

# COLUMBIA COUNTY

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## MINUTES COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING WEDNESDAY, JULY 8, 2020

### 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; Dr. Michael Walters.

HEALTH & HUMAN SERVICE BOARD MEMBERS EXCUSED: Tom Borgkvist; Tom Drury.

HEALTH & HUMAN SERVICE BOARD MEMBERS ABSENT: Bev Muhlenbeck.

HEALTH & HUMAN SERVICE STAFF PRESENT: Katie Day; Susan Lorenz; Becky Mulhern; Kate Young; Carol Sjoblom; Sawyer Johnson; Trinity Fry; Ashley Writz; Machaela Collins; Lori King; Serena Robson; Gretchen Halvorsen.

OTHERS: Judith Jolly; Vern Gove, County Board Chair; Susan Fisher, Corporation Counsel; Cathy Karls, Accounting.

Chair Shimpach appointed Keith Miller as Acting Secretary for today's meeting.

### PUBLIC HEARING: 2021 BUDGET PROPOSAL FOR HEALTH & HUMAN SERVICES

Chair Shimpach declared the Public Hearing for the Department's 2021 Budget open at 1:01 p.m. No one from the public provided testimony. Chair Shimpach closed the Public Hearing at 1:02 p.m.

### AGENDA/ADDITIONS/ANNOUNCEMENTS

MOTION: TO APPROVE THE JULY 8, 2020 HEALTH & HUMAN SERVICES BOARD AGENDA.

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

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**APPROVAL OF MINUTES**

MOTION: TO APPROVE THE MINUTES OF THE JUNE 10, 2020 MEETING OF THE  
COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD.

Motion by Keith Miller, second by Denise Brusveen. Motion carried.

**PUBLIC INPUT**

None

**INTRODUCTION OF NEW STAFF: SERENA ROBSON (ADRC), LORI KING (BHLTS),  
ASHLEY WRITZ (DCF), MACHAELA COLLINS (DCF), TRINITY FRY (DES),  
SAWYER JOHNSON (DES)**

HHS Acting Director Katie Day introduced new staff to the Board.

**REVIEW DEPARTMENT BUDGET & COMPENSATORY TIME**

The Department's Comp Time Report and the Expense & Revenue report dated 5.31.2020 were presented to the Board.

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

HHS Acting Director Katie Day presented nine addenda and one Business Associate Agreement to the Board for approval.

MOTION: TO APPROVE THE ADDENDA AND BUSINESS ASSOCIATE AGREEMENTS,  
AND TO PLACE THEM AS AN ATTACHMENT TO THE MINUTES.

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

**AGING & DISABILITY RESOURCE CENTER DIRECTOR'S REPORT**

ADRC Director Becky Mulhern reported that the ADRC continues to recruit for more drivers and meal site managers. At this time, the ADRC is only providing medical transport due to COVID-19. The ADRC is asking all riders to wear a mask during transport. ADRC Director Mulhern reported that the ADRC is working on the 5310 grant application to purchase additional vehicles. The next TRIP Council meeting is scheduled for July 21 at 2:00pm. ADRC Director Mulhern reported that there is a push for Census completion due to the funding allocated from the results of the Census for Aging & Disability Resource Centers. ADRC Director Mulhern informed the Board that the ADRC has not decided yet on whether the ADRC will transport consumers to vote this fall. No ADRC congregate dining sites are open at this time due to COVID-19. All Home Delivered Meals continue on a daily basis. ADRC Director Mulhern reported that Senior Farmer's Market vouchers became available this week through a drive-thru process. Fifty vouchers were given out yesterday in Portage and also in WI Dells. The other locations, Poynette and Columbus, will be distributed this week. The Nutrition Advisory Council meets on August 18 at 1:30 pm and more members are needed. Currently, there is not a waiting list for Home Delivered Meals due to recent donations. ADRC Director Mulhern advised that all Prevention

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Programs have been postponed due to COVID-19. The State is encouraging virtual classes, but it is unknown how the ADRC will manage that. ADRC resources are available for adults raising other family members. Caregiver resources are also available, as is respite, for those caregivers providing care for family members. The ADRC is working on how to hold open enrollment hours this year for Medicare Part D. World Elder Abuse Awareness was in June and there was a go-to webinar instead of a large in-person event. The ADRC is not having any clients into the ADRC suite at this time and continues to maintain a limited number of visitors in the waiting room. ADRC staff are only providing face-to-face contact for walk in clients and in the home only on an emergency basis. ADRC Director meetings are occurring biweekly instead of monthly. Ensure Supplements continue to be available from the ADRC and it can be delivered upon request. The Foot Clinic reopened June 1. The next ADRC Board meeting is scheduled for July 16 at 9:00 am.

**POSITION REVISION-ADRC INFORMATION AND ASSISTANCE SPECIALIST  
(INCREASE HOURS FOR REMAINDER OF 2020)**

HHS Acting Director Katie Day requested an increase in hours for the remainder of 2020 to 90% due to new CARES Act funding availability. The request to increase to 90% was already presented and approved by the Executive Committee. Also requested was to increase from 90% to 100% with funds that are available through the ADRC grant.

MOTION: TO APPROVE THE REQUEST TO INCREASE THE HOURS FOR THE ADRC INFORMATION AND ASSISTANCE POSITION TO 90% FOR THE REMAINDER OF THE 2020.

Motion by Keith Miller, second by Denise Brusveen. Motion carried.

MOTION: TO APPROVE THE REQUEST TO INCREASE THE HOURS FOR THE ADRC INFORMATION AND ASSISTANCE POSITION FROM 90% TO 100% FOR THE REMAINDER OF THE YEAR.

Motion by Keith Miller, second by Denise Brusveen. Motion carried.

**ACTION ON REAPPOINTMENT OF ADRC COMMUNITY MEMBERS ALLAN BAUMGARTNER, MARILYN GEORGE-BURTON, AND SARAH LOCHNER FOR TERMS ENDING APRIL 2023**

Chair Shimpach advised that the Board would look at all three ADRC Board reappointments together, for terms ending in April 2023, for review and approval.

MOTION: TO APPROVE THE REAPPOINTMENTS OF ALLAN BAUMGARTNER, MARILYN GEORGE-BURTON, AND SARAH LOCHNER TO THE ADRC BOARD FOR TERMS ENDING APRIL 2023.

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

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**ACTION ON APPOINTMENT OF ADRC COMMUNITY MEMBER DANNY BEARD  
FOR TERM ENDING APRIL 2022**

MOTION: TO APPROVE APPOINTMENT OF DANNY BEARD TO THE ADRC BOARD  
FOR THE TERM ENDING APRIL 2022.

Motion by Barry Pufahl, second by Denise Brusveen. Motion carried.

**HEALTH OFFICER'S REPORT**

Public Health Officer Susan Lorenz provided a WIC update. A WIC audit is scheduled for next week. WIC grant funding comes from the USDA. There are no County dollars involved with the program. During the COVID-19 pandemic, WIC has been offering phone appointments to consumers. Beginning last week, some appointments have moved into the office setting. The WIC caseload is currently about 550 cases. The Fit Families program currently has 17 families enrolled which is a program that started in 2019 in Columbia County. WIC also has a Breastfeeding Peer Counselor who is available for moms to provide additional support. WIC Farmer's Market vouchers are now available. The vouchers include \$30 per family for use at Columbia County Farmer's Markets. In June, 160 voucher booklets were distributed. Over 300 vouchers are slated for issuance this year.

Public Health Officer Susan Lorenz also provided a COVID-19 update to the Board. As of yesterday, Columbia County has 104 positive cases, 6401 negative cases, 73 out of 104 recovered, and 1 death. There has been a significant uptick in cases over the last month which associates with increased caseloads for the Public Health Nurses. A Public Health Nurse resigned in June. Division of Health staff have experienced extensive overtime throughout the pandemic. Public Health Officer Susan Lorenz advised the Board that the Wisconsin Department of Health Services monitors counties statewide. Columbia County went from a Moderate to a High activity level this week. This will have an impact on area schools' summer sports. Schools have been notified of this change and a press release will be issued this week to notify the general public.

**REPLACE PUBLIC HEALTH NURSE**

HHS Acting Director Katie Day presented a replacement request for a Public Health Nurse due to a resignation. There is funding available in the budget for this request.

MOTION: TO APPROVE THE PUBLIC HEALTH NURSE REPLACEMENT REQUEST.

Motion by Barry Pufahl, second by Denise Brusveen. Motion carried.

**DIVISION OF HEALTH COVID-19 CONTACT TRACING FUNDING**

Public Health Officer Susan Lorenz advised the Board that Columbia County has received a \$99,400 grant for COVID testing capacity and is working with Divine Savior Healthcare/Aspirus to expand testing in Columbia County. Susan is also working with the Prairie Ridge Health Care Center in Columbus to offer a similar partnership and increase testing sites in Columbia County. The grant funding period expires in December.

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HHS Acting Director Katie Day updated the Board on the \$489,000 grant for Contact Tracing that Columbia County returned to the State and requested they perform. The State is currently hiring contact tracers but cannot hire fast enough for the demand and therefore they are not doing contact tracing in Columbia County. The State is allowing the grant dollars to be used by counties to contract with private agencies to perform contact tracing and therefore Columbia County plans to ask for the money back in order to implement contracting with a vendor.

**TRAINING REQUESTS**

None.

**ACTION ON 2021 NEW OR REVISED POSITIONS**

HHS Acting Director Katie Day presented a Position Revision Request for a Behavioral Health Long Term Support (BHLTS) Social Work position to be changed in the 2021 budget from a Social Work position for the Comprehensive Community Services (CCS) program, which is 100% MA reimbursable, to a Social Work position for the Children's Long Term Support (CLTS) program, which is 60% MA reimbursable. The proposed change would require an additional \$28,982 of County levy.

**MOTION: TO FORWARD THE REQUEST TO THE FINANCE COMMITTEE TO DETERMINE FEASIBILITY.**

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

HHS Acting Director Katie Day presented a Position Revision Request for the WIC Program Director's hours to be increased in the 2021 budget, permanently, from 37.50 to 40 hours per week, to be paid for from WIC grant dollars. If the WIC grant funding is unable to support the increase, the WIC Director's hours would return to 37.50 per week. The estimated cost of the increase is \$4,270 from the WIC grant.

**MOTION: TO APPROVE THE INCREASE OF THE WIC PROGRAM DIRECTOR'S HOURS FROM 37.50 TO 40 HOURS PER WEEK BEGINNING IN 2021.**

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

HHS Acting Director Katie Day presented a Position Revision Request for the WIC Registered Dietetic Technician's hours to be increased in the 2021 budget, permanently, from 33.75 to 37.5 hours per week, to be paid for from the WIC Fit Family grant funding. The estimated increase would be \$7,600 from the grant. If the WIC Fit Family grant funding became unable to support the increase, the Registered Dietetic Technician position would return to 33.75 hours per week.

**MOTION: TO APPROVE THE INCREASE OF THE WIC REGISTERED DIETETIC TECHNICIAN'S HOURS FROM 33.75 TO 37.50 HOURS PER WEEK BEGINNING IN 2021.**

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

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HHS Acting Director Katie Day presented a Position Revision Request for the part-time ADRC Information & Assistance Specialist's hours to be increased in the 2021 budget, permanently, from 50% to 75%, to be paid for by ADRC grant funding. If the ADRC grant funding were unable to support the increase to 75%, then the position's hours would return to 50%.

MOTION: TO APPROVE THE INCREASE OF THE ADRC INFORMATION & ASSISTANCE SPECIALIST'S HOURS FROM 50% TO 75% HOURS PER WEEK, BEGINNING IN 2021.

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

HHS Acting Director Katie Day presented a New Position Request for the 2021 budget for a Division of Children & Families' (DCF) Child Protective Services Ongoing Social Work position at an estimated cost of \$72,470 in County levy.

MOTION: TO FORWARD THE REQUEST TO THE FINANCE COMMITTEE TO DETERMINE FEASIBILITY.

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

**CHAIRPERSON'S REPORT**

HHS Board Chair Eric Shimpach had no report.

**UNAUTHORIZED DISCLOSURE OF CONFIDENTIAL INFORMATION**

MOTION: TO ENTER INTO CLOSED SESSION AT 2:26 P.M.

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

MOTION: TO RETURN TO OPEN SESSION AT 2:42 P.M.

Motion by Keith Miller, second by Denise Brusveen. Motion carried.

**DIRECTOR'S REPORT**

HHS Acting Director Katie Day updated the Board on the status of services for HHS programs. Personal Protective Equipment (PPE) is being provided to staff. Virtual visits are no longer occurring on a regular basis. In the Division of Behavioral Health and Long Term Support (BHLTS), OWI and the Drug Treatment Courts are still being done via Zoom due to the courthouse not reopening yet. The Division of Children & Families (DCF) is not providing transportation for family interactions. All Division of Economic Support (DES) services have resumed. In the Division of Health (DOH), most services continue to be on hold due to COVID-19 and their responsibilities around the pandemic. WIC has a waiver in place to do contacts via phone, but does have the option of in-person visits. Division of Support Staff (DSS) is prioritizing work on backlogged responsibilities.

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

MOTION: TO ACCEPT THE HHS VOUCHER REPORT AS PRESENTED.

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

Assistant Comptroller Cathy Karls announced that 2021 budget books will be available by August 6 to all Board members to pick up, review, and ask questions about prior to the next HHS Board meeting on August 12.

**NEXT MEETING DATE**

The next regular monthly meeting of the Columbia County Health & Human Services Board is scheduled for Wednesday, August 12, 2020 at 1:00 p.m.

**ADJOURNMENT**

County Board Chair Vern Gove announced that he has formed the committee that will be interviewing for the new Health & Human Services Director's position. The Committee's first meeting is tomorrow, July 9 at 9 a.m.

HHS Board members expressed their gratitude to all of the Department staff for the work being done to address the COVID-19 pandemic here in Columbia County.

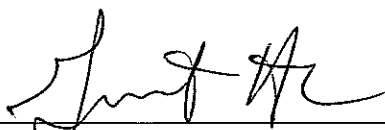
MOTION: TO ADJOURN THE HEALTH & HUMAN SERVICES BOARD MEETING AT 2:44 P.M.

Motion by Keith Miller, second by Denise Brusveen. Motion carried.

The Columbia County Health & Human Services Board will reconvene at their regular monthly meeting on Wednesday, August 12, 2020 at 1:00 p.m. in Meeting Rooms #2 & #3 of the Columbia County Health & Human Services Building.

Respectfully submitted,

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

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

cc: County Board Chair Vern Gove  
County Board 1<sup>st</sup> Vice James Foley  
County Board 2<sup>nd</sup> Vice Chair Bob Koch