



# COLUMBIA COUNTY

Health and Human Services  
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## MINUTES COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING WEDNESDAY, OCTOBER 9, 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 Sabrina Lopez.

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

HEALTH & HUMAN SERVICE BOARD MEMBERS EXCUSED: Bev Muhlenbeck

HEALTH & HUMAN SERVICE STAFF PRESENT: Susan Lorenz; Katie Day; Ashley Jahn; Eileen Bennett; Kate Young; Mary Pulchinski; Brenda Tollefson; Sabrina Lopez.

OTHERS: Susan Fisher, Assist Corp Counsel; Shonna Neary; Matt Bortz, Jessica Lattimer, Accounting.

### PUBLIC INPUT

None

### AGENDA/ADDITIONS/ANNOUNCEMENTS

MOTION: TO APPROVE THE OCTOBER 9, 2019 HEALTH & HUMAN SERVICES BOARD AGENDA.

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

### APPROVAL OF MINUTES

MOTION: TO APPROVE THE MINUTES OF THE SEPTEMBER 11, 2019 MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD.

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

**INTRODUCTION OF NEW STAFF: BRENDA TOLLEFSON, MARY  
PULCHINSKI**

HHS Interim Director Katie Day introduced new ES staff Brenda Tollefson and Mary Pulchinski, DOH.

**INTRODUCTION OF BHLTS DIVISION ADMINISTRATOR: KATE YOUNG**

HHS Interim Director Katie Day introduced new BHLTS Division Administrator Kate Young.

**PRESENTATION BY DSS DIVISION: PROGRAM PARTICIPATION SYSTEM**

DSS Clerk Typist Eileen Bennet presented information about the Program Participation System (PPS).

**REVIEW DEPARTMENT BUDGET & COMPENSATORY TIME**

The Department's Comp Time Report and the Expense & Revenue report dated 08.31.2019 were presented to the Board.

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

HHS Interim Director Katie Day presented two new contracts, seven addenda, and one business associate agreement to the Board for approval.

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

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

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

ADRC Assistant Director Ashley Jahn reported that the ADRC transportation is currently recruiting paid medical drivers due to a recent increase of transportation in the community. The ADRC is awaiting the delivery of 2 new vehicles. Aging Advocacy Day will be on May 12, 2020. If anyone is interested notify Ashley. The ADRC is still looking for more volunteers for meal sites and drivers to deliver meals. The meal site in Lodi relocated to Settlers Trail. It currently serves 20 people and is expecting to have an increase in attendance. The meal site is open Monday through Friday. Ashley reported that there is no wait list for the Senior Nutrition Program at this time. The ADRC is currently hosting a Stepping On course, Healthy Living and Powerful Tools for Caregivers classes will begin this fall, and yoga classes have ended. The yoga class is a 12-week course and has a waiting list for next session. The ADRC will be hosting a free Caregiver Retreat event to begin on November 4 and is collaborating with UW Madison to host a Dementia Friends training on October 29 at the Bethlehem Lutheran Church

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in Portage. The Medicare open enrollment will begin on October 15 to go through December 7. The APS Conference will be in October and staff will be attending. Ashley reported that they are fully staffed in the ADRC again. Three interns have started in the ADRC. Ashley announced that ADRC Director Becky Mulhern is currently working with 12 other counties to host the Southern WI Vet Conference, which will be on November 19 at the Alliant Energy Center in Madison.

**RECLASSIFY CLERK TYPIST TO ADRC RECEPTION**

ADRC Assistant Director Ashley Jahn requested approval for reclassifying the position from Clerk Typist to ADRC Reception with no change in Grade or Step.

MOTION: TO APPROVE RECLASSIFYING CLERK TYPIST TO ADRC RECEPTION.

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

**RECLASSIFY HUMAN SERVICES AIDE TO HEALTH PROMOTIONS COORDINATOR**

ADRC Assistant Director Ashley Jahn requested approval for reclassifying the position from Human Services Aide to Health Promotions Coordinator with no change in Grade or Step.

MOTION: TO APPROVE RECLASSIFYING HUMAN SERVICES AIDE TO HEALTH PROMOTIONS COORDINATOR.

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

**NEW POSITION REQUEST: PART-TIME TRANSPORTATION CLERK**

ADRC Assistant Director Ashley requested a new position for a part-time Transportation Clerk to be funded by increased funding from a Transportation Grant beginning January 01, 2020. No benefits awarded for this position.

MOTION: TO APPROVE PART-TIME TRANSPORTATION CLERK FOR THE ADRC.

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

**AMENDED TITLE 9, CHAPTER 1 FEE SCHEDULE**

Accounting Supervisor Shonna Neary gave an update on all changes for approval.

MOTION: TO APPROVE AMENDED TITLE 9, CHAPTER 1 FEE SCHEDULE.

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

**HEALTH OFFICER'S REPORT**

Public Health Officer Susan Lorenz shared an update on the outbreak of legionnaires disease in a Wisconsin Dells nursing home. The disease was treated by a water treatment company. The water system was retested and confirmed negative for legionella. The nursing home remediated the problem and is working with the state to improve their plan of action. Susan announced that HHS is providing free well water test kits for flooding victims in Columbia County. Public Health will begin their annual Columbia County employee flu clinics this month starting with Columbia County Health Center and moving on to the rest of departments in November. Public Health is currently offering the free flu vaccine for infants through the state of Wisconsin Immunization Program. The cost for flu vaccines for the general public is \$40.00 per shot. Susan also reported on the most recent Centers for Disease Control and Prevention (CDC) update concerning the outbreak of lung injury associated with e-cigarette use or vaping.

**REVISED POSITION REQUEST: REGISTERED DIETICIAN TECH**

Public Health Officer Susan Lorenz requested an increase of hours for Registered Dietician Tech.

The increased cost is \$5, 424.32 which will be covered by The Fit Families funding of \$8,033. Additional hours will sunset in the event the Fit Families Grant is not awarded to Columbia County in future years.

**MOTION: TO APPROVE REVISED POSITION REQUEST: REGISTERED  
DIETICIAN TECH.**

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

**TRANSFER OF SW TO BHLTS AND APPROVAL TO HIRE UNTIL FILLED**

HHS Interim Director Katie Day requested a transfer of DCF Social Worker to the division of BHLTS and approval to hire until DCF position is filled. This was already brought to the HR Committee.

**MOTION: TO APPROVE THE TRANSFER OF A DCF SOCIAL WORKER TO  
BHLTS AND APPROVAL TO HIRE DCF POSITION UNTIL FILLED.**

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

**TRAINING REQUESTS**

None

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**CHAIRPERSON'S REPORT**

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

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

**MOTION: TO ACCEPT THE H&HS VOUCHERS AS PRESENTED.**

Motion by Nancy Long, 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, November 13, 2019 at 1:00 p.m.

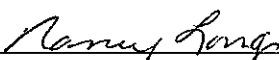
**ADJOURNMENT**

**MOTION: TO ADJOURN THE HEALTH & HUMAN SERVICES BOARD  
MEETING AT 1:55 P.M.**

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

The Columbia County Health & Human Services Board will reconvene at their regular monthly meeting on Wednesday, November 13, 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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Sabrina Lopez, Clerk Typist  
Col. Co. H & HS Dept

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

10/10/10