



COLUMBIA COUNTY

608-742-9227
FAX: 608-742-9700
TDD: 608-742-9229
E-MAIL: DHHS@co.columbia.wi.us
WEBSITE: www.co.columbia.wi.us

Health and Human Services
2652 Murphy Rd

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

MINUTES COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING WEDNESDAY, JUNE 13, 2018

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; Nancy Long; Tom Borgkvist; Keith Miller; Bev Muhlenbeck; Tom Drury; Craig Robson.

HEALTH & HUMAN SERVICE BOARD MEMBERS EXCUSED: Dr. Michael Walters; Kevin Kessler.

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

OTHERS: Lois Schepp; Cathy Karls; Matt Bortz; Jessica Kathy, Accounting; Joe Ruf, Corp Counsel.

AGENDA/ADDITIONS/ANNOUNCEMENTS

MOTION: TO APPROVE THE JUNE 13, 2018 HEALTH & HUMAN SERVICES BOARD AGENDA.

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

APPROVAL OF MINUTES

MOTION: TO APPROVE THE MAY 9, 2018 MINUTES OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD.

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

INTRODUCTION OF NEW STAFF: LISA NIEBUHR & SARAH BABCOCK

Both new staff members were unavailable due to staffing levels.

PRESENTATION BY ACCOUNTING: READING FINANCIAL REPORTS

Assistant Comptroller Cathy Karls introduced all Accounting staff present. Jessica Kath & Matt Bortz lead a PowerPoint presentation about the duties of the Accounting Department and how to read the reports that they generate for monthly HHS Board meetings.

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REVIEW DEPARTMENT BUDGET & COMPENSATORY TIME

The Department's Comp Time Report and the Expense & Revenue report dated 4/30/2018 were presented to the Board.

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

Health and Human Services Director Dawn Woodard presented one new contract and four addenda to the Board for approval.

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

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

AGING & DISABILITY RESOURCE CENTER DIRECTOR'S REPORT

ADRC Director Becky Mulhern reported that the ADRC is still waiting on their 5310 funding so that they can purchase a new van, and they are still working on Policies & Procedures for DOT. There is an AARP Smart Driver Course wait list at this time, and the ADRC will be offering another class this fall. Becky reported that the ADRC continues to look for drivers. The Aging Advocacy Day at the Capitol in May was spent discussing aging issues, transportation, and social isolation of the elderly in rural areas. Becky also reported the ADRC is still looking for nutrition advisory group members. The group meets quarterly. So far there is no wait list yet for the HDM program. The ADRC is currently offering a falls prevention class in Poynette. Becky advised the ADRC received a Walking With Ease grant, and classes will be offered in the new building for that. The ADRC also recently held a caregiver retreat event at the Columbus Library. Elder Abuse Awareness Day is set for June 20 at the new HHS building in ADRC area. Becky reported that the Dementia Care Specialist grant applied for was not received.

HEALTH OFFICER'S REPORT

Public Health Officer Susan Lorenz reminded the Board members about the suicide prevention QPR training being held tonight at St John's Episcopal Church here in Portage. All Board members should be receiving invitations to attend Prevent Suicide Columbia County Coalition meetings. The next one is Thursday, June 21, from 1-2:30 p.m. at the LEC. Meetings are every other month. Susan reported on West Nile Virus and the Dead Bird Reporting Hotline which is operable from May 1 to October 31 in WI. Citizens can call and report dead birds, which are then collected and tested for West Nile Virus by the State. Susan also reported on the Del Monte vegetable food trays investigation. The vegetable trays are causing sickness from a parasite. Eleven cases have been identified in WI, one case in Columbia County. The vegetable trays were sold at Kwik Trips and have been removed from the store shelves. Finally, Susan reported on recent PNCC audit results for MA billing. No monetary penalties were assessed as a result of the audit. Susan reported the results directly correlate to the excellent job her nurses do and the support of the Accounting staff.

TRAINING REQUESTS

None.

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ACTION ON NEW POSITION REQUESTS FOR 2019

HHS Director Dawn Woodard presented 2 new positions, a DCF Supervisor and a DCF Social Worker. Director Woodard shared information about increased caseloads and current staff/supervisor ratios that far exceed the State's recommendation for DCF staffing levels.

MOTION: TO RECOMMEND APPROVAL OF THE TWO NEW 2019 DCF PROPOSED POSITIONS AS PRESENTED.

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

ACTION ON REPLACEMENT REQUEST FOR DRUG COURT COORDINATOR

Director Woodard presented a replacement request for the Drug Court Coordinator due to a resignation. There is money available in the budget for this position.

MOTION: TO APPROVE THE REPLACEMENT REQUEST FOR THE DRUG COURT COORDINATOR.

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

ACTION ON REPLACEMENT REQUEST FOR ES WORKER

Director Woodard presented a replacement request for an Economic Support Worker due to a retirement. There is money available in the budget for this position.

MOTION: TO APPROVE THE REPLACEMENT REQUEST FOR AN ECONOMIC SUPPORT WORKER.

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

ACTION ON PROPOSAL TO HIRE 3 LTE SOCIAL WORKERS FOR BHLTS IN 2018

Director Woodard presented a request to hire 3 limited term employee social workers to be paid for from a DHS grant to address opioid addiction problem. The Department initially contracted with Tellurian to provide these services, however due to difficulties with Tellurian not being able to provide adequate staffing and data collection concerns, the Department wishes to pursue the option of pursuing 3 LTEs to provide the services.

MOTION: TO APPROVE THE REQUEST FOR THE LTE SOCIAL WORKER POSITIONS AS PRESENTED.

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

ACTION ON REVISING SOCIAL WORK JOB DESCRIPTION

Director Woodard presented a draft of the new job description for social workers in the department to be used no matter what division they are employed in within the Department.

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MOTION: TO APPROVE THE REVISED SOCIAL WORK JOB DESCRIPTION AS PRESENTED.

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

SETTING DATE/TIME OF JULY PUBLIC HEAIRNG FOR 2019 BUDGET INPUT

The Board agreed to hold a public hearing for the Department's 2019 Budget at 1:00 on Wednesday, July 11th immediately followed by the regular monthly meeting.

MOTION: TO HOLD A PUBLIC HEARING FOR THE 2019 HHS BUDGET ON WEDNESDAY, JULY 11 AT 1:00 P.M.

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

DIRECTOR'S REPORT

Health and Human Services Director Dawn Woodard reported the Department is working with Corporation Counsel's office on a Narcan policy along with review and updating of the Department's HIPAA policies. Director Woodard reported on the budget development for the Department and how employees got involved through drop in sessions focusing on educating them about the budget process. A Fostering Futures luncheon was held on May 22 at the Governor's Mansion for the TIC Champions. Several staff attended. The Department is also working on holding all staff training sessions for TIC topics such as teaching the sensitive communication model to help teach staff how to have difficult conversation. Director Woodard notified the Board that WIC funding was cut by 10% from the USDA, which officially took effective in January.

ACTION ON PAYMENT OF VOUCHERS/FINANCIAL REPORT

MOTION: TO ACCEPT THE H&HS VOUCHERS 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 11, 2018 immediately following the Public Hearing at 1:00 p.m.

ADJOURNMENT

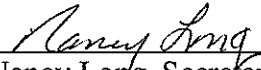
MOTION: TO ADJOURN THE HEALTH & HUMAN SERVICES BOARD MEETING AT 3:09 P.M.

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

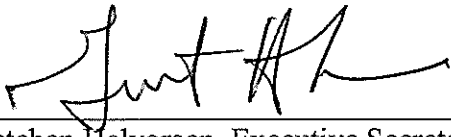
The Columbia County Health & Human Services Board will reconvene at their regular monthly meeting on Wednesday, July 11, 2018, immediately following a Public Hearing at 1:00 p.m. regarding the Department's 2019 Budget, in Conference Room #3 of the Columbia County Health & Human Services Building.

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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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