



# COLUMBIA COUNTY

Health and Human Services  
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## MINUTES COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING WEDNESDAY, AUGUST 14, 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; Dr. Michael Walters.

HEALTH & HUMAN SERVICE BOARD MEMBERS EXCUSED: Bev Muhlenbeck.

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

OTHERS: Susan Fisher, Assist Corp Counsel; Cathy Karls, Matt Bortz, Jesica Lattimer, Accounting.

### PUBLIC INPUT

None

### AGENDA/ADDITIONS/ANNOUNCEMENTS

MOTION: TO APPROVE THE AUGUST 14, 2019 HEALTH & HUMAN SERVICES BOARD AGENDA.

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

### APPROVAL OF MINUTES

MOTION: TO APPROVE THE MINUTES OF THE JULY 10, 2019 MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD.

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

### REVIEW DEPARTMENT BUDGET & COMPENSATORY TIME

The Department's Comp Time Report and the Expense & Revenue report dated 6.30.2019 were presented to the Board.

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

HHS Director Dawn Woodard presented two new contracts, twelve addenda, one close-out addendum, and three business associate agreements to the Board for approval.

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

Motion by Keith Miller, 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 delivery of two bariatric conversion vans and still recruiting for new drivers. The next Wisconsin Rural Partners meeting will be held in Pardeeville. The event is a listening session to focus on aging issues in rural settings like Columbia County. Becky reported on increased attendance at meal sites as participants are really enjoying the new vendor's meals, and the home delivered meal program has picked up participants as well since Divine Savior ended their Meals on Wheels program. No wait list has been initiated with this program. Becky also reported that the ADRC is looking to move the Lodi meal site location. The second session of yoga classes is starting later this month. The November Caregivers retreat will take place at the ADRC. A Dementia Friends training will also begin soon which is designed to assist consumers living with dementia and to teach others how to support folks who have it. Open enrollment is scheduled October 15 - December 7 to assist older consumers with Medicare decisions. Becky reminded the Board that August 22 is the Simple Will workshop. Becky reported that she has hired a new ADRC receptionist and that the transportation coordinator interviews went well and the vacancy should be filled soon. The Grapevine newsletter's new edition is coming out soon. The Alzheimer/Dementia walk will be in September. November 19 is the Veterans Resource Fair at the Alliant Center in Madison. There are still a few farmers market vouchers left so those still interested in one should contact the ADRC. The ADRC is also currently recruiting for a new board member.

**HEALTH OFFICER'S REPORT**

Public Health Officer Susan Lorenz reported on cases of pertussis in the Amish community and cases of legionella, which occurs around large manmade water systems, in Wisconsin Dells. Public Health is addressing these cases through ongoing surveillance in the community, education, increased vaccination opportunities, and in the cases of legionella, working with the nursing home to locate the source of contamination, provide resources for purifying the system and working with the nursing home staff to prevent future outbreaks.

**TRAINING REQUESTS**

Director Woodard presented a request for her to attend the HIPAA COW Fall Conference Training in Oshkosh on October 11, at a cost of \$150. No additional expenses will be incurred. There is money in the budget for this training.

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MOTION: TO APPROVE HHS DIRECTOR DAWN WOODARD ATTENDING THE HIPAA COW FALL CONFERENCE TRAINING IN OCTOBER AS PRESENTED.

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

**REPLACEMENT REQUEST FOR BHLTS SOCIAL WORKER**

Director Woodard presented a replacement request for a BHLTS Social Worker due to a resignation. There is money in the budget for this position.

MOTION: TO APPROVE THE REPLACEMENT REQUEST OF THE BHLTS SOCIAL WORKER AS PRESENTED.

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

**REPLACEMENT REQUEST FOR PUBLIC HEALTH NURSE**

Director Woodard presented a replacement request for a Public Health Nurse due to a resignation.

MOTION: TO APPROVE THE REPLACEMENT REQUEST FOR THE PUBLIC HEALTH NURSE AS PRESENTED.

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

**APPROVE PROPOSAL FOR WHEAP**

Director Woodard presented the one proposal submitted from Energy Services to administer the Wisconsin Home Energy Assistance Program (WHEAP) in Columbia County and asked that the Board approve the selection and award the contract to Energy Services.

MOTION: TO ACCEPT THE WHEAP PROPOSAL FROM ENERGY SERVICES AND AWARDING THEM THE CONTRACT IN COLUMBIA COUNTY.

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

**APPROVAL TO SOLICIT FOR THE FOSTER CARE PICNIC**

DCF Administrator Katie Day reported that the Foster Care Picnic is usually held in May, but this year will be held in late summer. The event provides training and is an opportunity for the Division to demonstrate appreciation to our Foster Care Parents for all that they do. One of the foster care parents has offered to solicit donations from local businesses for the picnic to provide door prizes and awards to the foster parents so this is what Katie was requesting permission to do.

MOTION: TO APPROVE SOLICITING FOR THE FOSTER CARE PICNIC.

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

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**APPROVAL TO SOLICIT DISCOUNTS FOR FOSTER PARENTS**

Katie Day also reported that the current foster parent champion who is willing to help solicit items for the Foster Care Picnic has also offered to solicit discounts from local businesses to aid with foster parent recruitment and Katie asked for approval of this item too.

MOTION: TO APPROVE SOLICITING DISCOUNTS FOR FOSTER PARENTS FROM LOCAL BUSINESSES TO AID IN THE RECRUITMENT OF FOSTER PARENTS.

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

**APPROVAL TO SOLICIT DONATIONS FOR HOLIDAY MEALS FOR FAMILIES SERVED BY HHS**

Katie advised that during the holidays of Thanksgiving and Christmas individuals and organizations reach out to DCF to offer help by providing food and gifts to families in need. Per the County Board's Financial Manual', Katie requested permission for the Division to solicit and accept these donations of gifts and food for the holidays for families the department works with.

MOTION: TO APPROVE THE SOLICITING AND ACCEPTING OF DONATIONS OF HOLIDAY MEALS AND GIFTS FOR FAMILIES.

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

**ACTION ON HHS DEPARTMENT'S 2020 BUDGET**

Director Woodard highlighted some of the details within the Department's 2020 budget proposal which consists, in part, of a \$4,350,390 total levy request.

MOTION: TO APPROVE BUDGET 4400 HEALTH & HUMAN SERVICES OF \$2,635,300.

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

MOTION: TO APPROVE BUDGET 4401 MENTAL HEALTH SERVICES/ALCOHOL AND DRUG ABUSE OF \$5,775,450.

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

MOTION: TO APPROVE BUDGET 4402 MEDICATION ASSISTANCE RECOVERY COORDINATION OF \$97,000.

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

MOTION: TO APPROVE BUDGET 4403 INTOXICATED DRIVER PROGRAM OF \$17,500.

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

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MOTION: TO APPROVE BUDGET 4404 MEDICATION ASSISTED TREATMENT GRANT OF \$374,800.

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

MOTION: TO APPROVE BUDGET 4410 ECONOMIC SUPPORT OF \$822,270.

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

MOTION: TO APPROVE BUDGET 4420 HUMAN SERVICE MEDICATION ASSISTANCE PROGRAM OF \$4,200.

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

MOTION: TO APPROVE BUDGET 4487 WHEAP OF \$82,120.

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

MOTION: TO APPROVE BUDGET 4510 AGENCY MANAGEMENT OF \$241,600.

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

MOTION: TO APPROVE BUDGET 4517 OWI TREATMENT COURT OF \$124,530.

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

MOTION: TO APPROVE BUDGET 4518 DRUG COURT PROGRAM OF \$120,330.

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

MOTION: TO APPROVE BUDGET 4520 SUPPORT AND OVERHEAD OF \$988,950.

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

MOTION: TO APPROVE BUDGET 4530 DIVISION OF BEHAVIORAL HEALTH & LONG TERM CARE/CHILDREN'S WAIVER OF \$834,580.

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

MOTION: TO APPROVE BUDGET 4534 FAMILY CARE OF \$424,000.

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

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MOTION: TO APPROVE BUDGET 4540 DIVISION OF CHILDREN AND FAMILY SERVICES OF \$2,818,450.

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

MOTION: TO APPROVE BUDGET 4610 HEALTH SERVICES OF \$589,460.

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

MOTION: TO APPROVE BUDGET 4620 HEALTH CHECK OF \$5,470.

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

MOTION: TO APPROVE BUDGET 4630 STATE CONSOLIDATED HEALTH CONTRACTS OF \$47,050.

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

MOTION: TO APPROVE BUDGET 4638 PUBLIC HEALTH PREPAREDNESS OF \$50,530.

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

MOTION: TO APPROVE BUDGET 4641 WIC PROGRAM OF \$170,620.

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

MOTION: TO APPROVE BUDGET 4680 COMMUNICABLE DISEASE CONTROL OF \$13,520.

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

MOTION: TO APPROVE BUDGET 4692 PREVENT SUICIDE PROGRAM OF \$0.

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

MOTION: TO APPROVE BUDGET 4535 AGING & DISABILITY RESOURCE CENTER OF \$705,460.

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

MOTION: TO APPROVE BUDGET 4536 ADULT PROTECTIVE SERVICES OF \$247,570.

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

MOTION: TO APPROVE BUDGET 5605 COA ADMINISTRATION OF \$36,640.

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

MOTION: TO APPROVE BUDGET 5609 ALZHEIMER CAREGIVER SUPPORT OF \$23,670

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

MOTION: TO APPROVE BUDGET 5610 III-B SUPPORTIVE SERVICES OF \$56,250.

Motion by Tom Borgkvist, second by Eric Shimpach. Motion carried.

MOTION: TO APPROVE BUDGET 5611 III-C1 CONGREGATE MEALS OF \$111,760.

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

MOTION: TO APPROVE BUDGET 5612 III-C2 HOME DELIVERED MEALS OF \$192,570.

Motion by Eric Shimpach, second by Nancy Long. Motion carried.

MOTION: TO APPROVE BUDGET 5613 III-D PREVENTIVE HEALTH OF \$4,870.

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

MOTION: TO APPROVE BUDGET 5614 NATIONAL FAMILY CAREGIVER SUPPORT OF \$26,980.

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

MOTION: TO APPROVE BUDGET 5615 STATE SENIOR COMMUNITY SERVICES OF \$7,390.

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

MOTION: TO APPROVE BUDGET 5616 STATE ELDER BENEFIT SPECIALIST OF \$57,320.

Motion by Nancy Long, second by Eric Shimpach. Motion carried.

MOTION: TO APPROVE BUDGET 5620 ELDERLY TRANSPORTATION OF \$236,410.

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

MOTION: TO APPROVE BUDGET 5630 AGING FOOT CLINIC OF \$6,180.

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

MOTION: TO APPROVE BUDGET 5635 ENSURE SUPPLEMENT PROGRAM OF \$8,330.

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

**CHAIRPERSON'S REPORT**

No report

**DIRECTOR'S REPORT**

HHS Director Dawn Woodard reported Carol Sjoblom started July 29 in her new position as the Economic Support Division Administrator. She was not able to attend today's meeting because she has a standing monthly ES meeting during the same time as the HHS Board meeting. Carol and Director Woodard hosted interviews yesterday for a new Economic Support Specialist to fill the position that Carol left when she assumed her new duties. The BHLTS recruiting for the vacant positions continues. Director Woodard reported that the Department was just informed about funding for the medication assistance program in the jail of \$67,500 which is less than the amount requested. The focus for that funding will be for case management when an inmate is released and the first vivitrol shot prior to leaving jail. Director Woodard announced that after several discussions it has been decided that the jail will not be able to assist with drug screens for our consumers due to complicated jail regulations. Director Woodard reported that the HIPAA breach notifications were sent out to approximately 150 consumers. Six consumers have responded to with more questions and concerns about the letter so far. The Department is working with Corporation Counsel to update the HIPAA designation for the County, as well as working to refine the electronic communications policies.

**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, September 11, 2019 at 1:00 p.m.

**ADJOURNMENT**

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

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



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The Columbia County Health & Human Services Board will reconvene at their regular monthly meeting on Wednesday, September 11, 2019 at 1:00 p.m. in Meeting Room #3 of the Columbia County Health & Human Services Building.

Respectfully submitted,

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

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

cc: County Board Chair Gove  
County Board 1<sup>st</sup> Vice Chair Drew  
County Board 2<sup>nd</sup> Vice Chair Foley

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