

# COLUMBIA COUNTY

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## MINUTES COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING THURSDAY, MARCH 2, 2017

### CALL TO ORDER

The regular meeting of the Columbia County Health & Human Services Board was called to order at 4:15 p. m., by Chair Teresa Sumnicht. The meeting was publicly noticed.

### ROLL

An attendance sheet was distributed by Gretchen Halvorsen.

HEALTH & HUMAN SERVICE BOARD MEMBERS PRESENT: Teresa Sumnicht; Nancy Long; John Stevenson; Kevin Kessler; Dr. Kenneth Oh; Tom Drury; Matt Rohrbeck.

HEALTH & HUMAN SERVICE BOARD MEMBERS EXCUSED: Cathy Brunt; James Brooks.

HEALTH & HUMAN SERVICE STAFF PRESENT: Dawn Woodard; Susan Lorenz; Ashley Jahn; Heather Kierzek; Kristal Rykiel; Katie Day; Gretchen Halvorsen.

OTHERS: Mary Cupery County, Board 1<sup>st</sup> Vice Chair; Joe Ruf, Corp Counsel; Cathy Karls, Accounting; Lyn Jerde, PDR.

### AGENDA/ADDITIONS/ANNOUNCEMENTS

MOTION: TO APPROVE THE MARCH 2, 2017 HEALTH & HUMAN SERVICES BOARD AGENDA.

Motion by Nancy Long, second by Kevin Kessler. Motion carried.

Chair Sumnicht announced the resignation of Board member Cathy Brunt and circulated her resignation letter.

### APPROVAL OF MINUTES

MOTION: TO APPROVE THE MINUTES OF THE JANUARY 5, 2017 MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD.

Motion by Tom Drury, seconded by John Stevenson. Motion carried.

### INTRODUCTION OF NEW EMPLOYEE: HEATHER KIERZEK, DRUG COURT COORDINATOR & KRISTAL RYKIEL

HHS Director Dawn Woodard introduced new employees Heather Kierzek, the Drug Court Coordinator in the BHLTS Division, and, Kristal Rykiel, a registered nurse for the Division of Health. Both staff provided their background information to the Board.

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**REVIEW DEPARTMENT BUDGET & COMPENSATORY TIME**

The Department's Comp Time Report and the Expense & Revenue report, dated 1/31/2017, were presented to the Board. Accounting will be preparing a 2016 year-end report which will be presented in April.

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

Health & Human Services Director Dawn Woodard presented six new contracts, 1 MOU, and ten addenda to the Board for approval.

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

Motion by Kevin Kessler, second by Nancy Long. Motion carried.

**ACTION ON RESOLUTION TO ACCEPT MEDICATION ASSISTANCE GRANT**

Director Woodard presented a copy of the resolution accepting the SAMHSA grant funding for the Medication Assisted Treatment program.

**MOTION: TO RECOMMEND ACCEPTANCE OF THE SAMHSA GRANT FUNDING.**

Motion by Tom Drury, second by Nancy Long. Motion carried.

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

ADRC Assistant Director Ashley Jahn reported that the 85.21 transportation grant has been awarded to the ADRC and is very timely as the transportation program is down to 6 of their 8 vans due to repairs. The ADRC will be holding prevention workshops in Poynette, Lodi and Columbus over the course of the next several weeks for consumers. The Home Delivered Meals wait list has still not be implemented. The Lodi meal site is under consideration of a move to the Reach Out Lodi site. There continues to be money available for the caregiver program. The APS staff is planning the annual elder abuse awareness day in June and are expanding their plans into Columbus and Lodi for the event. Ashley reported that the Aging Plan budget was approved by GWAAR. The tax preparation program is currently underway in the ADRC until April 15. Ashley also reported that Transportation Clerk Sarah Millard has almost completed her mobility manager certification program.

**ACTION ON RESOLUTION REGARDING APPROVAL OF ADRC BOARD  
MEMBERS BY THE COUNTY BOARD**

HHS Director Woodard presented a resolution to delineate the process of appointments to the ADRC Board.

**MOTION: TO APPROVE THE RESOLUTION REGARDING APPOINTMENTS TO THE  
ADRC BOARD.**

Motion by Tom Drury, second by Kevin Kessler. Motion carried.

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**ACTION ON REVISED ADRC BYLAWS**

HHS Director Woodard presented a resolution to align the bylaws of the ADRC Board with the County Board's standing rules. Director Woodard reviewed all language changes in the draft with the Board.

**MOTION: TO RECOMMEND APPROVAL OF THE ADRC BYLAWS AS PRESENTED.**

Motion by Kevin Kessler, second by John Stevenson. Motion carried.

**RECOMMEND MARILYN GEORGE-BURTON FOR REAPPOINTMENT TO THE  
ADRC BOARD**

HHS Director Woodard presented a request to reappoint Marilyn George-Burton to the ADRC Board.

**MOTION: TO RECOMMEND REAPPOINTMENT OF MARILYN GEORGE-BURTON TO  
THE ADRC BOARD.**

Motion by Tom Drury, second by Nancy Long. Motion carried.

**ACTION ON AMENDING TITLE 9, CHAPTER 1 FEE SCHEDULE**

Director Woodard presented edits to Title 9, Chapter 1 of the County Ordinance regarding fees charged by the HHS Department.

**MOTION: TO APPROVE THE CHANGES TO COUNTY ORDINANCE TITLE 9,  
CHAPTER 1 AS PRESENTED.**

Motion by Nancy Long, second by Tom Drury. Motion carried.

**ACTION ON 40 HOUR WORK WEEK FOR INFORMATION & ASSISTANCE  
SPECIALISTS AND SOCIAL WORKERS IN THE ADRC**

Director Woodard presented information on the current situation with the ADRC Information & Assistance staff and discussed pros/cons of increasing staff to 40 hours per week vs. continuing to recruit and hire a part/time I&A worker. Director Woodard provided the financial data regarding the two choices and recommended approval of the 40 hour work week until the part/time vacancy can be filled.

**MOTION: TO RECOMMEND THE CONTINUATION OF A 40 HOUR WORK WEEK FOR  
ADRC INFORMATION & ASSISTANCE SPECIALISTS AND SOCIAL WORKERS WHILE  
CONTINUING RECRUITMENT FOR THE VACANCY UNTIL DECEMBER 31<sup>ST</sup> OR UNTIL  
VACANCY IS FILLED.**

Motion by Kevin Kessler, second by Nancy Long. Motion carried.

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**HEALTH OFFICER'S REPORT**

Public Health Officer Susan Lorenz reported 17 positive Pertussis cases in Poynette have been confirmed in an outbreak there. The Division of Health has also received two other communicable disease outbreaks in the County recently, one at a long term care facility and one at a local day care. Susan reported that there have been more than 1000 cases of influenza reported in WI this season, compared to 176 at this time last year. Columbia County has had 12 hospitalizations due to flu in the last two months, compared to 7 at this time last year.

**TRAINING REQUESTS**

None.

**ACTION ON OUT OF STATE TRAVEL FOR STACY DAVENPORT & HEATHER KIERZEK TO GEORGIA**

Director Woodard presented a request for BHLTS Social Workers Stacy Davenport and Heather Kierzek to attend the National Prescription Drug Abuse & Heroin Summit training in Atlanta, Georgia on April 17-20 to be paid for by the Prevention for Success grant awarded to the Prevention and Response Columbia County (PARCC) and the Alliance for WI Youth. The total cost of the training is \$3,412.

**MOTION: TO APPROVE THE OUT OF STATE TRAINING FOR STACY DAVENPORT AND HEATHER KIERZEK AS PRESENTED.**

Motion by Kevin Kessler, second by John Stevenson. Motion carried.

**ACTION ON CHANGES TO JOB DESCRIPTION FOR BHLTS DIVISION ADMINISTRATOR**

Director Woodard presented changes to the job description for the Behavioral Health & Long Term Support Division Administrator's position regarding qualifications and experience.

**MOTION: TO RECOMMEND APPROVAL OF THE CHANGES TO THE BHLTS DIVISION ADMINISTRATOR'S JOB DESCRIPTION AS RECOMMENDED.**

Motion by Tom Drury, second by Nancy Long. Motion carried.

**ACTION ON HHS 2016 ANNUAL REPORT**

Director Woodard presented the Department's 2016 Annual Report.

**MOTION: TO APPROVE THE HHS DEPARTMENT'S 2016 ANNUAL REPORT AS PRESENTED.**

Motion by Tom Drury, second by Kevin Kessler. Motion carried.

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**ACTION ON CLOSING AGENCY FOR HALF DAY TRAINING IN APRIL**

Director Woodard presented a request to close the Department from 8-Noon on Thursday, April 27, 2017 for an all-staff ACEs training for Department personnel.

**MOTION: TO APPROVE CLOSING THE DEPARTMENT FOR A HALF DAY ON APRIL 27 FOR AN ALL-STAFF TRAINING.**

Motion by Nancy Long, second by John Stevenson. Motion carried.

**DIRECTOR'S REPORT**

Health & Human Services Director Dawn Woodard reported that the ADRC hosted a Dementia Crisis training on February 23 at the Wintergreen Resort in Wisconsin Dells for first responders in Columbia, Sauk and Marquette Counties. Sixty-five people participated. A grant from the Department of Health Services paid for the training. The new Drug Court Coordinator has been busy organizing the first meeting of the drug court team this week determining eligibility requirements, use of sanctions and other processes necessary to operate the drug court, which is slated to begin June 1. Director Woodard reported that the Community Support Program transition is almost complete with Journey Mental Health. Director Woodard also reported that the Department has successfully advanced past the 1<sup>st</sup> phase of the WI Arts Board grant process and is hoping to secure a grant for the mural in the second floor waiting room of the new HHS building. Chair Gove has asked Gretchen to make a presentation about the grant at the March County Board meeting. April 5 is Human Services Day at the capitol, and Director Woodard would like those interested in attending to notify her so that reservations can be made for all Columbia County attendees. Wisconsin Counties Association will be creating the agenda for the day and often includes both State and local issues. Director Woodard sent Board members WCA's summary of the Governor's proposed budget and will be discussing issues that pertain to HHS at future meetings.

HHS Board member Tom Drury encouraged the Department and partners to continue applying for new grant money to sustain the medication assisted recovery program once the SAMSHA grant monies expire. The Department of Human Services currently has a CARA grant available through the federal government that was sponsored by Senator Tammy Baldwin. The Board discussed other possible grant opportunities available at the local and State levels.

Supervisor Kessler asked that the April agenda include information/results of the HR meeting this week regarding exit interviews.

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

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

Motion by Nancy Long, second by John Stevenson. Motion carried.

**NEXT MEETING DATE**

The next regular monthly meeting of the Columbia County Health & Human Services Board is scheduled for Thursday, April 6, 2017 at 4:15 p.m.

**ADJOURNMENT**

**MOTION: TO ADJOURN THE HEALTH & HUMAN SERVICES BOARD MEETING AT 6:19 p.m.**

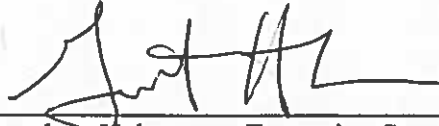
Motion by Matt Rohrbeck, second by John Stevenson. Motion carried.

The Columbia County Health & Human Services Board will reconvene at their regular monthly meeting on Thursday, April 6, 2017, in the Packer's Training Room of the Columbia County Health & Human Services Building.

Respectfully submitted,



Matthew Rohrbeck, Secretary  
Col. Co. H & HS Board



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

cc: County Board Chair Gove;  
County Board 1<sup>st</sup> Vice Chair Cupery;  
County Board 2<sup>nd</sup> Vice Chair Foley