



COLUMBIA COUNTY

Health and Human Services
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MINUTES COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING WEDNESDAY, NOVEMBER 3, 2021

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; Denise Brusveen; Keith Miller; Tom Borgkvist; Doug Richmond; Tom Drury; Barry Pufahl.

Daniel Gutmann, MD appeared by phone.

HEALTH & HUMAN SERVICE BOARD MEMBERS ABSENT: Jessica Smith, RN.

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

OTHERS: Susan Fisher, Corporation Counsel; Jesica Walter, Cathy Karls, Accounting; Jim Foley, County Board 1st Vice Chair; Vern Gove, County Board Chair.

AGENDA/ADDITIONS/ANNOUNCEMENTS

MOTION: TO APPROVE THE NOVEMBER 3, 2021 HEALTH & HUMAN SERVICES BOARD AGENDA, AND TO MOVE THE CLOSED SESSION ITEM TO THE END OF THE MEETING.

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

APPROVAL OF MINUTES

MOTION: TO APPROVE THE MINUTES OF THE OCTOBER 13, 2021 MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD.

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

PUBLIC INPUT

None

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REVIEW DEPARTMENT BUDGET & COMPENSATORY TIME

The Department's Comp Time Report and the Expense & Revenue Report, dated 9.30.2021, were presented to the Board.

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

Health & Human Services Director Heather Gove presented five addenda, and a donation list to the Board for approval.

MOTION: TO APPROVE THE ADDENDA AND DONATION LIST, AND TO PLACE THEM AS AN ATTACHMENT TO THE MINUTES.

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

**BUDGET TRANSFER FROM ADRC CONGREGATE FUNDING TO HOME
DELIVERED MEAL FUNDING**

HHS Director Gove presented a request to transfer ADRC funding from the Congregate Meal program to the Home Delivered Meal Program.

MOTION: TO APPROVE THE ADRC FUNDING TRANSFER AS PRESENTED.

Motion by Barry Pufahl, second by Tom Borgkvist. Motion carried.

AGING & DISABILITY RESOURCE CENTER REPORT

ADRC Director Sue Lynch reported that November is National Family Caregiver Month, which is intended to raise awareness of, and to honor, the many caregivers in our community. The ADRC hosted a Caregiver Retreat earlier in the week, here in Portage, and has a second retreat planned in Columbus on November 11. The theme of the retreats is "Caring for the Caregiver". Open Enrollment for healthcare is currently underway and ends December 7. Sue reported that the ADRC continues to recruit for Home Delivered Meals Drivers. A Wait List has not been initiated yet, although the ADRC is prepared in case it becomes necessary. The ADRC also continues to try to fill vacancies on the TRIP Council and the Nutrition Council.

APPROVAL OF DIANA O'NEILL TO TRIP COUNCIL

HHS Director Heather Gove presented a request to appoint Diana O'Neill to the TRIP Council.

MOTION: TO RECOMMEND APPOINTMENT OF DIANA O'NEILL TO THE TRIP COUNCIL.

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

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HEALTH OFFICER'S REPORT

Public Health Officer Ellen Ellingsworth reported that cases of COVID are trending slightly downward in Columbia County, with an additional 124 new cases last week, and an additional two deaths, both unvaccinated persons. Ellen reported that the Division of Health is preparing to offer booster shots to the elderly and individuals with underlying health conditions, and, provide vaccinations to youth in the 5-11 year old age range, which was recently approved. The Board requested an update on the vaccination of this age group and a report of any contra reactions to the vaccines. Columbus and Cambria will be hosting testing and/or vaccination clinics over the next several weekends. No additional testing events are planned right now in Columbia County after November. The Division continues to host Walk-In Vaccine Clinics on Thursdays at HHS.

COMPENSATION REVIEW DIVISION OF PUBLIC HEALTH STAFF

Director Gove explained that she has already presented this topic to the Executive and Finance Committees where it was approved. Heather presented pay ranges for starting RNs from counties surrounding Columbia County, which indicated that Columbia County's pay range is only slightly higher than one neighboring county at the bottom of the list. Director Gove requested that the RN starting pay wage be moved up 1 pay grade. She also informed the Board that they have not had any RN applicants for the current vacancies, even with the \$3,000 bonus, paid for from COVID funding, and therefore she is working with HR to increase the sign on bonus to \$6,000.

MOTION: TO APPROVE THE INCREASE IN STARTING PAY FOR PUBLIC HEALTH RNs BY ONE PAY GRADE.

Motion by Barry Pufahl, second by Tom Borgkvist. Motion carried.

TRAINING REQUESTS

None.

REVISED JOB DESCRIPTION – JUVENILE COURT PROGRAM COORDINATOR

HHS Director Gove presented an updated Division of Children & Families' job description, including new job title, for a Youth Service Coordinator, formerly known as Juvenile Court Program Coordinator.

MOTION: TO APPROVE THE REVISED JOB DESCRIPTION FOR A YOUTH SERVICE COORDINATOR IN DCF AS PRESENTED.

Motion by Barry Pufahl, second by Doug Richmond. Motion carried.

POSITION REPLACEMENT REQUEST FOR DCF JUVENILE COURT PROGRAM COORDINATOR

Director Gove presented a replacement request for the Youth Service Coordinator, formerly known as the Juvenile Court Program Coordinator.

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MOTION: TO APPROVE THE REPLACEMENT REQUEST FOR THE YOUTH SERVICE COORDINATOR, FORMERLY KNOWN AS THE JUVENILE COURT PROGRAM COORDINATOR.

Motion by Tom Borgkvist, second by Barry Pufahl. Motion carried.

RESOLUTION – RETIREMENT OF MELISSA SIMONSON

Director Gove presented a resolution to recognize Melissa Simonson's years of service to Columbia County as the former Youth Justice Program Coordinator.

MOTION: TO APPROVE THE RESOLUTION FOR MELISSA SIMONSON AS PRESENTED.

Motion by Barry Pufahl, second by Doug Richmond. Motion carried.

CHAIRPERSON'S REPORT

No report.

DIRECTOR'S REPORT

Health & Human Services Director Heather Gove reported on the safety training that the whole Department participated in last week. Director Gove also provided a status update on the 8 positions currently vacant in the Department. Director Gove reported that the Division of Behavioral Health and Long Term Support is coming together nicely as vacancies there are filled. The MAT program is now being provided through Transitions Counseling and the program is running well. The Children's Long Term Support Wait List is slowly being reduced as the new workers are coming on board and getting trained. The Crisis program continues to see an exceptional number of referrals which has continued to be the case throughout the COVID pandemic.

ACTION ON PAYMENT OF VOUCHERS/FINANCIAL REPORT

MOTION: TO ACCEPT THE HHS VOUCHER REPORT AS PRESENTED.

Motion by Barry Pufahl, second by Tom Borgkvist. Motion carried.

COMPENSATION REVIEW DIVISION ADMINISTRATOR/PUBLIC HEALTH OFFICER

Assistant Corporation Counsel Susan Fisher reported that the Closed Session notice on the agenda was incorrect and therefore the HHS Board could not go into Closed Session regarding this agenda item. The Board agreed to meet prior to the County Board meeting next week, and with County Board Chair's approval, to discuss and take action on this agenda item.

MOTION: TO POSTPONE THE DISCUSSION OF THIS AGENDA ITEM, AND TO INSTEAD HOLD A SHORT MEETING PRIOR TO THE COUNTY BOARD MEETING ON TUESDAY, NOVEMBER 9, TO ADDRESS IT.

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

**RESOLUTION TO TRANSFER FUNDS FOR PUBLIC HEALTH DIVISION STAFF
COMPENSATION**

MOTION: TO ALSO MOVE THIS AGENDA ITEM TO NEXT TUESDAY'S MEETING,
PRIOR TO COUNTY BOARD.

Motion by Doug Richmond, second by Keith Miller. Motion carried.

NEXT MEETING DATE

The Board agreed to meet at 9:30 a.m., on Tuesday, November 9, prior to the County Board meeting, to take up the business of the agenda items:

- Compensation Review Division Administrator/Public Health Officer
- Resolution to Transfer Funds for Public Health Division Staff Compensation.

The next regular monthly meeting of the Columbia County Health & Human Services Board is scheduled for Wednesday, December 8, 2021 at 1:00 p.m.

MOTION: TO HOLD THE NEXT MEETING OF THE COLUMBIA COUNTY HEALTH &
HUMAN SERVICES BOARD ON TUESDAY, NOVEMBER 9, 2021 AT 9:30 A.M.

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


ADJOURNMENT

MOTION: TO ADJOURN THE MEETING AT 1:46 P.M.

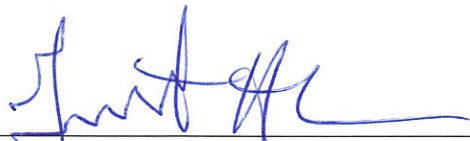
Motion by Doug Richmond, second by Tom Drury. Motion carried.

The Columbia County Health & Human Services Board will reconvene for their next meeting on Tuesday, November 9, 2021 at 9:30 a.m. in Meeting Rooms #2 & #3 of the Columbia County Health & Human Services Building.

Respectfully submitted,



Tom Borgkvist, Secretary
Col. Co. H & HS Board



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

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

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