the Dustin Raley Kickball Tournament for 2008 totaled \$5,280.25. So far, since 2002 the Raley family has donated a total of \$97,179.25 to the DOH which has purchased 1137 meningitis vaccines for high school and college age students in Columbia County. Susan reported that Dane County has seen an outbreak of 130 cases of shigella recently and now in recent weeks Columbia County has had 7 cases reported. Susan discussed the importance of hand washing for prevention.

ACTION ON INCREASING DOH NURSE'S POSITION IN '09 FROM 75% TO 100%

Director Pritzl presented a request to increase the hours of a Division of Health nurse in '09 from 75% to 100% due to receiving the necessary grant dollars to cover the increase. If similar grant

**COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING
NOVEMBER 11, 2008 – PAGE 3**

dollars are not available in 2010 for the position, the DOH nurse's hours will be decreased accordingly. The total of the increase in salary and fringe is \$20,991.81.

MOTION: TO INCREASE HOURS FROM 75% TO 100% FOR THE DOH NURSE POSITION IN 2009, TO BE PAID FOR FROM GRANT DOLLARS.

Motion by Mary Cupery, second by Tom Jenkins. Motion carried.

DIVISION ADMINISTRATOR PRESENTATIONS – DAWN WOODARD, DIVISION OF BEHAVIORAL HEALTH & LONG TERM SUPPORT

Division of Behavioral Health & Long Term Support Administrator Dawn Woodard distributed a pamphlet and statistics to all Board members and discussed the services and history of the division in Columbia County.

TRAINING REQUESTS

There were no training requests.

ACTION ON ECONOMIC SUPPORT LEAD WORKER JOB DESCRIPTION

Director Pritzl presented an updated version of the ES Lead Worker job description. Updates to the job description include the elimination of references to W-2, since the Division does not perform W-2 job duties, as well as corrections to terminology, and the elimination of the Division Administrator's hiring recommendation.

MOTION: TO APPROVE THE ES LEAD WORKER JOB DESCRIPTION AS PRESENTED.

Motion by Tom Jenkins, second by Mary Cupery. Motion carried.

ACTION ON ADDITIONAL HOURS FOR COMMUNITY SERVICES/RESTITUTION COORDINATOR IN '09

The Board approved this proposal earlier in the minutes under the section titled Contracts, Addenda, Budget Transfers, Outlay Changes, Resolutions and Line Item Transfers.

DIRECTOR'S REPORT

Health & Human Services Director Erik Pritzl invited Board members to attend WCHSA's fall conference in Stevens Point on December 4 & 5. Director Pritzl informed the Board that associates of the Pauquette Center may attend the November County Board meeting in an attempt to request more money for their contract with H&HS. Director Pritzl notified the Board that he has repeatedly asked for a full audit from Pauquette, but has not yet received one. Director Pritzl reported that some of the providers Care Wisconsin has chosen to use for services differs from providers that the County was using, therefore some clients may be struggling with these changes and may contact Board members to complain. Director Pritzl also reported that he and other H&HS staff attended a tour of the Dane County Secure Detention Center this week, along with Sheriff Department staff, and were very impressed with the facility. The agency is intending to use the center because of its fees and close location to Columbia County.

**COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING
NOVEMBER 11, 2008 – PAGE 4**

Finally, Director Pritzl updated the Board on recent security changes to the building.

PAYMENT OF VOUCHERS/FINANCIAL REPORT

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

Motion by Bob Lane, second by Dr. O'Neil. Motion carried.

ADJOURNMENT

Chair Curtis declared the meeting adjourned at 11:00 a.m.

The Columbia County Health & Human Services Board will reconvene on Tuesday, December 9, 2008, at 9:00 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