



COLUMBIA COUNTY

Health and Human Services
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MINUTES COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING WEDNESDAY, JUNE 9, 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; Keith Miller; Doug Richmond; Tom Borgkvist; Tom Drury; Jessica Smith, RN.

Daniel Gutmann, MD appeared by phone.

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

OTHERS: Susan Fisher, Corporation Counsel; Cathy Karls, Accounting; Jim Foley, County Board 1st Vice Chair; Vern Gove, County Board Chair; Jonathan Richie, PDR.

AGENDA/ADDITIONS/ANNOUNCEMENTS

MOTION: TO APPROVE THE JUNE 9, 2021 HEALTH & HUMAN SERVICES BOARD AGENDA.

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

APPROVAL OF MINUTES

MOTION: TO APPROVE THE MINUTES OF THE MAY 12, 2021 MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD.

Motion by Keith Miller, second by Tom Drury. 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 4.30.2021, 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, seven 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 Keith Miller, second by Doug Richmond. Motion carried.

**BUDGET TRANSFER FROM ADRC CONGREGATE FUNDING TO HOME
DELIVERED MEALS FUNDING**

HHS Director Gove presented a request to transfer \$50,000 from the Congregate Meal Site funding to the Home Delivered Meals funding due to the increased demand of home delivered meals throughout the COVID pandemic while the congregate sites have been closed.

MOTION: TO APPROVE THE TRANSFER OF FUNDS AS PRESENTED.

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

AGING & DISABILITY RESOURCE CENTER REPORT

ADRC Director Sue Lynch presented a proclamation by the Governor recognizing June 15 as World Elder Abuse Awareness Day in Wisconsin. The ADRC plans to recognize the day by distributing educational and informational materials with all Home Delivered Meals next week. ADRC Director Lynch updated the Board on recent hires reporting that the Elder Benefit Specialist (EBS), Disability Benefit Specialist (DBS), and the I&A vacant positions have now all been filled. Some positions were filled by new hires and some by current employees transferring to these vacant positions. Director Lynch reported that the EBS position was filled by the current Transportation Coordinator. The ADRC continues to recruit for Meal Site Managers and Drivers.

ACTION ON ADRC BOARD APPOINTMENTS: KAYLA WOLFF, ADAORA BLISE

Director Gove requested that Kayla Wolff and Adaora Blise be appointed to the ADRC Board replacing former members Sharon Peterson and Karen Schluter respectively. ADRC Director Sue Lynch will also be recruiting an additional new member to replace Marilyn George-Burton whose term expires in 2023.

POSITION REPLACEMENT REQUEST FOR ADRC TRANSPORTATION COORD.

HHS Director Gove presented a replacement request for the ADRC Transportation Coordinator due to the position becoming vacant after the worker, Trina Gaunt, transferred to the Elder Benefit Specialist position in the ADRC.

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MOTION: TO APPROVE THE REPLACEMENT REQUEST FOR THE ADRC
TRANSPORTATION CLERK AS PRESENTED.

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

HEALTH OFFICER'S REPORT

Health & Human Services Director Heather Gove announced that Interim Public Health Officer Ellen Ellingsworth has accepted the Public Health Officer's position and will begin her new duties on June 28. Director Gove provided an update on the latest COVID cases in Columbia County noting that for the first time in many months, there were no new cases of COVID-19 in Columbia County and only 22 cases currently active. The demand for appointments at mass vaccine clinics held at Health & Human Services has severely declined and operations have switched to operating pop up clinics around the County. Pop up clinics have been held in Lodi, Cambria, and the Portage Middle school with the help of the National Guard.

RECLASSIFY OPEN PUBLIC HEALTH NURSE POSITION TO NURSE SUPERVISOR

HHS Director Gove presented a request to reclassify one of the open Public Health RN positions to a Nurse Supervisor.

ACTION ON NURSE SUPERVISOR JOB DESCRIPTION

Director Gove presented a draft job description for the proposed Nurse Supervisor position.

RECLASSIFY OPEN PUBLIC HEALTH NURSE POSITION TO HEALTH EDUCATOR

Director Gove presented a request to reclassify one of the open Public Health RN positions to a Health Educator.

ACTION ON HEALTH EDUCATOR JOB DESCRIPTION

Director Gove presented a draft job description for the proposed Health Educator position.

MOTION: TO APPROVE RECLASSIFYING THE TWO OPEN PUBLIC HEALTH NURSE
POSITIONS TO ONE NURSE SUPERVISOR POSITION AND ONE HEALTH EDUCATOR
POSITION.

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

MOTION: TO APPROVE THE JOB DESCRIPTION FOR THE NURSE SUPERVISOR AND
THE JOB DESCRIPTION FOR THE HEALTH EDUCATOR POSITION.

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

POSITION REPLACEMENT REQUEST FOR WIC DIRECTOR

Director Gove presented a replacement request for the WIC Director due to the former WIC Director Ellen Ellingsworth accepting the position of Public Health Officer.

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MOTION: TO APPROVE THE REPLACEMENT REQUEST FOR THE WIC DIRECTOR POSITION AS PRESENTED.

Motion by Tom Borgkvist, second by Tom Drury. Motion carried.

INCREASE REGISTERED DIETETIC TECHNICIAN TO 37.50 HOURS UNTIL WIC DIRECTOR IS HIRED

HHS Director Gove requested the increase of hours to 37.50/week for the Registered Dietetic Technician until a new WIC Director is hired.

MOTION: TO APPROVE THE INCREASED HOURS TO 37.50 PER WEEK FOR THE DIETETIC TECHNICIAN UNTIL A NEW WIC DIRECTOR IS HIRED.

Motion by Tom Borgkvist, second by Doug Richmond.

TRAINING REQUESTS

None.

POSITION REPLACEMENT REQUEST FOR ECONOMIC SUPPORT WORKER

HHS Director Gove presented a replacement request for an Economic Support Specialist due to a resignation. The worker is relocating to LaCrosse.

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

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

NEW POSITION REQUESTS FOR THIS YEAR – 2 CHILDREN’S LONG TERM SUPPORT (CLTS) SOCIAL WORKERS

Director Gove presented a request for two additional CLTS Social Worker positions for this year. Director Gove explained how the positions are 100% funded without County levy.

MOTION: TO APPROVE THE REQUEST FOR TWO CHILDREN’S LONG TERM SUPPORT SOCIAL WORKER POSITIONS AS PRESENTED.

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

POSITION REQUESTS FOR 2022 BUDGET

HHS Director Gove requested the following personnel changes for the Department’s 2022 budget:

- Increase the starting hourly pay of ADRC Site Managers, and, ADRC Drivers to \$10/Hour to be paid for from grant funding;

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- Reclassify the Part-Time Transportation Coordinator to ADRC Receptionist; title change, no change in funding;
- Increase Registered Dietetic Technician to 37.50/Week paid for by WIC funding.

MOTION: TO RECOMMEND APPROVAL OF ALL THREE PERSONNEL CHANGES TO THE DEPARTMENT'S 2022 BUDGET AS PRESENTED.

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

SET DATE FOR PUBLIC HEARING ON 2022 BUDGET

The Board agreed to hold a public hearing on the Department's 2022 budget on Wednesday, July 14, 2021 at 1:00 p.m. at the Columbia County Health & Human Services building, followed by their regular monthly meeting.

CHAIRPERSON'S REPORT

Chair Eric Shimpach announced that a Department Head meeting will be held on Tuesday, June 29, at 9:00 a.m. to discuss the 2022 budget expectations as set by the Finance Committee. Chair Shimpach reported that he plans to be in attendance.

DIRECTOR'S REPORT

Health & Human Services Director Heather Gove provided follow up information that the Board requested about the Department's Foster Care program. Currently, there are 36 children in Out-of-Home placements with 18 of those children in Foster Care. The remaining number of children are placed in alternative settings such as Kinship Care, Group Homes, Shelter Care, Detention Centers, and Residential Care Centers. Director Gove shared information on the Governor's proclamation acknowledging the week of June 14-18 as Economic Support/Case Managers' week in Wisconsin. Director Gove advised that Columbia County is the only county in the 8-county consortium that is fully open for business. A recent report of Columbia County's Economic Support Division shows that the Division exceeds the accuracy rate set by the federal government for its programs, and, Columbia County has routinely answered 8% of all calls to the Consortium's call center during the pandemic, up from 4%, prior to the pandemic.

ACTION ON PAYMENT OF VOUCHERS/FINANCIAL REPORT

MOTION: TO ACCEPT THE HHS VOUCHER REPORT AS PRESENTED.

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

NEXT MEETING DATE

The next regular monthly meeting of the Columbia County Health & Human Services Board is scheduled for Wednesday, July 14, 2021 at 1:00 p.m.

ADJOURNMENT

MOTION: TO ADJOURN THE MEETING AT 1:42 P.M.

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

The Columbia County Health & Human Services Board will reconvene for a Public Hearing on the Department’s 2022 Budget and their regular monthly meeting on Wednesday, July 14, 2021 at 1:00 p.m. in Meeting Rooms #2 & #3 of the Columbia County Health & Human Services Building.

Respectfully submitted,



Tom Bergkvist, 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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