



# COLUMBIA COUNTY

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## MINUTES COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING WEDNESDAY, MAY 12, 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 Vice Chair Barry Pufahl. The meeting was publicly noticed.

### ROLL

An attendance sheet was distributed by Gretchen Halvorsen.

HEALTH & HUMAN SERVICE BOARD MEMBERS PRESENT: Barry Pufahl; Denise Brusveen; Keith Miller; Doug Richmond; Tom Borgkvist.

Daniel Gutmann, MD appeared by phone.

HEALTH & HUMAN SERVICE BOARD MEMBERS EXCUSED: Eric Shimpach; Tom Drury; Jessica Smith.

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

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

### AGENDA/ADDITIONS/ANNOUNCEMENTS

MOTION: TO APPROVE THE MAY 12, 2021 HEALTH & HUMAN SERVICES BOARD AGENDA.

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

### APPROVAL OF MINUTES

MOTION: TO APPROVE THE MINUTES OF THE APRIL 14, 2021 MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD.

Motion by Keith Miller, second by Tom Borgkvist . 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 3.31.2021, were presented to the Board.

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

Health & Human Services Director Heather Gove presented nine addenda, and a Donation List to the Board for approval.

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

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

**AGING & DISABILITY RESOURCE CENTER REPORT**

ADRC Director Sue Lynch presented two proclamations by the Governor acknowledging May as ADRC Month, and also Older Americans Month in Wisconsin. The Board requested that the proclamations be forwarded to the County Board for their May meeting. ADRC Director Lynch reported that Feil's Catering took over the meals program for the ADRC as of April 1 and this change has been very well received by ADRC consumers. Director Lynch also reported that the after-hours APS plan has been initiated with Northwest Connections, and she is working to establish good working relationships with local vendors to assist with temporary crisis placements if necessary. The ADRC is also working with Public Health, and local Home Health vendors, to make COVID vaccines available to consumers who cannot travel to vaccine clinics. The ADRC currently has openings for their Elder Benefit Specialist and their Disability Benefit Specialist positions, and the ADRC continues to need additional workers as Meal Site Managers and Home Delivered Meal Drivers. Congregate meal sites continue to be closed due to the pandemic.

**HEALTH OFFICER'S REPORT**

Health & Human Services Director Heather Gove provided the Board with the latest update on COVID vaccinations in Columbia County as well as the number of COVID cases. Public Health continues to have weekly conference calls with the local hospitals, clinics, and pharmacies around the County to talk about vaccine supply and coordination of vaccine clinics. Due to the decrease in demand of COVID vaccinations, Public Health is pivoting to 1<sup>st</sup> dose clinics every other week and adding mobile clinics to its schedule to bring the vaccination clinics to pockets of demand for the vaccine. Public Health is also discussing vaccinations for inmates at the jail. This past Thursday was National Nurses Day, Director Gove shared appreciation for the work that the nurses continue to provide and the brainstorming that the nurses continue to implement to reach as many Columbia County residents as possible.

**POSITION REPLACEMENT REQUEST FOR PUBLIC HEALTH NURSE**

HHS Director Gove presented a replacement request for a Public Health Nurse due to a resignation.

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

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

**TRAINING REQUESTS**

None.

**JOB DESCRIPTION REVISION FOR BEHAVIORAL HEALTH COORDINATOR**

HHS Director Gove presented a revised job description for the vacant Behavioral Health Coordinator positions. Director Gove has been given approval by the State to hire training licensed workers and provide their 3,000 hour supervision in order to help fill these positions.

MOTION: TO APPROVE THE REVISED JOB DESCRIPTION FOR THE BEHAVIORAL HEALTH COORDINATOR POSITIONS AS PRESENTED.

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

**APPROVAL TO SOLICIT DONATIONS FOR FOSTER PARENT APPRECIATION**

Director Gove presented a request for the Division of Children & Families (DCF) to solicit donations for foster parents to be distributed at the foster parent banquet.

The Board requested information at a future meeting about the number of children in foster care in Columbia County, what communities foster children tend to be housed in, and a comparison of the number of placements before and during the COVID pandemic.

MOTION: TO APPROVE THE REQUEST TO SOLICIT DONATIONS FOR FOSTER PARENT APPRECIATION AS PRESENTED.

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

**CHAIRPERSON'S REPORT**

Vice Chair Barry Pufahl expressed gratitude for all the work the HHS staff has done, over the course of the last 16 months, and how the staff has held together through a very difficult time. Supervisor Pufahl asked that this expression of gratitude be shared with the entire HHS staff.

**DIRECTOR'S REPORT**

Health & Human Services Director Heather Gove reported that she would be attending the Finance Committee meeting on May 13 to request the transfer of funds from 2021 Contingency Fund to the 2021 HHS Department Budget following the completion of a comprehensive review of all HHS Department programs and services. Part of that review included initiating an evaluation process for vendors. Director Gove reported that she has been working with Accounting on the 2022 budget and is anticipating some restructuring in the Department. Director Gove advised the Board that they will be seeing an increase in comp time over the next

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several months as some staff are working to get caught up and return to regular duties as the COVID pandemic and vaccination demand is decreasing.

**ACTION ON PAYMENT OF VOUCHERS/FINANCIAL REPORT  
MOTION: TO ACCEPT THE HHS VOUCHER REPORT AS PRESENTED.**

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

**NEXT MEETING DATE**

The next regular monthly meeting of the Columbia County Health & Human Services Board is scheduled for Wednesday, June 9, 2021 at 1:00 p.m.

**ADJOURNMENT**

Vice Chair Pufahl declared the meeting adjourned at 1:39 p.m.

The Columbia County Health & Human Services Board will reconvene at their regular monthly meeting on Wednesday, June 9, 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 1<sup>st</sup> Vice James Foley  
County Board 2<sup>nd</sup> Vice Chair Bob Koch

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