



COLUMBIA COUNTY

Health and Human Services
111 E. Mullett Street

608-742-9227
FAX: 608-742-9700

E-MAIL: DHHS@co.columbia.wi.us
WEBSITE: www.co.columbia.wi.us

Mailing Address: P.O. Box 136
Portage, WI 53901-0136

MINUTES COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING WEDNESDAY, APRIL 14, 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; Sue Lynch; Gretchen Halvorsen.

OTHERS: Susan Fisher, Corporation Counsel; Cathy Karls, Lois Schepp, Shonna Neary, Jessica Walters, Accounting; Jim Foley, County Board 1st Vice Chair; Vern Gove, County Board Chair.

AGENDA/ADDITIONS/ANNOUNCEMENTS

MOTION: TO APPROVE THE APRIL 14, 2021 HEALTH & HUMAN SERVICES BOARD AGENDA.

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

APPROVAL OF MINUTES

MOTION: TO APPROVE THE MINUTES OF THE MARCH 10, 2021 MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD.

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

PUBLIC INPUT

None.

2020 FISCAL REVIEW

Columbia County Comptroller Lois Schepp led the Board through the 2020 Fiscal Review.

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REVIEW DEPARTMENT BUDGET & COMPENSATORY TIME

The Department's Comp Time Report and the Expense & Revenue Report, dated 2.28.2021, were presented to the Board.

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

Health & Human Services Director Heather Gove presented nine new contracts, fifteen addenda, thirteen 2020 close-out contracts, and seven Business Associate Agreements 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 Keith Miller, second by Tom Borgkvist. Motion carried.

ODOMETER READINGS ON HHS & ADRC VEHICLES

HHS Director Heather Gove presented photos of all of the agency's and ADRC's vehicles per County Ordinance.

MOTION: TO APPROVE THE VEHICLE ODOMETER READINGS AS PRESENTED.

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

RENEWAL OF RIVER HAVEN HOMELESS SHELTER CONTRACT

Director Gove advised the Board that the 5-year contract for the River Haven Homeless Shelter will end in June and needs to be renewed. The new proposed contract will be essentially the same as the current contract with some minor changes to the language. The contract has been reviewed by Corp Counsel.

AGING & DISABILITY RESOURCE CENTER REPORT

HHS Director Gove introduced the new ADRC Director Sue Lynch to the Board. Director Lynch reported that the ADRC has been awarded a new vehicle under the 5310 grant, and with that, the ADRC will be disposing of one of their older vehicles. Discussion followed about whether older vehicles could be used by a different County department. Director Lynch will follow up with the State on this issue and report back to the Board. The afterhours crisis stabilization plan continues to be developed and is almost ready for implementation. Director Lynch reported that the ADRC is teaming with DOH on a plan to bring the COVID vaccine to homebound individuals, and, the ADRC is also starting work on the new 3-year Aging Plan. Director Lynch distributed a survey that will be used to gather input from community members for the 3-year plan, and she also distributed a flyer for the upcoming Aging Advocacy Days virtual event scheduled for May 10 & 12.

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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 is still considered to have a high level of COVID activity, though testing sites have decreased around the County. A total of 37,410 vaccinations have been administered to Columbia County residents. Ellen reported that this Thursday marks the 10th COVID vaccine clinic that the agency has held for the public. Public Health has been administering Moderna and Johnson & Johnson vaccines, however, due to the CDC and the FDA pausing use of Johnson & Johnson vaccine, the clinic on Thursday will only be administering Moderna vaccine.

POSITION REVISION REQUEST TO INCREASE HOURS OF WIC BREASTFEEDING PEER COACH

HHS Director Gove presented a request to increase the hours of the WIC Breastfeeding Peer Coach by an additional 8 hours per week, to be paid for from additional grant dollars that were awarded to the program, so that more services can be provided to WIC consumers. Once the additional grant money is exhausted, the hours will be reduced to their current level for the position.

MOTION: TO APPROVE THE INCREASE IN HOURS FOR THE WIC BREASTFEEDING PEER COACH AS PRESENTED.

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

TRAINING REQUESTS

None.

JOB DESCRIPTION REVISION FOR ECONOMIC SUPPORT SPECIALIST

Director Gove presented an updated job description for the Economic Support Specialist position in the Division of Economic Support so that it more accurately identifies what the job duties entail, and, so that it is more closely aligned with the Consortium’s job description for the position.

MOTION: TO APPROVE THE JOB DESCRIPTION REVISIONS FOR THE ECONOMIC SUPPORT SPECIALIST POSITION AS PRESENTED.

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

POSITION REPLACEMENT REQUEST FOR AN ECONOMIC SUPPORT SPECIALIST

Director Gove presented a request to fill a newly vacated Economic Support Specialist position. There is money available in the budget for this position.

MOTION: TO APPROVE THE POSITION REPLACEMENT REQUEST FOR AN ECONOMIC SUPPORT SPECIALIST AS PRESENTED.

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

POSITION REPLACEMENT REQUEST FOR DES HUMAN SERVICE AIDE

Director Gove presented a request to fill the Division of Economic Support Human Services Aide position due to a transfer. There is money available in the budget for this position.

MOTION: TO APPROVE THE POSITION REPLACEMENT REQUEST FOR THE HUMAN SERVICES AIDE POSITION AS PRESENTED.

Motion by Tom Borgkvist, second by Doug Richmond. Motion carried.

BHLTS DIVISION’S RFP UPDATE FOR MAT PROGRAM

Director Gove reported that no Request for Proposals were received for the recent RFP posted by the Behavioral Health & Long Term Support Division for the MAT program. Director Gove advised that she will be reaching out to local vendors to try to learn why they didn’t respond and to try to work on building relationships for future opportunities.

GRANT FUNDED NON-EMPLOYEE TRAINING

Director Gove reported that she presented this topic at the recent Executive Committee meeting in order to get clarification on whether the Department can offer training opportunities, paid for by grant dollars, to employees of contracted vendors. The Executive Committee approved the procedure as a way to grow and sustain local providers in the community as long as the training is paid for by grant dollars and does not involve out of state travel. Discussion followed. The Board agreed with this position.

MOTION: TO APPROVE GRANT FUNDED NON-EMPLOYEE TRAINING AS PRESENTED.

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

CHAIRPERSON’S REPORT

Chair Shimpach let the Board know that he will not be available for the May HHS Board meeting. County Board Supervisor and HHS Board Vice Chair, Barry Pufahl, will chair the May meeting.

DIRECTOR’S REPORT

Health & Human Services Director Heather Gove reported that she has completed discussions and evaluations with each of the identified contractors who were given initial 6-month contracts. She reported that she is continuing to work on building those relationships through this process. Director Gove reported that she is also working on updating the Department Employee Manual to match the new HR Manual and not conflict with it.

ACTION ON PAYMENT OF VOUCHERS/FINANCIAL REPORT

MOTION: TO ACCEPT THE HHS VOUCHER REPORT AS PRESENTED.

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

NEXT MEETING DATE

The next regular monthly meeting of the Columbia County Health & Human Services Board is scheduled for Wednesday, May 12, 2021 at 1:00 p.m.

ADJOURNMENT

MOTION: TO ADJOURN THE HEALTH & HUMAN SERVICES BOARD MEETING AT 1:49 P.M.

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

The Columbia County Health & Human Services Board will reconvene at their regular monthly meeting on Wednesday, May 12, 2021 at 1:00 p.m. in Meeting Rooms #2 & #3 of the Columbia County Health & Human Services Building.

Respectfully submitted,



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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