



# COLUMBIA COUNTY

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## MINUTES COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING TUESDAY, APRIL 12, 2016

### CALL TO ORDER

The regular meeting of the Columbia County Health & Human Services Board was called to order at 9:00 a.m., by Chair Teresa Sumnicht. The meeting was publicly noticed, and a quorum was present.

### ROLL

An attendance sheet was distributed by Gretchen Halvorsen.

HEALTH & HUMAN SERVICE BOARD MEMBERS PRESENT: Teresa Sumnicht; Susanna Bradley; Cathy Brunt; Kirk Konkel; Brad Basten; Fred Teitgen; Matt Rohrbeck.

HEALTH & HUMAN SERVICE BOARD MEMBERS EXCUSED: Tom Drury.

HEALTH & HUMAN SERVICE BOARD MEMBERS ABSENT: Dr. Kenneth Oh.

HEALTH & HUMAN SERVICE STAFF PRESENT: Dawn Woodard; Susan Lorenz; Melissa Duane; Becky Mulhern; Gretchen Halvorsen.

OTHERS: County Board Chair Vern Gove; County Board Chair Elect Mary Cupery; Lyn Jerde, PDR; Cathy Karls, Accounting.

### AGENDA/ADDITIONS/ANNOUNCEMENTS

MOTION: TO APPROVE THE APRIL 12, 2016 HEALTH & HUMAN SERVICES BOARD AGENDA.

Motion by Fred Teitgen, second by Susanna Bradley. Motion carried.

### APPROVAL OF MINUTES

MOTION: TO APPROVE THE MINUTES OF THE MARCH 15, 2016 MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD.

Motion by Susanna Bradley, seconded by Fred Teitgen. Motion carried.

### DIVISION OF ECONOMIC SUPPORT PRESENTATION: FOODSHARE

Economic Support Division Administrator Melissa Duane presented a PowerPoint presentation to the Board in regard to the FoodShare program administered through the Economic Support Division.

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**DEPARTMENT BUDGET & COMPENSATORY TIME**

The Department's Comp Time Report and the Expense & Revenue report, dated 2/29/2016, were presented to the Board. Director Woodard also presented a Comparative Financial Statements Report for Years End 2014 and 2015.

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

Director Dawn Woodard presented three 2016 addenda and fifty-four 2015 addenda to the Board for approval.

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

Motion by Cathy Brunt, second by Brad Basten. Motion carried.

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

Aging & Disability Resource Center Director Becky Mulhern reported on the status of several bills potentially effecting ADRC consumers. Becky reminded the Board that she still has a few Dementia Generalist Training coupons remaining for a course through UW-Oshkosh. Beginning in May, Sauk and Columbia Counties will co-locate their congregate meal sites at the new Sauk County Senior Center in Lake Delton where Sauk County will be responsible for the congregate meals and Columbia County will be responsible for the home delivered meals. Becky reported that the next Elder Abuse Awareness Day has been set for June 15. The ADRC is looking for volunteers to help plan the event. The ADRC is hosting their Volunteer Banquet today. The ADRC has over 100 volunteers that help with the Grapevine Newsletter, delivering meals, and assisting at congregate meal sites and collectively volunteer over 5600 hours each year. Becky also reported that the ADRC staff continues work on all of the changes required in the new ADRC contract with the State.

**HEALTH OFFICER'S REPORT**

Health Officer Susan Lorenz presented information on the County Healthy Rankings recently released. The rankings measure data in almost every county of all 50 States.

**ACTION ON LIMITED AGENT CONTRACT**

Susan presented a letter from the State spelling out the schedule and options for limited agent status. Susan also presented a report on the number of DHS establishments (394) and the number of DATCP establishments (110) effected by the State's reorganization of Departments that handle food safety inspections and the cost of increasing licensing if the inspections are handled at the County level. Discussion followed.

**TRAINING REQUESTS**

None.

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**ACTION ON POSITION REQUEST FOR BEHAVIORAL HEALTH PROGRAM COORDINATOR**

Director Woodard presented a request for a Behavioral Health Program Coordinator, which is a revised position to replace the Contract Liaison Coordinator position which is about to become vacant due to Social Worker Stacy Davenport accepting the new Medication Assistance Program Coordinator position. The Behavioral Health Program Coordinator position would ideally be filled by a Masters Degree person who can sign crisis plans. This would be a supervisory position, managed by the Behavioral Health & Long Term Support Division Administrator.

**MOTION: TO APPROVE THE NEW POSITION AS PRESENTED.**

Motion by Fred Teitgen, second by Brad Basten. Motion carried.

**ACTION ON REVISED JOB DESCRIPTION FOR BEHAVIORAL HEALTH PROGRAM COORDINATOR**

Director Woodard presented a draft of the new job description for the Behavioral Health Program Coordinator.

**MOTION: TO APPROVE THE JOB DESCRIPTION AS PRESENTED.**

Motion by Fred Teitgen, second by Susanna Bradley. Motion carried.

**ACTION ON REPLACEMENT REQUEST FOR ADRC CLERK TYPIST**

Director Woodard presented a replacement request for a Clerk Typist in the ADRC due to a vacancy.

**MOTION: TO RECOMMEND APPROVAL OF THE REPLACEMENT REQUEST AS PRESENTED.**

Motion by Susanna Bradley, second by Brad Basten. Motion carried.

**ACTION ON REPLACEMENT REQUEST FOR DCF SOCIAL WORKER**

Director Woodard presented a replacement request for a DCF Social Worker due to a vacancy.

**MOTION: TO RECOMMEND APPROVAL OF THE REPLACEMENT REQUEST AS PRESENTED.**

Motion by Fred Teitgen, second by Brad Basten. Motion carried.

**DIRECTOR'S REPORT**

Health & Human Services Director Dawn Woodard reported on a recent SSA Rep Payee audit. All requirements were met and no recommendations were made from the auditors. The Office of Inspector General, has notified the agency about the CCS audit last fall. They are seeking

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recoupment of \$851 in findings. Director Woodard notified the Board of her possible conflict with the May HHS Board meeting date. The Board decided to keep the Tuesday, May 17 date at this time.

**ACTION ON PAYMENT OF VOUCHERS/FINANCIAL REPORT  
MOTION: TO ACCEPT THE H&HS VOUCHERS AS PRESENTED.**

Motion by Susanna Bradley, second by Brad Basten. Motion carried.

**NEXT MEETING DATE**

The next regular monthly meeting of the Columbia County Health & Human Services Board is scheduled for Tuesday, May 17, 2016 at 9:00 a.m.

**ADJOURNMENT**

**MOTION: TO ADJOURN THE HEALTH & HUMAN SERVICES BOARD MEETING AT  
11:31 A.M.**

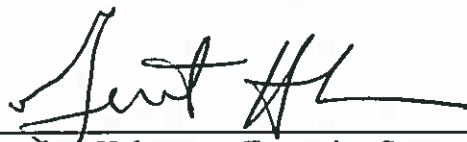
Motion by Brad Basten, second by Fred Teitgen. Motion carried.

The Columbia County Health & Human Services Board will reconvene at their regular monthly meeting on Tuesday, May 17, 2016, in the Brewer's Training Room of the Columbia County Health & Human Services Building.

Respectfully submitted,



Brad Basten, Secretary  
Col. Co. H & HS Board



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

cc: Chair Gove  
Chair Elect Cupery

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