

# COLUMBIA COUNTY

Health and Human Services  
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## MINUTES COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING WEDNESDAY, JANUARY 13, 2021

### CALL TO ORDER

The regular meeting of the Columbia County Health & Human Services Board was called to order at 1:00 p.m., by Chair Eric Shimpach. The meeting was publicly noticed.

### ROLL

An attendance sheet was distributed by Gretchen Halvorsen.

HEALTH & HUMAN SERVICE BOARD MEMBERS PRESENT: Eric Shimpach; Barry Pufahl; Denise Brusveen; Keith Miller; Doug Richmond; Tom Borgkvist; Tom Drury.

HEALTH & HUMAN SERVICE BOARD MEMBERS EXCUSED: Daniel Gutmann, MD.

HEALTH & HUMAN SERVICE STAFF PRESENT: Heather Gove; Ellen Ellingsworth; Ashley Jahn; Gretchen Halvorsen.

OTHERS: Jessica Smith; Susan Fisher, Joe Ruf, Corporation Counsel; Jesica Walters, Cathy Karls, Accounting; Jim Foley, County Board 1<sup>st</sup> Vice Chair; Vern Gove, County Board Chair; Bob Koch, County Board 2<sup>nd</sup> Vice Chair.

### AGENDA/ADDITIONS/ANNOUNCEMENTS

MOTION: TO APPROVE THE JANUARY 13, 2021 HEALTH & HUMAN SERVICES BOARD AGENDA.

Motion by Doug Richmond, second by Keith Miller. Motion carried.

MOTION: TO MOVE THE CLOSED SESSION ITEM TO THE END OF THE MEETING.

Motion by Keith Miller, second by Barry Pufahl. Motion carried.

### APPROVAL OF MINUTES

MOTION: TO APPROVE THE MINUTES OF THE DECEMBER 9, 2020 MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD.

Motion by Barry Pufahl, second by Keith Miller. Motion carried.

**COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING  
JANUARY 13, 2021 – PAGE 2**

**PUBLIC INPUT**

None.

**REVIEW DEPARTMENT BUDGET & COMPENSATORY TIME**

The Department’s Comp Time Report and the Expense & Revenue Report dated 11.30.2020 were presented to the Board.

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

Health & Human Services Director Heather Gove presented one 2020 contract, thirty-eight 2021 contracts, three 2021 MOUs, forty-one Business Associate Agreements, and a listing of donations, to the Board for approval.

MOTION: TO APPROVE THE CONTRACTS, MOUs, BUSINESS ASSOCIATE AGREEMENTS, AND TO PLACE THEM AS AN ATTACHMENT TO THE MINUTES.

Motion by Tom Borgkvist, second by Tom Drury. Motion carried.

**AGING & DISABILITY RESOURCE CENTER DIRECTOR’S REPORT**

ADRC Assistant Director Ashley Jahn reported that the ADRC has been awarded a new wheelchair accessible van. Home Delivered Meals (HDM) volume continues to increase while the congregate meal sites remained closed due to COVID. Ashley reported that the ADRC has published a Request for Proposal (RFP) for the meal program. Ashley also advised that the ADRC is working on establishing an APS after-hours procedure.

**APPROVE JOB DESCRIPTION FOR ADRC DIRECTOR**

Health & Human Services Director Heather Gove presented a revised job description for the ADRC Director’s position.

MOTION: TO APPROVE THE ADRC DIRECTOR’S JOB DESCRIPTION AS PRESENTED.

Motion by Barry Pufahl, second by Tom Borgkvist. Motion carried.

**POSITION REPLACEMENT REQUEST FOR ADRC DIRECTOR**

HHS Director Heather Gove presented a position replacement request for the ADRC Director’s position.

MOTION: TO APPROVE THE POSITION REPLACEMENT REQUEST FOR THE ADRC DIRECTOR AS PRESENTED.

Motion by Barry Pufahl, second by Doug Richmond. Motion carried.

**COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING  
JANUARY 13, 2021 – PAGE 3**

**HEALTH OFFICER’S REPORT**

Interim Public Health Officer Ellen Ellingsworth provided an update on the COVID numbers in Columbia County. The next COVID testing site will be in Cambria this Friday.

**APPOINT INTERIM PUBLIC HEALTH OFFICER**

Director Gove introduced Ellen Ellingsworth and requested approval for her to be appointed as the Interim Public Health Officer. Ellen has been serving as the WIC Coordinator in the Division of Health.

MOTION: TO APPOINT ELLEN ELLINGSWORTH AS THE INTERIM PUBLIC HEALTH OFFICER FOR COLUMBIA COUNTY HEALTH & HUMAN SERVICES DEPARTMENT.

Motion by Barry Pufahl, second by Tom Borgkvist. Motion carried.

**POSITION REQUEST TO INCREASE HOURS FROM 33.75 TO 37.50 PER WEEK-  
REGISTERED DIETETIC TECHNICIAN**

Director Gove requested hours for Melissa Smith, the WIC Registered Dietetic Technician, be increased from 33.75 to 37.50 per week in order to be more available for WIC appointments and support Ellen Ellingsworth in her interim Public Health Officer duties. The increase in hours would be paid for from the WIC budget.

MOTION: TO APPROVE THE INCREASE OF HOURS FROM 33.75 TO 37.50 PER WEEK FOR THE REGISTERED DIETETIC TECHNICIAN AS PRESENTED.

Motion by Tom Borgkvist, second by Tom Drury. Motion carried.

**APPOINT JESSICA SMITH, RN TO HHS BOARD AS COMMUNITY MEMBER**

Director Gove introduced Jessica Smith, RN and requested she be appointed to the HHS Board as a Community Member. Jessica shared background information about herself with the Board.

MOTION: TO RECOMMEND THE APPOINTMENT OF JESSICA SMITH, RN TO THE HHS BOARD AS A COMMUNITY MEMBER.

Motion by Tom Borgkvist, second by Keith Miller. Motion carried.

**TRAINING REQUESTS**

None.

**POSITION REPLACEMENT REQUEST FOR ECONOMIC SUPPORT SPECIALIST**

HHS Director Heather Gove presented a Position Replacement Request for an Economic Support Specialist due to a resignation. There is money available in the budget for this position.

MOTION: TO APPROVE THE POSITION REPLACEMENT REQUEST FOR AN ECONOMIC SUPPORT SPECIALIST AS PRESENTED.

**COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING  
JANUARY 13, 2021 – PAGE 4**

Motion by Barry Pufahl, second by Keith Miller. Motion carried.

**POSITION REPLACEMENT REQUEST FOR BEHAVIORAL HEALTH PROGRAM  
COORDINATOR**

HHS Director Heather Gove presented a Position Replacement Request for a Behavioral Health Program Coordinator due to a resignation. There is money available in the budget for this position.

MOTION: TO APPROVE THE POSITION REPLACEMENT REQUEST FOR THE  
BEHAVIORAL HEALTH PROGRAM COORDINATOR AS PRESENTED.

Motion by Tom Borgkvist, second by Keith Miller. Motion carried.

**DISCUSSION ON PROPOSED CONTRACT EXPECTATIONS & ACCOUNTABILITY  
PLAN**

HHS Director Heather Gove presented a draft copy of the 2021 Provider Contracts evaluation tool that has been developed. Discussion followed.

**CHAIRPERSON'S REPORT**

No report.

**DIRECTOR'S REPORT**

Health & Human Services Director Heather Gove reported that she has been working with the ADRC's Adult Protective Services staff to rectify the afterhours procedures, including addressing short term housing requirements for people in crisis. Director Gove also reported that she continues to meet weekly with each Division Administrator and with the RN staff in the Division of Health.

**ACTION ON PAYMENT OF VOUCHERS/FINANCIAL REPORT**

MOTION: TO ACCEPT THE HHS VOUCHER REPORT AS PRESENTED.

Motion by Barry Pufahl, second by Keith Miller. Motion carried.

**NEXT MEETING DATE**

The Board agreed not to hold an HHS Board meeting in February.

The next regular monthly meeting of the Columbia County Health & Human Services Board is scheduled for Wednesday, March 10, 2021 at 1:00 p.m.

**AGING & DISABILITY RESOURCE CENTER MANAGEMENT AND OPERATIONS**

MOTION: TO ENTER INTO CLOSED SESSION AT 1:52 P.M.

Motion by Tom Borgkvist, second by Keith Miller. Motion carried by roll call.

**COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING  
JANUARY 13, 2021 – PAGE 5**

MOTION: TO RETURN TO OPEN SESSION AT 2:29 P.M.

Motion by Keith Miller, second by Tom Borgkvist. Motion carried.

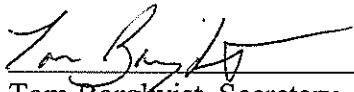
**ADJOURNMENT**

MOTION: TO ADJOURN THE HEALTH & HUMAN SERVICES BOARD MEETING AT  
2:46 P.M.

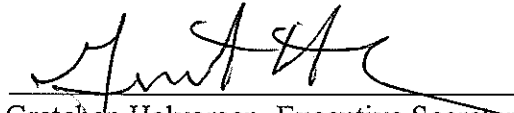
Motion by Keith Miller, second by Tom Drury. Motion carried.

The Columbia County Health & Human Services Board will reconvene at their regular monthly meeting on Wednesday, March 10, 2021 at 1:00 p.m. in Meeting Rooms #2 & #3 of the Columbia County Health & Human Services Building.

Respectfully submitted,



Tom Borgkvist, Secretary  
Col. Co. H & HS Board



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

cc: County Board Chair Vern Gove  
County Board 1<sup>st</sup> Vice James Foley  
County Board 2<sup>nd</sup> Vice Chair Bob Koch

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