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**MINUTES
COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING
TUESDAY, DECEMBER 12, 2006**

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, DVM. 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; Tim O'Neil, MD; Jan Gardner, RN; Mary Cupery; Charles Boursier, MD; Jack Sanderson, Susan Goethel, Sarah Lloyd.

HEALTH & HUMAN SERVICE BOARD MEMBERS ABSENT: Robert Lane.

HEALTH & HUMAN SERVICE STAFF PRESENT: Sandra Roberts; Dennis Wittig; Susan Lorenz, Gretchen Halvorsen.

OTHERS: County Board Chair Harlan Baumgartner.

III. AGENDA/ADDITIONS/ANNOUNCEMENTS

MOTION: TO APPROVE THE DECEMBER 12, 2006 HEALTH & HUMAN SERVICE BOARD AGENDA.

Motion by Dr. O'Neil; second by Jack Sanderson. Motion carried unanimously.

IV. APPROVAL OF MINUTES

MOTION: TO APPROVE THE MINUTES OF THE NOVEMBER 1, 2006 REGULAR MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD, AS WELL AS THE SEPTEMBER 12, 2006 MINUTES OF THE COMMISSION ON AGING MEETING.

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 one hundred and thirteen 2007 contracts, four addenda, the Health Services Report, Commission on Aging Financial Report and the Health & Human Services Fund Report all dated October 31, 2006.

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

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

VI. COMMISSION ON AGING

The Commission on Aging met and reviewed financial reports. COA Director Dennis Wittig reported on the steam table that was purchased for the Wisconsin Dells Meal Site. Dennis explained that the table was delivered with extensive damage to it. Dennis contacted the vendor, Messners, the manufacturer, and the company that delivered the table, UPS, for reimbursement. So far, Dennis has been unsuccessful in his pursuit of full reimbursement, but he promised to keep the Commission on Aging and the Health & Human Services Board posted on the situation. Dennis also reported that the Commission on Aging gave final approval of the Columbia County 2007-2008 Aging Plan that was approved and submitted to the State in October. The State had no corrections or additions to the plan.

VII. APPROVAL OF TRANSPORTATION GRANT APPLICATION

Dennis reported that he presented the Transportation 82.21 Grant application at the Commission on Aging Public Hearing earlier in the morning. Changes to the transportation program included the trade in of the Dodge 12-passenger van in Columbus for a minivan. The program also purchased a new 2005 wheelchair accessible van in 2006. Dennis reported that the Commission on Aging approved the Transportation Grant application in their meeting.

MOTION: TO APPROVE THE 2007 TRANSPORTATION 85.21 GRANT APPLICATION
FOR COLUMBIA COUNTY.

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

VIII. APPROVE CAMBRIA MEAL SITE CLOSING

Dennis reported that the building that houses the Cambria Meal Site changed ownership recently and that the new landlord was requesting a \$100 per month increase in rental for the meal site space, from \$50 to \$150 per month. Dennis reported that after investigating the possible move of the site and after negotiating with the landlord, he recommended, and the Commission on Aging approved to continue with the Cambria Meal Site in their current location and to pay an

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additional \$25 per month, for a total of \$75 per month in rent. However, Dennis does intend to continue to look at other locations for the Cambria Meal Site.

MOTION: TO APPROVE THE CONTINUATION OF THE CAMBRIA MEAL SITE IN ITS CURRENT LOCATION WITH THE ADDITIONAL \$25 RENTAL PER MONTH, FOR A TOTAL OF \$75 RENT PER MONTH.

Motion by Sarah Lloyd, second by Dr. O'Neil. Motion carried unanimously.

IX. APPROVE 2007 HOME DELIVERED MEAL BUDGET & STAFF

Director Roberts reported that the Department's budget which was approved by the Health & Human Services Board and submitted to the Finance Committee was not passed in its entirety by the Finance Committee. Director Roberts reported that the Finance Committee instructed her that no County levy would be put into the Elderly Nutrition Program's Home Delivered Meals. This decision by the Finance Committee directly impacted the part time Nutritionist's position. However, due to the substantial increase of donations by the elderly recipients of the program, and the increased oversight of eligibility for the program, the Elderly Nutrition Program is looking at carrying a surplus into 2007 and therefore, Director Roberts requested that the part time Nutritionist's position be reinstated in the budget at a cost of \$36,314 in fiscal year 2007. Director Roberts reported that the Human Resources Committee does not need to approve the action, however the request must be submitted to the Finance Committee upon approval by the Health & Human Services Board.

MOTION: TO APPROVE THE CONTINUATION OF THE PART TIME NUTRITIONIST'S POSITION AT A COST OF \$36,314 FOR FISCAL YEAR 2007, AS WELL AS APPROVE THE NECESSARY FISCAL CHANGES TO THE BUDGET TO MAKE THIS OCCUR, AND TO PRESENT THE REQUEST TO THE FINANCE COMMITTEE FOR APPROVAL.

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

X. LONG TERM CARE REDESIGN AND AGING & DISABILITIES RESOURCE CENTER (ADRC) UPDATE

Dennis reported that the first ADRC Committee meeting was held in November. The committee will meet again in January, and for December, will complete reading assignments that discuss the specific requirements of an ADRC.

Director Roberts reported that she nor Dennis were able to attend the last Long Term Care Redesign meeting, however a social worker was sent to the meeting and Director Roberts has not been able to meet with the social worker to get briefed on the details of the meeting. More information should be available at the January meeting.

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XI. HEALTH OFFICER'S REPORT

Health Officer Susan Lorenz reported that the Department received \$6,771 from the Raley Foundation this year. The donated funds go to pay for free meningitis vaccine for all Columbia County children in high school and college, and for pneumonia shots for this same population. Susan sent a thank you letter to the family for the generous donation. Susan reported on the successful Breathe Free Portage Campaign kick off meeting that was held at Krista's in November. Seventeen members of the community attended, and eight others expressed interest in the project but could not attend. Susan reported that Jeff Melby, who is the current administrator of the Columbia/Marquette Tobacco Coalition, has resigned and will be leaving his position at the end of December. Tim Belleau, from CESA-5, will be leading the search for a replacement for the position beginning in January 2007. Susan distributed copies of the latest Public Health rankings for Columbia County. Due to time constraints of the meeting, Susan asked all Board members to review the material so that it can be discussed at the January 2007 meeting. Finally, Susan read a "thank you" letter her Division received from the State Health Officer recognizing National Public Health Day.

XII. TRAINING REQUESTS

None.

**XIII. NON-CAREGIVER MEMORANDUM OF UNDERSTANDING (MOU) -
CHILDREN'S PROTECTIVE SERVICES**

Director Sandra Roberts reported that Kathy Koenecke, Administrator for the Children & Family Division, has developed a new MOU for her Children's Protective Services Unit between the Department, Law Enforcement, and the DA's office, however, it could not be presented today, because it is still being reviewed by Corporation Counsel. Once that review is completed, Director Roberts will present the MOU for approval by the Board.

**XIV. CONTINUED DISCUSSION & APPROVAL OF RESOLUTION TO INCREASE
COUNTY TAX LEVY**

Director Roberts presented the latest draft of the resolution to increase the county tax levy. Discussion followed about the 2% construction mill rate limit that will sunset at the end of the year. Per Board Member Jack Sanderson, it is predicted that the limit will automatically be renewed in the next biennium, however, the timing of submitting this resolution is questionable. The Board decided to hold off on the presentation of the resolution until possibly the March meeting of the County Board, at which time, it is hoped a presentation can be made to the County Board explaining the effects on and trends of Federal & State mandates on the Health & Human Service Department's budget. The Board also decided that preparatory reading material could be distributed to all County Board members prior to the March County Board meeting.

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XV. APPROVE 2007 INCREASED HOURS FOR RESTITUTION COORDINATOR

Director Roberts presented a request to increase the 2007 part time hours of the Restitution Coordinator, by 4 1/2 hours per week, so she can perform mentoring duties and participate in a leadership role for the girl's STARS group, at a cost of \$6,087.84, to be paid for by Federal IV-E and Safe & Stable Families money. This request was inadvertently left out of the 2007 budget process. No County dollars are involved with this increase in hours.

MOTION: TO APPROVE THE REQUEST FOR INCREASED HOURS, IN 2007, OF THE RESTITUTION WORKER, BY 4 1/2 HOURS PER WEEK, AT A COST OF \$6,087.84, TO BE PAID FOR OUT OF FEDERAL IV-E AND SAFE & STABLE FAMILIES MONEY.

Motion by Sarah Lloyd, second by Susan Goethel. Motion carried unanimously.

XVI. DIRECTOR'S REPORT

Director Sandra Roberts provided annual statistics to the Board of the Migrant & Refugee Workers in Columbia County. Columbia County ranks second of all counties with the highest population of migrant and refugee worker. Only Waushara County has a larger population of this category of worker. Director Roberts also reported that interviews were completed last Thursday for the Director's position. County Chair Baumgartner announced that background checks are being completed and the job offer is hoping to be made soon to the selected candidate.

XVII. VOUCHERS

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

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

XVIII. ADJOURNMENT

Chair Curtis declared the meeting adjourned at 12:07 p.m. Mary Cupery was appointed Acting Secretary for the meeting.

The Columbia County Health & Human Services Board will reconvene on Tuesday, January 9, 2007, 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,

Mary Cupery, Acting Secretary
Col. Co. H & HS Board

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