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**MINUTES
COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING
TUESDAY, DECEMBER 11, 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; Mary Cupery; Jan Gardner, RN; JoAnn Wingers; Charles Boursier, MD; Jack Sanderson.

HEALTH & HUMAN SERVICE BOARD MEMBERS EXCUSED: Bob Lane; Susan Goethel.

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

AGENDA/ADDITIONS/ANNOUNCEMENTS

Chair Curtis requested that the Director's Evaluation Process be added to the agenda.

MOTION: TO APPROVE THE DECEMBER 11, 2007 HEALTH & HUMAN SERVICES BOARD AGENDAWITH ADDITION.

Motion by Jack Sanderson, second by JoAnn Wingers. Motion carried.

APPROVAL OF MINUTES

MOTION: TO APPROVE THE MINUTES OF THE NOVEMBER 6, 2007 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 Budget Analysis as of 10/31/07.

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

Director Pritzl presented three new 2007 contracts, sixteen addenda, two appropriation entries,

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one line item transfer and one hundred twenty 2008 contracts to the Board for approval.

MOTION: TO APPROVE THE CONTRACTS, ADDENDA, APPROPRIATION ENTRIES AND LINE ITEM TRANSFER, AND TO PLACE THEM AS ATTACHMENTS TO THE MINUTES.

Motion by Mary Cupery, second by JoAnn Wingers. Motion carried.

Director Erik Pritzl also presented a resolution acknowledging the retirement of social worker Pam Field from the Department.

MOTION: TO APPROVE THE RESOLUTION ACKNOWLEDGING THE RETIREMENT OF SOCIAL WORKER PAM FIELD.

Motion by Jack Sanderson, second by Dr. Boursier. Motion carried.

ACTION ON TRANSPORTATION GRANT RESOLUTION

Director Pritzl presented a resolution to accept the Elderly and Disabled Specialized Transportation Grant and to adjust the County match amount per State requirement.

MOTION: TO RECOMMEND ACCEPTING THE ELDERLY AND DISABLED SPECIALIZED TRANSPORTATION GRANT , WITH ADJUSTED COUNTY MATCH AND TO FORWARD THE REQUEST TO THE COUNTY BOARD FOR APPROVAL.

Motion by JoAnn Wingers, second by Mary Cupery. Motion carried.

Director Pritzl also presented a resolution outlining the Aging & Disability Resource Center's Governing Board as recommended by the State with 50% or more consumer representation.

MOTION: TO RECOMMEND APPROVAL OF THE RESOLUTION OUTLINING THE AGING & DISABILITY RESOURCE CENTER'S GOVERNING BOARD AND TO FORWARD IT TO THE COUNTY BOARD FOR APPROVAL AND APPOINTMENT OF TWO BOARD SUPERVISORS TO THE GOVERNING BOARD.

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

COMMISSION ON AGING

Commission on Aging Director Dennis Wittig reported that the Commission On Aging did not meet in December.

HEALTH OFFICER'S REPORT

Public Health Officer Susan Lorenz reported that 290 flu shots were given to county employees as part of the new county Wellness program. Susan distributed copies of the 2007 Columbia County Health Snapshot, results from the Wisconsin Public Health Rankings. Discussion followed.

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ACTION ON PUBLIC HEALTH NURSES' HOURS

Director Pritzl presented a request to increase the work hours of Public Health Nurse Laura Simonds due to an increase in the County's Bioterrorism grant. Laura's hours would increase from 75% to 93% and be paid for through the grant.

MOTION: TO APPROVE THE INCREASE IN PUBLIC HEALTH NURSE'S HOURS, FROM 75% TO 93% FOR LAURA SIMONDS, AND TO BE PAID FOR FROM AN INCREASE IN THE COUNTY'S BIOTERRORISM GRANT FUNDING.

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

TRAINING REQUESTS

None.

ACTION ON REPLACEMENT OF LONG TERM SUPPORT DIVISION ADMINISTRATOR

Director Erik Pritzl presented a request to replace the Long Term Support Division Administrator, once Dennis Wittig leaves that position to assume the position of ADRC Director on January 1, 2008. Director Pritzl advised the Board that he plans to merge what will remain of the Long Term Support unit, after Family Care is initiated in March 2008, with the Mental Health/AODA Division to create a new division entitled Behavioral Health. There is money in the 2008 budget for this position.

MOTION: TO APPROVE THE REPLACEMENT OF THE LONG TERM SUPPORT DIVISION ADMINISTRATOR POSITION.

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

ACTION ON DIVISION ADMINISTRATOR JOB DESCRIPTION

Director Erik Pritzl presented a draft of the new job description for the Behavioral Health & Long Term Support Division Administrator. Director Pritzl advised that language in the job description was changed to meet the requirements of such a position, specifically the need for a Masters Degree and clinical background for possible job candidates.

MOTION: TO APPROVE THE JOB DESCRIPTION OF THE BEHAVIORAL HEALTH & LONG TERM SUPPORT DIVISION ADMINISTRATOR.

Motion by JoAnn Wingers, second by Jan Gardner. Motion carried.

ACTION ON REPLACEMENT OF TWO SOCIAL WORKER POSITIONS

Director Erik Pritzl presented Replacement Requests for two social work positions recently vacated due to a retirement and a job transfer. There is money in the budget for these positions.

MOTION: TO APPROVE THE REPLACEMENT OF TWO SOCIAL WORKER POSITIONS IN THE DIVISION OF AGING AND LONG TERM CARE SUPPORT.

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

ACTION ON REPLACEMENT OF CLERK TYPIST II POSITION

Director Erik Pritzl presented a replacement request for a Clerk Typist II in the Support Services Division, due to a recent job transfer. There is money available in the budget for this position.

MOTION: TO APPROVE THE REPLACEMENT REQUEST FOR A CLERK TYPIST II POSITION IN THE SUPPORT SERVICES DIVISION.

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

DIRECTOR'S REPORT

Health & Human Services Director Erik Pritzl updated the Board on the building changes in progress regarding the ADRC. Director Pritzl reminded the Board of the Staff Appreciation & Holiday Party scheduled for this Thursday at 3:00 p.m. Director Pritzl also notified the Board that the recruitment process for the Division Administrator position approved at today's meeting will take a great deal of time to complete, and therefore, in the interim, Director Pritzl plans to appointment a part time administrator from the current staff to handle supervisory issues. Director Pritzl advised the Board that he is working with the Human Resources Director to finalize this process.

HEALTH & HUMAN SERVICES DIRECTOR'S EVALUATION

Chair Curtis distributed copies of the Director's evaluation packet to all Board members. He asked that everyone review the process and the item will appear on the January agenda, under a closed session, to discuss the topic further.

PAYMENT OF VOUCHERS/FINANCIAL REPORT

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

Motion by JoAnn Wingers, second by Mary Cupery. Motion carried.

ADJOURNMENT

Chair Curtis declared the meeting adjourned at 10:32 a.m.

The Columbia County Health & Human Services Board will reconvene on Tuesday, January 8, 2008, at 9:30 a.m., in the Brewer's Training Room of the Columbia County Health & Human Services Building, following the Commission on Aging Public Hearing and meeting.

In the excused absence of Secretary Robert Lane, Chair Curtis appointed Mary Cupery as Acting Secretary for today's meeting.

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Respectfully submitted,

Mary Cupery, Acting 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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