



COLUMBIA COUNTY

Health and Human Services
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MINUTES COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING WEDNESDAY, MARCH 10, 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; Jessica Smith, RN; Keith Miller; Doug Richmond; Tom Borgkvist; Tom Drury. Daniel Gutmann, MD, appeared by phone.

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

OTHERS: Susan Fisher, Corporation Counsel; Cathy Karls, Accounting; Jim Foley, County Board 1st Vice Chair; Vern Gove, County Board Chair.

AGENDA/ADDITIONS/ANNOUNCEMENTS

MOTION: TO APPROVE THE MARCH 10, 2021 HEALTH & HUMAN SERVICES BOARD AGENDA.

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

MOTION: TO MOVE THE CLOSED SESSION ITEM "REQUEST FOR GRADE CHANGE ON COMPENSATION SCHEDULE FOR ADRC ASSISTANT DIRECTOR" TO THE END OF THE AGENDA.

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

APPROVAL OF MINUTES

MOTION: TO APPROVE THE MINUTES OF THE JANUARY 13, 2021 MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD.

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

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PUBLIC INPUT

None.

REVIEW DEPARTMENT BUDGET & COMPENSATORY TIME

The Department's Comp Time Report and the Expense & Revenue Report dated 1.31.2021 were presented to the Board.

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

Health & Human Services Director Heather Gove presented eight new 2021 contracts, ten 2021 addenda, fifty-eight 2020 close-out contracts, nine Business Associate Agreements, and a listing of donated items, to the Board for approval.

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

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

LINE ITEM TRANSFER: UW-GREEN BAY TRAINING PARTNERSHIP

HHS Director Heather Gove presented a line item transfer to use grant funding to pay for the UW-Green Bay Training Partnership for the Division of Behavioral Health & Long Term Support staff to utilize for their mandatory continuing education credits.

MOTION: TO APPROVE THE LINE ITEM TRANSFER TO PAY FOR THE UW-GREEN BAY TRAINING PARTNERSHIP AS PRESENTED.

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

AGING & DISABILITY RESOURCE CENTER REPORT

HHS Director Gove reported that the new ADRC Director, Sue Lynch, will be starting on March 22. Director Gove also reported that the ADRC continues to work on their APS after-hours process, and the ADRC continues to serve over 200 home delivered meals per week during the pandemic.

POSITION REPLACEMENT REQUEST FOR ADRC I&A WORKER

HHS Director Gove presented a position replacement request for an ADRC I&A Worker position, and to fill until full. The vacancy is due to the employee moving out of state. There is money available in the budget for this position.

MOTION: TO APPROVE THE POSITION REPLACEMENT REQUEST FOR THE ADRC I&A WORKER AS PRESENTED, AND TO FILL UNTIL FULL.

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

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POSITION REPLACEMENT REQUEST TO INCREASE ADRC I&A WORKER TO FULL TIME

HHS Director Gove presented a position request for the soon-to-be vacated ADRC I&A part/time position to be increased to a full/time position.

MOTION: TO APPROVE THE POSITION REQUEST FOR THE PART/TIME ADRC I&A WORKER POSITION TO BE INCREASED TO FULL-TIME, AS PRESENTED.

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

POSITION REPLACEMENT REQUEST FOR ADRC DISABILITY BENEFIT SPECIALIST

HHS Director Gove presented a position replacement request for an ADRC Disability Benefit Specialist position, and to fill until full. There is money available in the budget for this position.

MOTION: TO APPROVE THE POSITION REPLACEMENT REQUEST FOR THE ADRC DISABILITY BENEFIT SPECIALIST AS PRESENTED, AND TO FILL UNTIL FULL.

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

JOB DESCRIPTION REVISION FOR ADRC DISABILITY BENEFIT SPECIALIST

Director Gove presented a revised job description for the ADRC Disability Benefit Specialist (DBS) position, making the position a full/time DBS position instead of part DBS and part I&A worker position.

MOTION: TO APPROVE THE REVISED JOB DESCRIPTION FOR THE ADRC DISABILITY BENEFIT SPECIALIST POSITION AS PRESENTED.

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

JOB DESCRIPTION REVISION FOR ADRC ASSISTANT DIRECTOR

Director Gove presented a revised job description for the ADRC Assistant Director position.

MOTION: TO APPROVE THE REVISED JOB DESCRIPTION FOR THE ADRC ASSISTANT DIRECTOR POSITION AS PRESENTED.

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

REQUEST FOR GRADE CHANGE ON COMPENSATION SCHEDULE FOR ADRC ASSISTANT DIRECTOR

MOTION: TO ENTER INTO CLOSED SESSION 1:55 P.M.

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

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MOTION: TO RETURN TO OPEN SESSION AT 2:02 P.M.

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

MOTION: TO APPROVE THE GRADE INCREASE ON THE COMPENSATION SCHEDULE FOR THE ADRC ASSISTANT DIRECTOR POSITION AS DISCUSSED.

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

ACTION ON MEAL PROVIDER FROM RFP

Director Gove presented a graph of the two respondents of the ADRC's Meal Program RFP. Discussion followed. The ADRC's Nutrition Council recommended Feil's RFP be awarded.

MOTION: TO APPROVE THE RECOMMENDATION OF THE ADRC'S NUTRITION COUNCIL AND AWARD FEIL'S CATERING OF RANDOLPH THE CONTRACT FOR THE MEAL PROGRAM.

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

HEALTH OFFICER'S REPORT

Interim Public Health Officer Ellen Ellingsworth provided an update on the number of COVID cases in Columbia County, as well as the number of COVID vaccines administered in the County. Columbia County Public Health will begin dual clinics next week, holding a 2nd dose clinic for 200 consumers in the HHS building, and at the same time, holding a 1st dose clinic for 300 consumers in the Administration building.

POSITION REPLACEMENT REQUEST FOR PUBLIC HEALTH NURSE

Director Gove presented a Position Replacement Request for a Public Health Nurse due to a resignation. There is money available in the budget for this position.

MOTION: TO APPROVE THE POSITION REPLACEMENT REQUEST FOR A PUBLIC HEALTH NURSE AS PRESENTED.

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

REQUEST FOR LTE PUBLIC HEALTH NURSE

Director Heather Gove presented a request for a limited term employee Public Health Nurse. This RN will be assigned the coordination of the COVID vaccine clinics. There is money available in the budget for this position.

MOTION: TO APPROVE THE LTE PUBLIC HEALTH NURSE POSITION REQUEST AS PRESENTED.

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

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TRAINING REQUESTS

None.

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

Director Gove presented a replacement request for the Behavioral Health Program Coordinator for CCS, and to fill until full. There is money available in the budget for this position.

MOTION: TO APPROVE THE REPLACEMENT REQUEST FOR THE BEHAVIORAL
HEALTH PROGRAM COORDINATOR FOR CCS AS PRESENTED AND TO FILL UNTIL
FULL.

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

**POSITION REPLACEMENT REQUEST FOR DRUG TREATMENT COURT
COORDINATOR**

Director Gove presented a replacement request for the Drug Treatment Court Coordinator, and to fill until full. There is money available in the budget for this position.

MOTION: TO APPROVE THE REPLACEMENT REQUEST FOR THE DRUG TREATMENT
COURT COORDINATOR AS PRESENTED AND TO FILL UNTIL FULL.

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

**RESOLUTION ACKNOWLEDGING THE RETIREMENT OF BRENDA
WELSHMCLEAN, ADRC DISABILITY BENEFIT SPECIALIST**

Director Gove presented and read aloud a resolution acknowledging the retirement of Social Worker Brenda WelshMcLean.

MOTION: TO APPROVE THE RESOLUTION ACKNOWLEDGING THE RETIREMENT OF
SOCIAL WORKER BRENDA WELSHMCLEAN.

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

**RESOLUTION ACKNOWLEDGING THE RETIREMENT OF JEANNE FUCHS,
HUMAN SERVICES AIDE**

Director Gove presented and read aloud a resolution acknowledging the retirement of Jeanne Fuchs.

MOTION: TO APPROVE THE RESOLUTION ACKNOWLEDGING THE RETIREMENT OF
JEANNE FUCHS.

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

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HHS DEPARTMENT ANNUAL REPORT

HHS Director Heather Gove presented the Department's 2020 Annual Report to the Board.

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

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

CHAIRPERSON'S REPORT

No report.

DIRECTOR'S REPORT

Health & Human Services Director Heather Gove reported on the success of the COVID vaccine clinics thus far and how the staff and volunteers are energized every Thursday for clinics. Director Gove also reported on the large number of positive and grateful comments she has heard from County residents about the ability to get vaccinated at Health & Human Services. Director Gove reported that the ADRC is making good progress on the afterhours planning for APS reporting. Director Gove reported that she has begun meeting with vendors from the BHLTS Division, along with other staff, to initiate the evaluation process that was created at the end of last year. She reported that, overall, vendors are thankful for the opportunity to have face-to-face discussions, problem solve, and identify goals to work on.

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 14, 2021 at 1:00 p.m.

ADJOURNMENT

MOTION: TO ADJOURN THE HEALTH & HUMAN SERVICES BOARD MEETING AT 2:06 P.M.

Motion by Doug Richmond, second by Denise Brusveen. Motion carried.

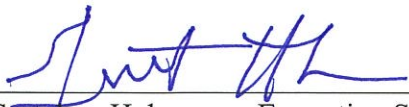
The Columbia County Health & Human Services Board will reconvene at their regular monthly meeting on Wednesday, April 14, 2021 at 1:00 p.m. in Meeting Rooms #2 & #3 of the Columbia County Health & Human Services Building.

Respectfully submitted,

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



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

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