

# COLUMBIA COUNTY

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## MINUTES COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING WEDNESDAY, MARCH 9, 2022

### 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; Keith Miller; Tom Borgkvist; Doug Richmond; Tom Drury; Barry Pufahl; Denise Brusveen.

Daniel Gutmann, MD and Jessica Smith, RN, appeared by phone.

HEALTH & HUMAN SERVICE STAFF PRESENT: Heather Gove; Sue Lynch; Ellen Ellingsworth; Gretchen Halvorsen.

OTHERS: Nancy Long, County Board Supervisor; Joe Ruf, Corporation Counsel; Jessica Walter, Cathy Karls, Accounting; Jim Foley, County Board 1<sup>st</sup> Vice Chair; Chris Polzer, County Board 2<sup>nd</sup> Vice Chair; Vern Gove, County Board Chair.

### AGENDA/ADDITIONS/ANNOUNCEMENTS

MOTION: TO APPROVE THE MARCH 9, 2022 HEALTH & HUMAN SERVICES BOARD AGENDA.

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

### APPROVAL OF MINUTES

MOTION: TO APPROVE THE MINUTES OF THE JANUARY 12, 2022 MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD.

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

### PUBLIC INPUT

None

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**REVIEW DEPARTMENT BUDGET & COMPENSATORY TIME**

The Department's Comp Time Report and the Expense & Revenue Report, dated 1.31.2022, were presented to the Board.

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

Health & Human Services Director Heather Gove presented fourteen new 2022 contracts, sixteen 2022 addenda, fourteen BAAs, and a donation list to the Board for approval.

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

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

**APPROVAL TO PURCHASE A USED VEHICLE AUTHORIZATION**

HHS Director Gove presented a request to purchase a used minivan for the agency. There is \$27,270 available for the purchase in the approved 2022 budget.

MOTION: TO APPROVE THE PURCHASE OF A USED MINIVAN FOR THE AGENCY AS  
PRESENTED.

Motion by Barry Pufahl, second by Denise Brusveen. Motion carried.

**AGING & DISABILITY RESOURCE CENTER REPORT**

ADRC Director Sue Lynch reported that the ADRC activated the Wait List for Home Delivered Meals due to the continued demand. Sue also reported that the ADRC continues to recruit for volunteer and paid drivers for delivering meals. March is National Nutrition Month and Sue spoke about the benefits of the meal program. This year also marks the 50<sup>th</sup> anniversary of the Nutrition Program. The ADRC continues to recruit for the current vacancies.

**REAPPOINTMENTS TO ADRC BOARD: JOLENE WHEELER, DANNY BEARD, AND  
DARLENE ANDERSON-PREST**

HHS Director Heather Gove requested reappointment of Jolene Wheeler, Danny Beard, and Darlene Anderson-Prest to the ADRC Board.

MOTION: TO RECOMMEND REAPPOINTMENT OF JOLENE WHEELER, DANNY  
BEARD, AND DARLENE ANDERSON-PREST TO THE ADRC BOARD.

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

**POSITION REPLACEMENT REQUEST FOR ADRC ELDER BENEFIT SPECIALIST**

HHS Director Heather Gove presented a position replacement request for the ADRC's Elder Benefit Specialist due to a resignation.

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**MOTION: TO RECOMMEND APPROVAL OF THE POSITION REPLACEMENT REQUEST FOR AN ADRC ELDER BENEFIT SPECIALIST.**

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

**HEALTH OFFICER'S REPORT**

Public Health Officer Ellen Ellingsworth reported that there were only 29 cases of COVID reported this week as compared to last week. As the case numbers continue to decline, the Division of Health is working on reestablishing and building new relationships with community partners. The Division is working on restarting the Prenatal Care Coordination (PNCC) program, as well as the Well Baby program. The Division is also starting a car seat program and have had one of the staff trained as a car seat technician so that she can help teach parents about car seat safety. Ellen reported that the Prevent Suicide Coalition and Question, Persuade, Refer (QPR) training, which teaches suicide prevention, are both being restarted in the community now that COVID cases have sharply declined. The Division is also looking at a couple of new programs, including a Harm Reduction program focused on drug addicted individuals. Ellen reported the Community Needs Health Assessment survey has been completed and the results will be shared with the community at a meeting in April. Ellen advised the Board that the Division of Health (DOH) has received a Department of Workforce Development (DWD) grant for \$100,000 which they are hoping to use for a Community Health Worker limited term employee.

**NEW POSITION JOB DESCRIPTION – COMMUNITY HEALTH WORKER**

HHS Director Heather Gove presented a job description for a Community Health Worker in DOH, to be paid for by a DWD grant. The position will sunset when the grant is finished. The position will be used to help the Division begin to get caught up on its array of services that were put on pause when the Division was forced to pivot to the COVID pandemic response.

**NEW POSITION REQUEST FOR A COMMUNITY HEALTH WORKER**

Director Gove presented a request for a new position of a Community Health Worker for the Division of Health, to be paid for from a DWD grant. The position will sunset when the grant funding is depleted.

**MOTION: TO RECOMMEND APPROVAL OF THE NEW JOB DESCRIPTION AND NEW POSITION REQUEST FOR A COMMUNITY HEALTH WORKER, WITH A SUNSET PROVISION OF THE POSITION WHEN THE FUNDING ENDS.**

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

**RESOLUTION: CREATE COMMUNITY HEALTH WORKER POSITION AND TRANSFER FUNDS FOR COMPENSATION**

Director Gove presented a resolution to create the new Community Health Worker position.

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MOTION: TO APPROVE THE RESOLUTION CREATING THE NEW COMMUNITY HEALTH WORKER POSITION AS PRESENTED.

**TRAINING REQUESTS**

None.

**POSITION REPLACEMENT REQUESTS FOR DCF SOCIAL WORKER**

Director Gove presented a replacement request for a Division of Children and Families Social Worker due to a resignation.

MOTION: TO RECOMMEND APPROVAL OF THE REPLACEMENT REQUEST FOR A DCF SOCIAL WORKER AS PRESENTED.

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

**SOLICITING DONATIONS FOR FOSTER CARE**

Director Gove presented a request for DCF to be allowed to solicit donations for Foster Care.

MOTION: TO APPROVE THE SOLICITING OF DONATIONS FOR FOSTER CARE.

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

**NEW POSITION REQUEST FOR BHLTS SOCIAL WORKER**

Director Gove presented a request for a new Behavioral Health & Long Term Support (BHLTS) Social Work position in order for that Division to reorganize after an impending retirement of a supervisor. Director Gove explained the State mandates of the Children's Long Term Support program, the need to eliminate the wait list, and the responsibilities of the supervisory position and growing caseload demands of the Birth to 3 program.

**RESOLUTION: CREATE SOCIAL WORKER POSITION AND TRANSFER FUNDS FOR COMPENSATION**

Director Gove presented a resolution to create a new BHLTS Social Work position.

MOTION: TO RECOMMEND APPROVAL OF THE NEW POSITION REQUEST FOR A BHLTS SOCIAL WORKER AS WELL AS APPROVAL OF THE RESOLUTION CREATING THE NEW POSITION AS PRESENTED.

Motion by Barry Pufahl, second by Tom Drury. Motion carried by roll call.

**HEALTH & HUMAN SERVICES ANNUAL REPORT**

Director Gove presented the Department's 2021 Annual Report.

MOTION: TO APPROVE THE HHS DEPARTMENT'S 2021 ANNUAL REPORT.

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

**CHAIRPERSON'S REPORT**

No report.

**DIRECTOR'S REPORT**

Health & Human Services Director Heather Gove reported that she continues to work on building relationships with vendors in the community. The agency currently has 6 vacancies and there are interviews already scheduled for 3 of the positions. Director Gove reported that the agency is working with the Red Cross to host a blood drive on August 3 after receiving a request from a County Board Supervisor to research planning one due to the historically low level of blood available across the country. Director Gove advised the Board that Division Administrators continue to look for grant opportunities related to their programming as a way to offset the use of County levy. Director Gove reported that she will be on vacation the week of March 21.

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

MOTION: TO ACCEPT THE HHS VOUCHER REPORT AS PRESENTED.

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

**NEXT MEETING DATE**

The next regular monthly meeting of the Columbia County Health & Human Services Board is scheduled for Wednesday, April 13, 2022 at 1:00 p.m.

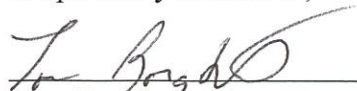
**ADJOURNMENT**

MOTION: TO ADJOURN THE MEETING AT 2:10 P.M.

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

The Columbia County Health & Human Services Board will reconvene for their next regular meeting on Wednesday, April 13, 2022 at 1:00 p.m. in Meeting Rooms #2 & #3 of the Columbia County Health & Human Services Building.

Respectfully submitted,

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

  
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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 Chris Polzer

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