

# COLUMBIA COUNTY

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Health and Human Services  
111 E. Mullett Street

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Portage, WI 53901-0136

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

### 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 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.

BY PHONE: Jessica Smith, RN.

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

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

### AGENDA/ADDITIONS/ANNOUNCEMENTS

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

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

### APPROVAL OF MINUTES

MOTION: TO APPROVE THE MINUTES OF THE FEBRUARY 1, 2023 MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD.

Motion by Keith Miller, second by Steve Balsiger. 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 seven new contracts, one addenda, and eight BAAs to the Board for approval.

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

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

**AGING & DISABILITY RESOURCE CENTER REPORT**

ADRC Director Sue Lynch reported that the ADRC was awarded the Independent Living Pilot to award 100 individuals \$7,200 each to pay for services and case management to help these individuals remain independent. Sue also reported that the Dementia Care Specialist has started memory screenings, by appointment, March through May, for individuals interested. The ADRC has been notified of the “Unwinding” by the State for programs and eligibility requirements to pre-pandemic operations. Sue advised that the ADRC continues with their reassessments for the HDM program participants and to help reduce individuals on the wait list.

**HEALTH OFFICER’S REPORT**

Health & Human Services Director Heather Gove presented the Health Officer’s Report and introduced the new Nurse Supervisor Julie Nieman to the Board. The Division of Health has begun taking referrals for the Cribs for Kids program, and the car seat program will resume now that DOH staff have been trained. The Division is also providing well water test kits to County residents who want to test for nitrates in their drinking water. Focus Groups will begin in May. The Focus Groups will help to gather information from the community and those struggling with addiction on what they view as the challenges associated with overcoming addiction. The Division has also resumed providing immunizations again, including COVID boosters, to residents.

**TRAINING REQUESTS**

None.

**OUT OF STATE TRAVEL REQUESTS**

Health & Human Services Director Heather Gove presented a request to approve out-of-state travel of 2 staff members and 2 judges to attend the Treatment Courts Conference in Houston, TX, June 26-29. The training and travel will be paid for from treatment court funding, which was restored in the 2023 budget.

MOTION: TO AUTHORIZE THE OUT-OF-STATE TRAVEL REQUEST AS PRESENTED.

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

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**HHS DEPARTMENT'S ANNUAL REPORT**

MOTION: TO APPROVE THE DEPARTMENT'S ANNUAL REPORT AS PRESENTED.

Motion by Steve Balsiger, second by Brad Cook. Motion carried.

**PROPOSAL TO PROBATION & VACATION POLICIES (CHAIR RICHMOND)**

Chair Richmond presented 2 proposals, one regarding changes to the Probation policy for new hires, and one regarding changes to the Vacation policy for new hires, as a means to address recruiting and retaining employees. Discussion followed about the cost of recruiting new staff and the cost of resignations.

Vacation Proposal: New employees receive 2 weeks of vacation immediately upon being hired, and then earn two weeks of vacation for each year through year 4, effective immediately for all new employees with less than 2 years of service (retroactive), and repayment of vacation used if the employee resigns during those first 2 years. No changes to current vacation policy at year 5 and beyond.

Probation Proposal: All new employees would have a 180-day probation period, instead of the current 18-month probationary period, and that no new/additional probation would occur due to a job position transfer, other than if a current employee is promoted to a supervisory position, and in this case, as a new supervisor, there would be a 90-day probation period. Also, if the new position a worker moved to does not work out, that employee can return to their old position if that vacancy has not been filled, and with the Department Head's approval.

MOTION: TO RECOMMEND APPROVAL OF THE VACATION PROPOSAL AND THE PROBATION PROPOSAL AS PRESENTED BY THE CHAIR.

Motion by Liz Miller, second by Char Holtan. Motion carried. One abstention.

**CHAIRPERSON'S REPORT**

Chair Richmond and Community Member Tom Drury reported on their visit to Winnebago County HHS on February 9 where they learned about that County's recovery and treatment programs, watched their Drug Court session, spoke with their County's DA, and discussed the benefits of Peer Counseling, their Overdose Fatality Review Team, and Sober Living services. Discussion followed.

**DIRECTOR'S REPORT**

Health & Human Services Director Heather Gove reported that the Department continues to recruit and interview in order to try to fill all of the current vacancies. Health & Human Services will be holding a Blood Drive for the Red Cross on Wednesday, April 5, and this will effect the location of the April HHS Board meeting. Discussion followed about what Board members would like Director Gove to specifically report about in her Director's Reports.

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**ACTION ON PAYMENT OF VOUCHERS/FINANCIAL REPORT  
MOTION: TO ACCEPT THE HHS VOUCHER REPORT AS PRESENTED.**

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

**NEXT MEETING DATE**

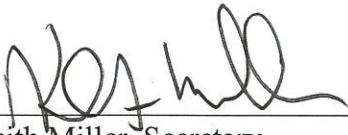
The next regular monthly meeting of the Columbia County Health & Human Services Board is scheduled for Wednesday, April 5, 2023 at 1:00 p.m. at Columbia County HHS.

**ADJOURNMENT**

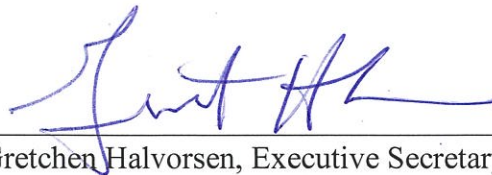
Chair Richmond declared the meeting adjourned at 2:16 p.m.

The Columbia County Health & Human Services Board will reconvene for their next regular meeting on Wednesday, April 5, 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 1<sup>st</sup> Vice Chair Denise Brusveen  
County Board 2<sup>nd</sup> Vice Chair Matthew Rohrbeck

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