



COLUMBIA COUNTY

Health and Human Services
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MINUTES COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING WEDNESDAY, JULY 6, 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.

HEALTH & HUMAN SERVICE BOARD MEMBERS EXCUSED: Daniel Gutmann, MD; Jessica Smith, RN.

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

OTHERS: Paula Enger, Bryon Bilsen, PARCC; Susan Fisher, Joe Ruf, Corporation Counsel; Jessica Walter, Shonna Neary, Cathy Karls, Lois Schepp, Accounting; County Board Chair Chris Polzer; Denise Brusveen, County Board 1st Vice Chair.

AGENDA/ADDITIONS/ANNOUNCEMENTS

MOTION: TO APPROVE THE JULY 6, 2022 HEALTH & HUMAN SERVICES BOARD AGENDA.

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

PUBLIC HEARING: 2023 HEALTH & HUMAN SERVICES BUDGET

Chair Richmond declared the Public Hearing for the Department's 2023 Budget open at 1:01 p.m. No one from the public provided testimony. Chair Richmond closed the Public Hearing at 1:01 p.m.

APPROVAL OF MINUTES

MOTION: TO APPROVE THE MINUTES OF THE JUNE 1, 2022 MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD.

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

PUBLIC INPUT

None

PREVENTION AND RESPONSE COLUMBIA COUNTY (PARCC), PAULA ENGER

Paula Enger and Bryon Bilse provided information about the history and operations of PARCC. A folder with additional information was distributed to each Board member.

REVIEW DEPARTMENT BUDGET & COMPENSATORY TIME

The Department's Comp Time Report, and Financial Report dated 5.31.2022, were presented to the Board.

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

Health & Human Services Director Heather Gove presented four new contracts, eleven addenda, five 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 Liz Miller. Motion carried.

AGING & DISABILITY RESOURCE CENTER REPORT

ADRC Director Sue Lynch reported that the ADRC staff continues to work on managing the nutrition program. Columbia County is set to pilot a new tool created by the State to help establish eligibility of consumers for the Home Delivered Meals program and to help manage a wait list when necessary. Sue reported that last year the nutrition program served over 43,000 meals. In 2023, the program is budgeted to serve 23,000 so the pilot program with the eligibility tool will be very valuable for use in the program. As for opening of the Congregate Meal Sites, the Pardeeville site is back open, and the Columbus site will open soon, and the Poynette site will open later in July. The ADRC is working to bring entertainment and workshops to the congregate sites to increase their value for diners and add to social enrichment. The ADRC is supporting National Night Out again this year, and they will also have a booth, with the rest of the Department at the County Fair.

POSITION REPLACEMENT REQUEST ADRC DEMENTIA CARE SPECIALIST

HHS Director Heather Gove presented a Replacement Request for the ADRC's Dementia Care Specialist due to a resignation.

MOTION: TO APPROVE THE REPLACEMENT REQUEST FOR THE DEMENTIA CARE
SPECIALIST AS PRESENTED.

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

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POSITION REPLACEMENT REQUEST ADRC PART TIME RECEPTIONIST

Director Gove presented a Replacement Request for the part time Receptionist position due to a resignation.

MOTION: TO APPROVE THE REPLACEMENT REQUEST FOR THE ADRC'S PART TIME RECEPTIONIST POSITION AS PRESENTED.

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

HEALTH OFFICER'S REPORT

Public Health Officer Ellen Ellingsworth reported on the new Community Health Worker who began in June and has already organized activities in the Division to support National Night Out, as well as organized the booth at the County Fair for this summer, worked with local coffee shops to promote Public Health information and events in their shops, and worked with law enforcement to help partner in the new car seat program which the Division as recently begun. Ellen reported that the Prenatal Care Coordination (PNCC) program has been re-established since COVID and is busy serving their first 10 consumers. The new tooth varnish program has already accepted 15 applications thus far, and the Suicide Prevention group is busy working with schools throughout the County to incorporate suicide prevention in their programming. WIC is busy with their summer Farmer's Market Vouchers program and have been seeing an increase of activity with the program over last summer's numbers.

POSITION REPLACEMENT REQUEST DOH WIC BREASTFEEDING PEER COUNSELOR

HHS Director Gove presented a Replacement Request for the WIC Breastfeeding Peer Counselor due to a resignation.

MOTION: TO APPROVE THE REPLACEMENT REQUEST FOR THE WIC BREASTFEEDING PEER COUNSELOR AS PRESENTED.

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

TRAINING REQUESTS

None.

POSITION REPLACEMENT REQUEST DCF HUMAN SERVICE AIDE

HHS Director Gove presented a Replacement Request for a Human Service Aide in DCF due to a retirement.

MOTION: TO APPROVE THE REPLACEMENT REQUEST FOR THE HUMAN SERVICE AIDE AS PRESENTED.

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

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Tom Drury left the meeting at 1:45 p.m.

POSITION REPLACEMENT REQUEST FOR BHLTS CHILDREN’S LONG TERM SUPPORT COORDINATOR

Director Gove presented a request for the BHLTS Children’s Long Term Support Coordinator due to a retirement.

MOTION: TO APPROVE THE REPLACEMENT REQUEST FOR THE CHILDREN’S LONG TERM SUPPORT COORDINATOR AS PRESENTED.

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

POSITION REPLACEMENT REQUEST FOR BHLTS SOCIAL WORKER (2)

Director Gove presented replacement requests for a Social Worker in the Crisis Program, as well as a Social Worker in the Birth to 3 Program. Both vacancies are due to resignations.

MOTION: TO APPROVE THE REPLACEMENT REQUEST FOR THE BIRTH TO 3 SOCIAL WORK POSITION AS PRESENTED.

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

MOTION: TO APPROVE THE REPLACEMENT REQUEST FOR THE CRISIS SOCIAL WORK POSITION AS PRESENTED.

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

REVIEW WAGE COMPARISONS

HHS Director Gove reviewed the history of, and provided statistics on, retention in the Department. She reported on her efforts to follow through on the requests of the Board from last month’s meeting. Corporation Counsel Joe Ruf provided information about the County’s Compensation Schedule and the process of wage studies. Discussion followed. The Board recommended addressing the compensation increases within the Department’s 2023 budget proposal. Chair Richmond requested that Board members reach out with any questions or concerns to Heather regarding this issue prior to the August HHS Board meeting.

CHAIRPERSON’S REPORT

No report.

DIRECTOR’S REPORT

Health & Human Services Director Heather Gove reported that the Department continues to work on the 2023 Budget. Of the \$16 million budget, approximately \$4 million is supported from tax levy, with the majority supported by Federal, State, and grant funding. Director Gove notified the Board that phone service to the building has been interrupted for the past 2 days due to problems with the carrier.

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Director Gove reported that Department staff have observed that the tent city near the river, within the City of Portage, is increasing in size and population. Director Gove confirmed that the Department will be hosting a booth at the County Fair to provide outreach and education.

ACTION ON PAYMENT OF VOUCHERS/FINANCIAL REPORT

MOTION: TO ACCEPT THE HHS VOUCHER REPORT AS PRESENTED.

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

NEXT MEETING DATE

The next regular monthly meeting of the Columbia County Health & Human Services Board is scheduled for Wednesday, August 10, 2022 at 1:00 p.m. at Columbia County Health & Human Services.

ADJOURNMENT

MOTION: TO MOVE THE HHS BOARD MEETING FROM THE 1ST WEDNESDAY IN AUGUST TO THE 2ND WEDNESDAY IN AUGUST TO PROVIDE MORE TIME FOR THE DEPARTMENT TO WORK WITH ACCOUNTING STAFF TO PREPARE THE 2023 BUDGET.

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

MOTION: TO ADJOURN THE MEETING AT 2:46 P.M.

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

The Columbia County Health & Human Services Board will reconvene for their next regular meeting on Wednesday, August 10, 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 1st Vice Chair Denise Brusveen
County Board 2nd Vice Chair Matthew Rohrbeck

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