



# COLUMBIA COUNTY

Health and Human Services  
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## MINUTES COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING WEDNESDAY, JUNE 1, 2022

### 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 Doug Richmond. The meeting was publicly noticed.

### ROLL

An attendance sheet was distributed by Gretchen Halvorsen.

HEALTH & HUMAN SERVICE BOARD MEMBERS PRESENT: Doug Richmond; Char Holtan; Keith Miller; Tom Drury; Steven Balsiger; Brad Cook; Liz Miller.

Jessica Smith, RN, appeared by phone.

HEALTH & HUMAN SERVICE BOARD MEMBERS EXCUSED: Daniel Gutmann, MD.

HEALTH & HUMAN SERVICE STAFF PRESENT: Heather Gove; Sue Lynch; Ellen Ellingsworth; Stephanie Nickel; Carol Sjoblom; Katie Day; Gretchen Halvorsen.

OTHERS: Susan Fisher, Assistant Corporation Counsel; Jesica Walter, Shonna Neary, Cathy Karls, Accounting; Denise Brusveen, County Board 1<sup>st</sup> Vice Chair; Eric Shimpach, County Board Supervisor.

### AGENDA/ADDITIONS/ANNOUNCEMENTS

MOTION: TO APPROVE THE JUNE 1, 2022 HEALTH & HUMAN SERVICES BOARD AGENDA.

Motion by Keith Miller, second by Liz Miller. Motion carried.

### APPROVAL OF MINUTES

MOTION: TO APPROVE THE MINUTES OF THE MAY 11, 2022 MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD.

Motion by Liz Miller, second by Brad Cook. Motion carried.

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**PUBLIC INPUT**

None

**REVIEW DEPARTMENT BUDGET & COMPENSATORY TIME**

The Department's Comp Time Report, and Financial Report dated 4.30.2022, were presented to the Board.

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

Health & Human Services Director Heather Gove presented six new contracts, eight addenda, six BAAs, and a donation list to the Board for approval.

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

Motion by Liz Miller, second by Keith Miller. Motion carried.

**AGING & DISABILITY RESOURCE CENTER REPORT**

ADRC Director Sue Lynch reported that June 15 is World Elder Abuse Awareness Month. In recognition of this, the ADRC will be sponsoring a number of educational workshops throughout the county. Director Lynch also reported that in June the ADRC's 5-Year Transportation Plan will be audited by the State. Senior Market Vouchers will also become available in June. There is an income eligibility to receive the vouchers. Director Lynch advised that the ADRC has increased the number of consumers being served by the Chore Program due to locating a new vendor. The Federal Disaster Proclamation is still in place, which means that program flexibility of the nutrition program continues which will help to ease some of the funding issues for now. Director Lynch announced that the Congregate Meal Sites will begin to open, one at a time, in June. The Pardeeville Meal Site will be the first to open.

**HEALTH OFFICER'S REPORT**

Public Health Officer Ellen Ellingsworth introduced herself to the Board and presented a PowerPoint presentation on what a local health board is and what the responsibilities are of the Board.

**TRAINING REQUESTS**

None.

**SOLICITING DONATIONS FOR FOSTER CARE EVENT**

The Division of Children & Families is proposing holding a Family Picnic for Foster Care families, as well as Kinship Care families, and families participating in the Relatives Raising Relatives program. DCF Administrator Katie Day reported that other counties are already holding similar events and are finding it to be successful. Donations are needed for food and activities in order to host the picnic.

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MOTION: TO APPROVE SOLICITING DONATIONS FOR A FAMILY PICNIC FOR FOSTER CARE FAMILIES, KINSHIP CARE FAMILIES, AND RELATIVES RAISING RELATIVES.

Motion by Keith Miller, second by Char Holtan. Motion carried.

**REVIEW WAGE COMPARISONS**

HHS Director Gove reviewed a list of HHS staff positions from Human Resources' Compensation Plan Document, with the Board, that are currently below the average pay of 9 surrounding counties. Discussion followed. Director Gove proposed moving each position up one grade on the Compensation Plan Document as a solution to attracting and retaining staff in the Department.

**RECOMMENDATION & APPROVAL OF PROPOSED WAGE ADJUSTMENTS**

MOTION: TO RECOMMEND AND APPROVE ALL OF THE PROPOSED GRADE INCREASES AS DEMONSTRATED BY DIRECTOR GOVE FROM THE 9 COUNTY COMPARISON AND REQUEST A WAGE ANALYSIS FOR EACH OF THE 18 POSITIONS, INCLUDING AN ANALYSIS ON THE TOTAL IMPACT OF THE INCREASES IN THE 2023 BUDGET, AND TO HAVE THIS INFORMATION AVAILABLE FOR THE JULY 6, 2022 HEALTH & HUMAN SERVICES BOARD MEETING SO THAT THE BOARD CAN REVIEW THE DETAIL ALONG WITH THE REST OF THE PROPOSED HHS 2023 DEPARTMENT BUDGET.

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

**CHAIRPERSON'S REPORT**

No report.

**DIRECTOR'S REPORT**

Health & Human Services Director Heather Gove updated the Board on her search for a grant to facilitate a study to determine if a mental health clinic is viable for Columbia County. Director Gove shared that she continues to work at building and strengthening relationships with community vendors but often receives feedback from them about their frustrations because of all of the rules that County Government must follow in doing business, and what types of charges are, and are not, allowable by vendors working with the Department. Director Gove also shared with the Board the number of increased calls to Building Security in recent months, due to an increased number of consumers in an active mental health crisis entering the HHS building. The increase is alarming and traumatic for all staff that are involved with these situations.

**ACTION ON PAYMENT OF VOUCHERS/FINANCIAL REPORT**

MOTION: TO ACCEPT THE HHS VOUCHER REPORT AS PRESENTED.

Motion by Keith Miller, second by Steven Balsiger. Motion carried.

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**NEXT MEETING DATE**

The next regular monthly meeting of the Columbia County Health & Human Services Board is scheduled for Wednesday, July 6, 2022 at 1:00 p.m. at Columbia County Health & Human Services.

**ADJOURNMENT**

MOTION: TO ADJOURN THE MEETING AT 2:07 P.M.

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

The Columbia County Health & Human Services Board will reconvene for their next regular meeting on Wednesday, July 6, 2022, at 1:00 p.m. in Meeting Rooms #2 & #3 of the Columbia County Health & Human Services, 111 E. Mullett Street, Portage, WI.

Respectfully submitted,



Keith Miller, Secretary  
Col. Co. H & HS Board



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

cc: County Board Chair Chris Polzer  
County Board 1<sup>st</sup> Vice Chair Denise Brusveen  
County Board 2<sup>nd</sup> Vice Chair Matthew Rohrbeck

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