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**MINUTES
COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING
TUESDAY, DECEMBER 13, 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; Susan Goethel.

HEALTH & HUMAN SERVICE BOARD MEMBERS EXCUSED: Barry Pufahl.

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

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

OTHERS PRESENT: Susan Martin, County Board Chair.

III. AGENDA/ADDITIONS/ANNOUNCEMENTS

MOTION: TO APPROVE THE DECEMBER 13, 2005 HEALTH & HUMAN SERVICE BOARD AGENDA.

Motion by Ken Olson, second by Claire Robson. Motion carried unanimously.

IV. APPROVAL OF MINUTES

The November 15, 2005 Joint H&HS, HR and Executive minutes, created by County Clerk Jeanne Miller, should be corrected to indicate the resignation received from the Public Health Nurse was Janette Sheeks, not Joanne.

MOTION: TO APPROVE THE MINUTES OF THE NOVEMBER 8, 2005 REGULAR MEETING & NOVEMBER 15, 2005 SPECIAL MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD WITH CORRECTIONS.

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

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

Director Sandra Roberts presented ninety-three 2006 contracts, six 2005 addenda, one appropriation entry, and five miscellaneous items, as well as the Health Services Financial Report, and the Health & Human Services Financial Report to the Board for approval.

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

Motion by Phil Baebler, second by Claire Robson. Motion carried unanimously.

VI. JEFF MELBY - COLUMBIA/MARQUETTE TOBACCO COALITION

Jeff Melby, Coordinator for the Columbia/Marquette Tobacco Coalition provided several handouts to the Board members and reported on the completed objectives in the 2005 tobacco plan. Jeff also highlighted the results from the City of Columbus' WINS (Wisconsin Wins) project, which produced 8 citations out of 14 vendors for selling tobacco to minors. Jeff reported that other communities in the county have expressed interest in having Jeff and his crew perform similar projects in their areas. Jeff also highlighted the 2006 goals for the Tobacco Coalition which include implementation of a smoke-free public policy for the City of Portage.

VII. COMMISSION ON AGING

COA Director Dennis Wittig reported that the COA approved the transportation grant in their meeting earlier today. Dennis also reported that the wheelchair van, which was previously approved for purchase, should be delivered by the end of the year. Dennis reported the COA discussed the decline mealsite revenue and advised the Board that the COA will be looking at increasing the suggested donation amount from \$2.50 to possibly \$3.00 per meal.

**VIII. RESOLUTION TO ACCEPT ELDERLY TRANSPORTATION GRANT &
INCREASED COUNTY MATCH**

A copy of the State Elderly and Disabled Specialized Transportation Services Grant form was distributed to all Board members. Dennis reported a substantial increase in the grant for 2006.

MOTION: TO ACCEPT THE TRANSPORTATION GRANT AS PRESENTED.

Motion by Susan Goethel, second by Phil Baebler. Motion carried unanimously.

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Director Roberts explained that the county match necessary to accept the Transportation Grant was inadvertently miscalculated and the county needs to contribute another \$114 in order to comply with the State Elderly and Disabled Specialized Transportation Services grant.

MOTION: TO APPROVE THE RESOLUTION INCREASING THE COUNTY'S MATCH FOR THE STATE ELDERLY AND DISABLED SPECIALIZED TRANSPORTATION SERVICES GRANT BY \$114.

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

IX. AGING & DISABILITIES RESOURCE CENTER (ADRC) AND LONG TERM CARE REDESIGN UPDATES

Director Sandra Roberts reported that no start up monies are currently available from the State to establish an ADRC within the County. Because of this, Director Roberts would like to contact all of the individuals who agreed to volunteer for the ADRC advisory committee and notify them that the project has been tabled, and instead, Director Roberts would like to concentrate on the Long Term Care Redesign project. Director Roberts also reported that she has been attending a 13 counties, plus 3 HMOs, consortium to discuss Long Term Care Redesign. Most likely the redesign will include a full range of services for the elderly and disabled with capitation rates. The State is currently providing planning money to consortiums to begin planning and Director Roberts indicated that she would like permission from the Board to continue involvement with the consortium for planning purposes. Involvement in the planning stage does not commit the county to any future action, but it is a way to stay informed and to provide input in the redesign project.

MOTION: TO APPROVE THE CONTINUED INVOLVEMENT OF COLUMBIA COUNTY HEALTH & HUMAN SERVICES IN THE THIRTEEN COUNTY LONG TERM CARE REDESIGN CONSORTIUM.

Motion by Dr. O'Neil, second by Phil Baebler. Motion carried unanimously.

X. APPROVAL OF BIOTERRORISM GRANT MONEY HOLDOVER FOR 2007 REQUIRED ASSESSMENT

Public Health Officer Susan Lorenz requested approval to holdover \$5,000 from the 2006 Bioterrorism Grant money to contract with the Office of Rural Health to implement the 2007 Community Needs Assessment, which is mandated to be performed by Wisconsin State Statute. Susan reported that the Office of Rural Health performed the last assessment for the Health Division and she was very satisfied with their work.

MOTION: TO APPROVE THE HOLDOVER OF \$5,000 FROM THE 2006 BIOTERRORISM GRANT MONIES AND TO USE THE MONEY TO CONTRACT WITH THE OFFICE OF RURAL HEALTH TO PERFORM THE MANDATED 2007 COMMUNITY NEEDS

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ASSESSMENT FOR COLUMBIA COUNTY DIVISION OF HEALTH.

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

XI. APPROVAL OF CONTRACT WITH SAFETY PLANNING ASSOCIATES

Public Health Officer Susan Lorenz reported that the 2006 Bioterrorism Grant has three mandatory exercises that must be completed. They are: a Mass Clinic Tabletop exercise; a Mass Clinic Functional Tabletop exercise; and a Pharmaceutical Stockpile Tabletop exercise. Susan explained that due to the military activation of the Bioterrorism Consortium Coordinator, Walter Clark, she wishes to contract with Safety Planning Associates to organize the exercises. Susan reported that there is money available in the grant to pay for the contract due to Walter Clark's absence.

MOTION: TO APPROVE A CONTRACT WITH SAFETY PLANNING ASSOCIATES TO PERFORM THE MANDATED EXERCISES FOR THE 2006 BIOTERRORISM GRANT.

Motion by Claire Robson, second by Phil Baebler. Motion carried unanimously.

XII. HEALTH OFFICER'S REPORT

Public Health Officer Susan Lorenz reported that as of 2006 Divine Savior Hospital will no longer be the contract agency of the Columbia/Marquette Tobacco Coalition due to the hospital's decision to not fully support the 2006 objectives of the Tobacco Coalition. Instead, the contract will be established with Jeff Melby, who has started his own company, Silver Lake Health. The 2006 objectives for the Columbia/Marquette Tobacco Coalition include the development and implementation of a smoke-free public policy for the City of Portage. Susan also reported that she held a recent meeting with the Columbia County Highway Department and Riteway Bus Company to establish transportation routes for her Mass Clinic plan. Susan reported that both the Highway Department and Riteway Bus were extremely cooperative. Susan has sent out a survey to the Riteway Bus employees to verify that they would be available to drive during a Mass Clinic incident. Susan also reported on a recent meeting with the City of Portage mayor and other city leaders regarding the Mass Clinic plan. Susan reported that the City was also very cooperative and the mayor has given the go-ahead to have city workers continue with the planning process. Susan advised the Board that she has begun discussions and preliminary planning with Divine Savior Hospital and the Columbus Hospital for the stockpiling of pharmaceuticals. Susan also advised the Board that her staff has begun administering the TDAP vaccine, which is a new vaccine, and free to teenagers within Columbia County. The vaccine is for Tetanus, Diphtheria and Pertusis.

XIII. TRAINING REQUESTS

None.

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**XIV. SOCIAL WORKER AND REGISTERED NURSE POSITIONS IN UNION
BUMPING STATUS**

Director Sandra Roberts notified the Board that the new social worker opening in the Division of Aging and Long Term Care Support was filled by a current social worker from the Children & Family Division. Similarly, the vacant part time nursing position in the Division of Health has been filled by a current full time RN. The vacant positions will now need to be filled from applicants outside of the County's current staff. Offers have been made and accepted for the two social worker positions (the second opening is due to the new 2006 position) and the candidates will be starting the first week of January. The RN position is currently being advertised.

**XV. WISCONSIN SOCIAL SERVICES ASSOCIATION AND WISCONSIN
COUNTIES HUMAN SERVICES ASSOCIATION LETTERS**

Director Roberts reported that she has received letters from both organizations requesting involvement by the Columbia County Health & Human Services Board. Discussion followed about the purpose and influence of both groups. No membership fee is required for WCHSA. The Board's membership fee for WSSA is \$90. The Board agreed that they did not want to pursue WSSA membership.

XVI. UPDATE ON INTOXICATED DRIVER PROGRAM (IDP) FUNDING

Director Roberts explained that money for the Intoxicated Driver Program derives from fines ordered against drunk drivers. The money is used to provide counseling for IDP clients. The agency had budgeted \$50,000 this year for the program and Director Roberts reported that those funds have already been used up. However, due to the increase in drunk driving arrests in Columbia County, additional money will be available for the remainder of the year.

XVII. DIRECTOR'S REPORT

Director Sandra Roberts distributed a copy of the 2005 Migrant Population report to all Board members. Discussion followed about Economic Support benefits that migrant workers qualify for while working in the community.

XVIII. 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 Phil Baebler, second by Susan Goethel. Motion carried unanimously.

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XIX. ADJOURNMENT

Chair Curtis declared the meeting adjourned at 11:42 a.m.

The next Health & Human Services Board meeting will be held on Tuesday, January 10, 2006, at 9:00 a.m. in the Brewer's Training Room of the Health & Human Services Building.

Respectfully submitted,

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

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

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