

COLUMBIA COUNTY

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MINUTES COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING WEDNESDAY, FEBRUARY 1, 2023

CALL TO ORDER

The regular meeting of the Columbia County Health & Human Services Board was called to order at 1:01 p.m., by Chair Doug Richmond. The meeting was publicly noticed.

ROLL

An attendance sheet was distributed by Gretchen Halvorsen.

HEALTH & HUMAN SERVICE BOARD MEMBERS PRESENT: Doug Richmond; Char Holtan; Keith Miller; Steven Balsiger; Brad Cook; Liz Miller; Tom Drury.

HEALTH & HUMAN SERVICE BOARD MEMBERS EXCUSED: Jessica Smith, RN.

HEALTH & HUMAN SERVICE STAFF PRESENT: Heather Gove; Sue Lynch; Ellen Ellingsworth; Stephanie Nickel; Katie Day; Carol Sjoblom; Gretchen Halvorsen.

OTHERS: Susan Fisher, Corporation Counsel; Jesica Walter, Shonna Neary, Accounting; Denise Brusveen, County Board 1st Vice Chair.

AGENDA/ADDITIONS/ANNOUNCEMENTS

MOTION: TO APPROVE THE FEBRUARY 1, 2023 HEALTH & HUMAN SERVICES BOARD AGENDA.

Motion by Keith Miller, second by Brad Cook. Motion carried.

APPROVAL OF MINUTES

MOTION: TO APPROVE THE MINUTES OF THE JANUARY 4, 2023 MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD.

Motion by Steve Balsiger, second by Keith Miller. Motion carried.

PUBLIC INPUT

None

REVIEW DEPARTMENT BUDGET & COMPENSATORY TIME

The Department's Comp Time Report was presented to the Board.

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

Health & Human Services Director Heather Gove presented fifteen 2023 contracts, one 2023 MOU, and sixteen BAAs to the Board for approval.

MOTION: TO APPROVE THE CONTRACTS, MOU, BAAs, AND TO PLACE THEM AS AN ATTACHMENT TO THE MINUTES.

Motion by Liz Miller, second by Keith Miller. Motion carried.

AGING & DISABILITY RESOURCE CENTER REPORT

ADRC Director Sue Lynch reported that, due to the Lenz grant award, the ADRC will be able to take 23 individuals off of the wait list for the next 3 years. The ADRC received a partial award from the Columbia/Adams Electric Company, and those funds will be used to replace equipment at one of the meal sites. The ADRC is still discussing the possibility of raising the suggested donations for meals from \$4.50 to \$5/per meal. The program is donation based, so if individuals cannot afford the increase, they still can receive the meals. Director Lynch reported that the ADRC will need to use approximately \$1,700 from its trust fund to put towards the cost of the new bariatric van it is receiving through the 5310 grant awards. The TRIP Council will begin work on the ADRC's 5-year Transportation Plan this year, and plans to hold community meetings to gather input.

HEALTH OFFICER'S REPORT

Public Health Officer Ellen Ellingsworth reported that the Division has hired a new RN as well as a new RN Supervisor. DOH has also hired a second RN as a limited term employee until the Division is fully staffed. Ellen reported that the new Medical Advisor to Public Health, Dr. Mironovich, has signed medical orders for the Division already, and therefore the staff has begun providing vaccines again to the public as of this week. The Medical Advisory position to the Board remains open. Ellen reported that she has submitted a Public Health Plan to the State, which has already been approved, and she has also submitted the Community Health Needs Assessment Plan to the State and is waiting for feedback on it. The new DOH staff is registered for the car seat technician training and will be able to begin offering free car seat checks, and giving out free car seats, later this month.

TRAINING REQUESTS

None.

REPLACEMENT REQUEST FOR DSS CLERK TYPIST

HHS Director Gove requested permission to fill the vacancy in the Division of Support Services for a Clerk Typist.

MOTION: TO APPROVE THE REPLACEMENT REQUEST FOR THE CLERK TYPIST POSITION AS PRESENTED.

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Motion by Keith Miller, second by Char Holtan. Motion carried.

REPLACEMENT REQUEST FOR DCF HUMAN SERVICE AIDE

Director Gove requested permission to fill the Human Service Aide vacancy in DCF due to a resignation.

MOTION: TO APPROVE THE REPLACEMENT REQUEST FOR THE HUMAN SERVICE AIDE POSITION AS PRESENTED.

Motion by Steve Balsiger, second by Liz Miller. Motion carried.

CHAIRPERSON'S REPORT

Chair Richmond reported that he shared a copy of notes from his meeting with HHS employees for Board members to review and is interested in addressing some changes to the Employee Handbook in the near future. The next Opioid Abatement Committee meeting is scheduled for Wednesday, February 8, 2023. Chair Richmond reported that he and HHS Board member Tom Drury will be visiting Winnebago County HHS on February 9 to learn about their support and treatment program.

DIRECTOR'S REPORT

Health & Human Services Director Heather Gove reported that the HHS staff are excited and feeling supported with the opportunity to provide input through a survey tool presented to staff last week. The Department continues to operate short-staffed with currently 9 vacant positions. The staff also continue to struggle with not having enough resources to do their jobs. Recently, a subscription to InDeed was purchased, using grant funding, to hopefully help with recruitment of new workers.

ACTION ON PAYMENT OF VOUCHERS/FINANCIAL REPORT

Shonna Neary, County Comptroller, presented a Budget vs Actual Wages Report for 2022, as was requested by the Board during their January meeting. Discussion followed.

MOTION: TO ACCEPT THE HHS VOUCHER REPORT AS PRESENTED.

Motion by Keith Miller, second by Liz Miller. Motion carried.

NEXT MEETING DATE

The next regular monthly meeting of the Columbia County Health & Human Services Board is scheduled for Wednesday, March 1, 2023 at 1:00 p.m. at Columbia County HHS.

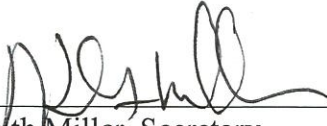
ADJOURNMENT

Chair Richmond declared the meeting adjourned at 1:45 p.m.

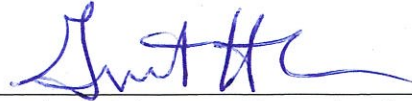
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The Columbia County Health & Human Services Board will reconvene for their next regular meeting on Wednesday, March 1, 2023 at 1:00 p.m. in Meeting Rooms #2 & #3 of the Columbia County Health & Human Services, 111 E. Mullett Street, Portage, WI.

Respectfully submitted,



Keith Miller, Secretary
Col. Co. H & HS Board



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

cc: County Board Chair Chris Polzer
County Board 1st Vice Chair Denise Brusveen
County Board 2nd Vice Chair Matthew Rohrbeck

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