



COLUMBIA COUNTY

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MINUTES COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING WEDNESDAY, JUNE 12, 2019

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 Susanna Bradley. The meeting was publicly noticed.

ROLL

An attendance sheet was distributed by Gretchen Halvorsen.

HEALTH & HUMAN SERVICE BOARD MEMBERS PRESENT: Susanna Bradley; Tom Borgkvist; Keith Miller; Tom Drury; Craig Robson; Nancy Long; Eric Shimpach.

HEALTH & HUMAN SERVICE BOARD MEMBERS EXCUSED: Bev Muhlenbeck; Dr. Michael Walters.

HEALTH & HUMAN SERVICE STAFF PRESENT: Dawn Woodard; Susan Lorenz; Katie Day; Becky Mulhern; Ashley Jahn; Gretchen Halvorsen.

OTHERS: Susan Fisher, Assist Corp Counsel; Cathy Karls, Accounting.

PUBLIC INPUT

None

AGENDA/ADDITIONS/ANNOUNCEMENTS

MOTION: TO APPROVE THE JUNE 12, 2019 HEALTH & HUMAN SERVICES BOARD AGENDA.

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

APPROVAL OF MINUTES

MOTION: TO APPROVE THE MINUTES OF THE MAY 8, 2019 MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD.

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

ELECTION OF VICE CHAIR

Chair Bradley introduced Eric Shimpach to the Board.

Nancy Long nominated Craig Robson for HHS Board Vice Chair.

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MOTION: TO CLOSE NOMINATIONS.

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

MOTION: TO CAST A UNANIMOUS VOTE FOR CRAIG ROBSON AS VICE CHAIR OF THE HHS BOARD.

Motion by Nancy Long, second by Tom Borgkvist. Motion carried.

REVIEW DEPARTMENT BUDGET & COMPENSATORY TIME

The Department's Comp Time Report and the Expense & Revenue report dated 4.30.2019 were presented to the Board.

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

HHS Director Dawn Woodard presented one 2019 contract, ten 2019 addenda, and four business associate agreements to the Board for approval.

MOTION: TO APPROVE THE CONTRACT, ADDENDA, AGREEMENTS, AND TO PLACE THEM AS ATTACHMENTS TO THE MINUTES.

Motion by Nancy Long, second by Tom Borgkvist. Motion carried.

AGING & DISABILITY RESOURCE CENTER DIRECTOR'S REPORT

ADRC Director Becky Mulhern reported the ADRC is still in need of hiring additional drivers. The State is considering a 10% increase in the 85.21 Transportation Grant awards for next year. A Car Fit workshop is planned for August 14 from 10-1:00 p.m. Becky reported the recent Advocacy Day at the Capitol was successful and well attended. The State is considering increasing the caregiver wage rate from \$11 to \$13/hour to help stabilize the workforce. The State is also considering funding for Dementia Specialist positions for more counties. Funding will not be approved for any additional healthy aging grants, and currently there is no increase planned for the Elder Benefit Specialist program. Becky reported that the nutrition program still needs additional volunteers, but there currently is still no need for a wait list. The new catering service selected for the nutrition program will begin in July. Becky advised a Stepping On class has just finished up in the ADRC; a Powerful Tools workshop begins this week; and the new yoga program has begun with a full class and an additional wait list. Portage will be hosting a Caregiver Retreat in November. Medicare Enrollment planning has begun for that program later this fall, and Wednesday the ADRC will host the Elder Abuse Awareness Day from 8-12:00 featuring a Columbia County Only Resource Fair and a speaker discussing Senior Medicaid. Becky announced the part time I&A position has finally been filled and that Senior Farmers Market Vouchers are in the process of being distributed around the County.

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HEALTH OFFICER'S REPORT

Public Health Officer Susan Lorenz updated the Board on the latest number of confirmed measles cases in the U.S. which has increased to 1,022 cases across 28 states. There continues to be no confirmed cases of measles in Wisconsin yet. Susan reported on a recently confirmed case of mumps in Columbia County. Columbia County has not had a documented case of mumps since 2006. All medical offices and facilities across Columbia County have been notified about the confirmed case.

ACTION ON FLU SHOTS FOR COUNTY EMPLOYEES

MOTION: TO APPROVE THE DIVISION OF HEALTH PROVIDING OF AND BILLING FOR FLU SHOTS FOR COUNTY EMPLOYEES.

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

TRAINING REQUESTS

None

ACTION ON REVISED JOB DESCRIPTIONS FOR BHLTS DIVISION ADMINISTRATOR AND ES DIVISION ADMINISTRATOR

Director Woodard presented a revised job description for both the Behavioral Health & Long Term Support Division Administrator position and the Economic Support Division Administrator position.

MOTION: TO RECOMMEND APPROVAL OF THE REVISED BEHAVIORAL HEALTH & LONG TERM SUPPORT DIVISION ADMINISTRATOR'S JOB DESCRIPTION.

Motion by Nancy Long, second by Keith Miller. Motion carried.

MOTION: TO RECOMMEND APPROVAL OF THE REVISED ECONOMIC SUPPORT DIVISION ADMINISTRATOR'S JOB DESCRIPTION.

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

REPLACEMENT REQUEST FOR BHLTS DIVISION ADMINISTRATOR

MOTION: TO APPROVE THE REPLACEMENT REQUEST OF THE BHLTS DIVISION ADMINISTRATOR.

Motion by Nancy Long, second by Craig Robson. Motion carried.

REPLACEMENT REQUEST FOR ES DIVISION ADMINISTRATOR

MOTION: TO APPROVE THE REPLACEMENT REQUEST FOR THE ECONOMIC SUPPORT DIVISION ADMINISTRATOR.

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Motion by Craig Robson, second by Tom Borgkvist. Motion carried.

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

Director Woodard presented a revised job description for the Behavioral Health Program Coordinator.

MOTION: TO RECOMMEND APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE BEHAVIORAL HEALTH PROGRAM COORDINATOR.

Motion by Nancy Long, second by Craig Robson. Motion carried.

**REPLACEMENT REQUEST FOR BEHAVIORAL HEALTH PROGRAM
COORDINATOR**

MOTION: TO APPROVE THE REPLACEMENT REQUEST OF THE BEHAVIORAL HEALTH PROGRAM COORDINATOR.

Motion by Tom Borgkvist, second by Nancy Long. Motion carried.

ACTION ON 2020 NEW OR REVISED POSITIONS

HHS Director Dawn Woodard presented proposals for 2020 Revised Positions first.

Breastfeeding Peer Counselor: Request to increase the hours of this part time, LTE position from 300 to 520 hours per year, for a total cost of \$3,315.62 to be paid for from State funding.

MOTION: TO RECOMMEND APPROVAL OF THE INCREASE OF HOURS FOR THE BREASTFEEDING PEER COUNSELOR AS PRESENTED.

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

Registered Dietetic Technician: Request to increase the hours of this position from 1761.75 to 1957.50, at a total cost of \$5,231.65, to be paid for from the WIC Fit Family grant funding. This grant is subject to a sunset clause if the funding decreases or is eliminated.

MOTION: TO RECOMMEND APPROVAL OF THE INCREASE OF HOURS FOR DOH'S REGISTERED DIETETIC TECHNICIAN AS PRESENTED.

Motion by Nancy Long, second by Tom Borgkvist. Motion carried.

ADRC Receptionist: Request to create job description for the ADRC Receptionist to more accurately reflect the duties of the position. No change in Grade or Step requested.

MOTION: TO RECOMMEND APPROVAL OF THE ADRC RECEPTIONIST JOB

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DESCRIPTION AS PRESENTED.

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

MOTION: TO RECOMMEND APPROVAL OF THE RECLASSIFICATION OF THE CLERK
TYPIST TO THE ADRC RECEPTIONIST WITH NO CHANGE IN GRADE OR STEP.

Motion by Keith Miller, second by Craig Robson. Motion carried.

Health Promotions Coordinator: Request to create job description for Health Promotions Coordinator to more accurately reflect the duties of the position. No change in Grade or Step requested.

MOTION: TO RECOMMEND APPROVAL OF THE ADRC HEALTH PROMOTIONS
COORDINATOR JOB DESCRIPTION AS PRESENTED.

Motion by Keith Miller, second by Eric Shimpach. Motion carried.

MOTION: TO RECOMMEND APPROVAL OF THE RECLASSIFICATION OF THE HS
AIDE TO ADRC HEALTH PROMOTIONS COORDINATOR WITH NO CHANGE IN
GRADE OR STEP.

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

OWI Treatment Court Coordinator: Request to increase the position hours from 37.50 to 40 hours per week per the request of the Columbia County Judges.

Drug Treatment Court Program Coordinator: Request to increase the position hours from 37.50 to 40 hours per week per the request of the Columbia County Judges. The total cost of the increase in hours for both Coordinator positions totals \$7,625.32, to be paid for from grant funds.

MOTION: TO RECOMMEND APPROVAL OF AN INCREASE OF HOURS FOR THE OWI
TREATMENT COURT COORDINATOR AND THE DRUG TREATMENT COURT
PROGRAM COORDINATOR FROM 37.50 TO 40 HOURS PER WEEK.

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

HHS Director Dawn Woodard presented the following 2020 New Position requests:

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Children & Families Supervisor: Request for new DCF Supervisor position to provide supervision to CPS staff, at a total cost of \$84,744.40, to be paid for in part through increased funding in the Children & Families State Allocation.

MOTION: TO RECOMMEND APPROVAL OF THE NEW CHILDREN & FAMILIES SUPERVISOR POSITION AS PRESENTED.

Motion by Nancy Long, second by Keith Miller. Motion carried.

Child & Families Social Worker: Request for new social work position to provide ongoing child protective social work to address increased workloads, at a total cost of \$72,287.50, to be paid for in part through increased funding in the Children & Families State Allocation.

MOTION: TO RECOMMEND APPROVAL OF A NEW DCF SOCIAL WORKER POSITION AS PRESENTED.

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

Dementia Care Specialist: Request for Dementia Care Specialist position in ADRC, at a total cost of \$68,058.68, to be paid for by State funding. Position is contingent upon funding.

MOTION: TO RECOMMEND APPROVAL OF THE DEMENTIA CARE SPECIALIST JOB DESCRIPTION AS PRESENTED.

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

MOTION: TO RECOMMEND APPROVAL OF THE DEMENTIA CARE SPECIALIST POSITION AS PRESENTED.

Motion by Craig Robson, second by Keith Miller. Motion carried.

Transportation Clerk: Request is for a part time Transportation Clerk, at a total cost of \$17,763.42, to be paid for by increased fees in the Senior Transportation Program.

MOTION: TO RECOMMEND APPROVAL OF THE PART TIME TRANSPORTATION CLERK FOR THE ADRC AS PRESENTED.

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

Clerk Typist: Request is for a part time Clerk Typist for DSS, at a total cost of \$17,763.42, to be paid for from WIMCR cost settlement dollars received for the CCS program.

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MOTION: TO RECOMMEND APPROVAL OF THE PART TIME DSS CLERK TYPIST POSITION AS PRESENTED.

Motion by Nancy Long, second by Keith Miller. Motion carried.

SET PUBLIC HEARING FOR 2020 BUDGET

The Board agreed to hold the 2020 budget public hearing on Wednesday, July 10, 2019, at 1:00 p.m. immediately followed by the HHS Board meeting.

CHAIRPERSON'S REPORT

Chair Susanna Bradley reported the investigation of the HHS Department is still ongoing.

DIRECTOR'S REPORT

HHS Director Dawn Woodard reported that on Tuesday, June 25, the Department's Spirit Committee will be hosting a 1 Year Anniversary potluck to acknowledge our move into the new HHS building one year ago. Director Woodard invited Board members to participate. Director Woodard reported that Columbia County currently has a Request for Proposal advertised for vendors to administer the WHEAP grant for the County. Director Woodard advised the Board that DCF had a kick off last month for YASI which is a new assessment tool being offered by the State in the Youth Justice program. Director Woodard also advised the Board of the half-day, all staff training that was held on May 17 on the topic of Cultural Humility. The speaker was Dr. Will Hutter from Edgewood College. Director Woodard advised the Board that she is in talks with several vendors to establish temporary service contracts to cover the vacancies in the BHLTS Division until those positions can be filled.

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

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

NEXT MEETING DATE

The next regular monthly meeting of the Columbia County Health & Human Services Board is scheduled for Wednesday, July 10, 2019 immediately following the Public Hearing on the 2020 Budget scheduled for 1:00 p.m.

ADJOURNMENT

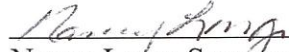
MOTION: TO ADJOURN THE HEALTH & HUMAN SERVICES BOARD MEETING AT 2:55 P.M.

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

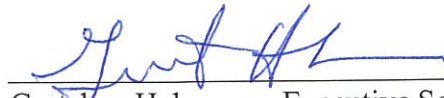
The Columbia County Health & Human Services Board will reconvene at their regular monthly

meeting on Wednesday, July 10, 2019 immediately following the 2020 Budget Public Hearing which will begin at 1:00 p.m. in Meeting Room #3 of the Columbia County Health & Human Services Building.

Respectfully submitted,



Nancy Long, Secretary
Col. Co. H & HS Board



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

cc: County Board Chair Gove
County Board 1st Vice Chair Drew
County Board 2nd Vice Chair Foley

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