



COLUMBIA COUNTY

Health and Human Services
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MINUTES COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING WEDNESDAY, MARCH 11, 2020

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 Susanna Bradley. The meeting was publicly noticed.

ROLL

An attendance sheet was distributed by Gretchen Halvorsen.

HEALTH & HUMAN SERVICE BOARD MEMBERS PRESENT: Susanna Bradley; Craig Robson; Tom Borgkvist; Nancy Long; Eric Shimpach; Keith Miller; Tom Drury.

HEALTH & HUMAN SERVICE BOARD MEMBERS EXCUSED: Dr. Michael Walters.

HEALTH & HUMAN SERVICE BOARD MEMBERS ABSENT: Bev Muhlenbeck.

HEALTH & HUMAN SERVICE STAFF PRESENT: Katie Day; Susan Lorenz; Becky Mulhern; Kate Young; Carol Sjoblom; Melissa Schneiter; Nancy Taylor; Jacob May; Gretchen Halvorsen.

OTHERS: Denise Brusveen; Judith Jolly; Debbie Dolphin, DOH Intern; Susan Fisher, Corporation Counsel; Cathy Karls, Lois Schepp, Accounting.

PUBLIC INPUT

None

AGENDA/ADDITIONS/ANNOUNCEMENTS

MOTION: TO APPROVE THE MARCH 11, 2020 HEALTH & HUMAN SERVICES BOARD AGENDA.

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

APPROVAL OF MINUTES

MOTION: TO APPROVE THE MINUTES OF THE JANUARY 8, 2020 MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD.

Motion by Eric Shimpach, second by Nancy Long. Motion carried.

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INTRODUCTION OF NEW STAFF: MELISSA SCHNEITER (BHLTS), NANCY TAYLOR (DES), JACOB MAY (DCF), ASHLEY WRITZ (DCF), JILL WEYH (ADRC)
HHS Acting Director Katie Day introduced new Health & Human Services staff to the Board.

REVIEW DEPARTMENT BUDGET & COMPENSATORY TIME

The Department’s Comp Time Report and the Expense & Revenue report dated 1.31.2020 were presented to the Board.

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

HHS Acting Director Katie Day presented two 2019 contracts, two 2019 Business Associate Agreements, eleven 2020 contracts, eleven 2020 addenda, seven 2020 Business Associate Agreements, fifty-eight 2019 Contract Close Outs, and a list of donated cash or property items received by the Department, to the Board for approval.

MOTION: TO APPROVE THE CONTRACTS, ADDENDA, BUSINESS ASSOCIATE AGREEMENTS, CONTRACT CLOSE OUTS AND DONATED CASH AND PROPERTY LIST AND TO PLACE THEM AS AN ATTACHMENT TO THE MINUTES.

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

2019 YEAR END FINANCIAL REPORT

Columbia County Comptroller Lois Schepp presented the Department’s 2019 Year End Financial Report. Discussion followed.

TRANSFER OF FUNDS TO COVER 2019 OVERDRAWN ACCOUNTS RESOLUTION

Comptroller Lois Schepp presented a resolution for a transfer of funds to cover the Department’s budget shortfall of \$502,951.

MOTION: TO APPROVE THE AFOREMENTIONED RESOLUTION AS PRESENTED.

Motion by Craig Robson, second by Tom Borgkvist. Motion carried.

AGING & DISABILITY RESOURCE CENTER DIRECTOR’S REPORT

ADRC Director Becky Mulhern reported that the ADRC continues to recruit for more drivers and meal site managers. Becky reported that a new part time Transportation Clerk was recently hired. Becky advised the Board that the two new vans purchased through 5310 grant funding are finally being utilized for transportation. Alzheimer’s Day at the Capital, in February, had another record turnout of attendees and Becky updated the Board on the status of several pieces of legislation discussed at the event. Becky reminded the Board that March 24 is Disability Advocacy Day, and May 12 is Aging Advocacy Day. There currently is no wait list for the Home Delivered Meal Program. Upcoming ADRC classes include Falls Prevention, beginning in April, and Powerful

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Tools for Caregivers, beginning in June. The TRIAD conference is scheduled for April 29 at Portage City Hall. Becky reported that some of the ADRC staff have new computer training coming up as well as testing requirements for staff to complete. Becky reminded Board members of Elder Abuse Awareness Day scheduled for June 17, which will feature a speaker from the Better Business Bureau to warn about scams currently circulating in Wisconsin. Becky reported that the ADRC will be adding two new interns shortly, and that the agency is working on grant writing and reporting requirements for GWAAR. The next ADRC Board meeting is March 19.

INCREASE ELDER BENEFIT SPECIALIST HOURS

Becky presented a request to increase the hours for the Elder Benefit Specialist, from 37.50 to 40 hours per week, until the end of September, to be paid for from additional Medicare Improvements for Patients & Providers Act (MIPAA) grant funding received by the ADRC.

MOTION: TO APPROVE THE INCREASED HOURS FOR THE ELDER BENEFIT SPECIALIST AS PRESENTED.

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

REPLACE INFORMATION & ASSISTANCE SPECIALIST AND APPROVAL TO HIRE UNTIL FILLED

HHS Acting Director Day presented a request to replace an Information & Assistance Specialist and to hire until the position is filled.

MOTION: TO APPROVE THE REPLACEMENT REQUEST FOR THE ADRC INFORMATION & ASSISTANCE SPECIALIST AND TO HIRE UNTIL FILLED.

Motion by Keith Miller, second by Eric Shimpach. Motion carried.

DONATION SOLICITATION REQUEST FOR CAREGIVER RETREATS

Becky made the request to solicit for the Caregiver Retreats as per the County's rules of solicitation.

MOTION: TO APPROVE DONATION SOLICITATION FOR THE ADRC's CAREGIVER RETREATS AS PRESENTED.

Motion by Keith Miller, second by Eric Shimpach. Motion carried

DONATION SOLICITATION REQUEST FOR VOLUNTEER APPRECIATION EVENT

Becky made the request to solicit for the Volunteer Appreciation Event for the ADRC and its 125 volunteers.

MOTION: TO APPROVE DONATION SOLICITATION FOR THE ADRC's VOLUNTEER APPRECIATION EVENT AS PRESENTED.

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

DONATION SOLICITATION REQUEST FOR HOME DELIVERED MEALS PROGRAM

Becky requested permission to make solicitation requests for the Home Delivered Meals (HDM) Program as the need for HDMs increases each year yet no additional funding is received from the federal government. Becky proposed soliciting by targeting big business for donations in their areas.

MOTION: TO APPROVE DONATION SOLICITATION FOR HOME DELIVERED MEALS PROGRAM AS PRESENTED.

Motion by Craig Robson, second by Keith Miller. Motion carried

HEALTH OFFICER'S REPORT

Public Health Officer Susan Lorenz updated the Board on the Wisconsin Free Immunizations Program audit which took place in February. No compliance issues were noted. The next audit will be in 2 years. Susan reported on the Tobacco Prevention and Control Catalyst grant which she has been working on with Lodi Schools and the Columbia/Dane Tobacco Free Coalition. The \$50,000 grant application was submitted in February. If received, the Lodi Schools has agreed to be the grant contract administrator. Only 10 grants are to be awarded across the state. Notification should occur by April 6. Susan reported on the Coronavirus (COVID-19) response by Public Health. Columbia County Public Health has been actively involved since day 1 of the first reported case in Wisconsin. Susan reported that 2 people from the Princess Cruise Ship docked in Oakland, CA are Columbia County residents and will be monitored upon their return. The Division has launched a Coronavirus website, which is updated daily to help educate the public about how to protect against the virus. There are daily, sometimes hourly updates from the Centers for Disease Control & Prevention (CDC). The CDC is monitoring travelers from China entering the U.S. and local Public Health Departments are notified when these travelers return to their home county. They are then monitored by Public Health staff for 14 days. As of today, the World Health Organization (WHO) has labeled the Coronavirus a pandemic. The Division of Health (DOH) staff are holding weekly meetings with Columbia County Emergency Management and the County's hospital staff. The Division, in partnership with WI Department of Health Services (DHS), initiated the first press release today to notify the public that there are no confirmed cases in Columbia County as of today and that the primary concern is currently influenza due to the extremely high number of cases around the nation and in the state. Susan advised everyone to frequent the Department's website, or the WI DHS website, or the CDC's website for accurate information.

INCREASE OWI COURT & DRUG COURT COORDINATOR HOURS

Acting Director Day presented a request to increase the hours of the OWI Court Coordinator and the Drug Court Coordinator from 37.50 to 40 hours per week beginning after the final committee approval for these requests. There is money in the budget for these increases.

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MOTION: TO INCREASE THE HOURS OF THE OWI COURT COORDINATOR AND THE DRUG COURT COORDINATOR AS PRESENTED.

Motion by Keith Miller, second by Craig Robson. Motion carried.

REPLACE 2 CHILD PROTECTIVE SERVICES SOCIAL WORKERS AND APPROVAL TO HIRE UNTIL FILLED

Acting Director Day presented replacement requests for two Child Protective Services Social Workers and to hire until the positions are filled. There is money available in the budget for these positions. Director Day advised that she received approval from County Board Chair Gove to proceed with hiring from the current pool of candidates prior to full approval from all oversight committees, so that the process was not delayed and the candidates were still available for hire.

MOTION: TO APPROVE THE REPLACEMENT REQUESTS AS PRESENTED AND HIRE UNTIL FILLED.

Motion by Keith Miller, second by Nancy Long. Motion carried.

DONATION SOLICITATION REQUEST FOR MAY FOSTER PARENT BANQUET

Acting Director Day announced that May is recognized as National Foster Care Month and requested that the Division be allowed to solicit donations for the annual Foster Parent Banquet which will be held in May.

MOTION: TO APPROVE DONATION SOLICITATION FOR THE MAY FOSTER PARENT BANQUET.

Motion by Tom Borgkvist, second by Eric Shimpach. Motion carried.

REPLACE ECONOMIC SUPPORT SPECIALIST AND APPROVAL TO HIRE UNTIL FILLED

Acting Director Day presented a replacement request for an Economic Support Specialist and to hire until the position is filled. There is money available in the budget for this position.

MOTION: TO APPROVE THE REPLACEMENT REQUEST AS PRESENTED AND TO HIRE UNTIL FILLED.

Motion by Craig Robson, second by Eric Shimpach. Motion carried.

ANNUAL REPORT

HHS Acting Director Katie Day presented Health & Human Services' annual report. The report includes a link to additional statistical information in the Department's Status Report.

MOTION: TO APPROVE THE HEALTH & HUMAN SERVICES' 2019 ANNUAL REPORT.

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

TRAINING REQUESTS

None.

CHAIRPERSON’S REPORT

Chair Bradley expressed her appreciation for being a member of the HHS Board.

DIRECTOR’S REPORT

HHS Acting Director Katie Day reported that the goal of Human Resources is to have the new HHS Director in place by the end of May or beginning of June. The Board asked about their role in the recruiting and hiring of a new HHS Director and asked what the timeline for recruitment will be. Acting Director Day reported that the Department held an All Staff meeting on February 18 and allowed for a forum to address questions about the Department’s Directorship. Time was also spent during the meeting on a presentation by the ADRC staff and Accounting Department to share how the two entities work together. Employees from the two divisions were introduced along with their job titles. This will be a continuing format for future All Staff meetings.

ACTION ON PAYMENT OF VOUCHERS/FINANCIAL REPORT

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

Motion by Keith Miller, second by Craig Robson. Motion carried.

NEXT MEETING DATE

The next regular monthly meeting of the Columbia County Health & Human Services Board is scheduled for Wednesday, April 8, 2020 at 1:00 p.m.

ADJOURNMENT

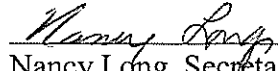
MOTION: TO ADJOURN THE HEALTH & HUMAN SERVICES BOARD MEETING AT 2:37 P.M. ;

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

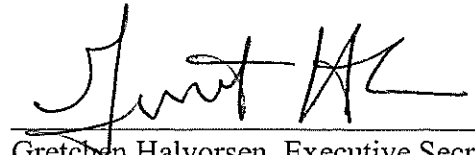
The Columbia County Health & Human Services Board will reconvene at their regular monthly meeting on Wednesday, April 8, 2020 at 1:00 p.m. in Meeting Room #3 of the Columbia County Health & Human Services Building.

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Respectfully submitted,



Nancy Long, Secretary
Col. Co. H & HS Board



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

cc: County Board Chair Gove
County Board 1st Vice Chair Drew
County Board 2nd Vice Chair Foley