



# COLUMBIA COUNTY

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## MINUTES COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING WEDNESDAY, DECEMBER 7, 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; Steven Balsiger; Brad Cook; Liz Miller; Tom Drury.

BY PHONE: Jessica Smith, RN.

HEALTH & HUMAN SERVICE STAFF PRESENT: Heather Gove; Sue Lynch; Ellen Ellingsworth; Stephanie Nickel; Carol Sjoblom; Katie Day; Nellie Mueller; Rachael Jaeger; Gretchen Halvorsen.

OTHERS: Susan Fisher, Corporation Counsel; Jesica Walter, Shonna Neary, Accounting; Denise Brusveen, County Board 1<sup>st</sup> Vice Chair; Jason Willemarck, Facilities Management.

### AGENDA/ADDITIONS/ANNOUNCEMENTS

MOTION: TO APPROVE THE DECEMBER 7, 2022 HEALTH & HUMAN SERVICES BOARD AGENDA.

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

### APPROVAL OF MINUTES

MOTION: TO APPROVE THE MINUTES OF THE NOVEMBER 2, 2022 MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD.

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

### PUBLIC INPUT

None

### REVIEW DEPARTMENT BUDGET & COMPENSATORY TIME

The Department's Comp Time Report, and Financial Report dated 10.31.2022, were presented.

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

Health & Human Services Director Heather Gove presented three 2022 contracts, one 2022 addenda, twenty-three 2023 contracts, one 2023 MOU, 2022 & 2023 BAAs, and a donation list to the Board for approval.

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

Motion by Keith Miller, second by Steve Balsiger. Motion carried.

**AGING & DISABILITY RESOURCE CENTER REPORT**

ADRC Director Sue Lynch reported that the Lewy Body Dementia conference in November was well attended and the speakers were of very high caliber which added to the success of the conference. Director Lynch reported that the number of calls to the I&A staff in the ADRC has significantly increased this year, up 1,700 from this time last year which translates to 80,000 minutes worth of calls, and demonstrates the increased level of need in the community. The I&A staff have also completed over 200 more functional screens already this year over last year. Director Lynch notified the Board of the Transportation audit scheduled for next week. The medical rides are down from last year, so the ADRC has been able to address some transportation requests for other purposes for consumers. HDM reassessments continue with cases continuing to close, due to non-eligibility, and this in turn is reducing the estimated meals for next year. There are currently 80 individuals on the wait list.

**PRESENTATION: ADRC DEMENTIA CARE SPECIALIST**

Dementia Care Specialist (DCS) Nellie Mueller shared a PowerPoint presentation on the duties and program goals of her position. Discussion followed.

**ADRC INDEPENDENT LIVING SUPPORTS PILOT**

ADRC Director Lynch presented a request to submit a grant application to DHS, due by January 13, in hopes of receiving a grant to help provide short term and limited services for the disabled/elderly to remain in their homes, and out of long-term facilities. The program is a 2-year pilot and the ADRC should be notified in March if the application is successful. Director Lynch advised that each individual served would receive a budget of \$7,200 for services, and that Columbia County will be asking for 40-50 slots to help those individuals with those needed services.

MOTION: TO APPROVE SUBMITTING A GRANT FOR THE INDEPENDENT LIVING SUPPORTS PILOT TO DHS.

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

**HEALTH OFFICER'S REPORT**

HHS Director Heather Gove began the Health Officer's Report by reviewing a number of events that have occurred in the Division of Health since the Finance Committee cut a nurse position in

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the 2023 budget, and the Executive Committee did not approve a Medical Advisor for Public Health, which has contributed to the resignation of 2 nurses and the Nurse Supervisor. Director Gove advised that since a Medical Advisor has not been appointed, the Division will be unable to provide immunizations, nor perform lead investigations, as well as other services as of the end of December.

Public Health Officer, Ellen Ellingsworth updated the Board on the status of a number of grants that the Division is out of compliance with due to the lack of staff and the possible consequences. Ellen discussed what grants can be returned to DHS since the Division will not be able, at this point, to successfully meet the goals that were outlined in the grant application. Public Health Officer Ellingsworth reported that the Division has received a number of confirmed TB cases. The Division continues to be exceedingly busy with other communicable diseases that need attention, however the Division only has 1 nurse at this time. Discussion followed about the Medical Advisor.

Supervisor Keith Miller requested that Public Health Officer Ellingsworth provide a written report to the Executive Committee identifying what the problems are, and what the fallout is from the decisions made effecting the Division of Health.

MOTION: TO PETITION THE EXECUTIVE COMMITTEE TO ADD THE APPOINTMENT OF THE MEDICAL ADVISOR TO THEIR AGENDA NEXT WEEK TO INSTALL DR. SUSAN KRECKMAN AS THE MEDICAL ADVISOR, IF SHE IS STILL INTERESTED, IMMEDIATELY, TO SERVE THE NEEDS OF THE DEPARTMENT UNTIL SUCH TIME AS THE EXECUTIVE COMMITTEE CAN SET UP A PROCESS FOR APPOINTMENTS PER THE STANDING RULES.

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

**LIMITED TERM EMPLOYEE (LTE) NURSE POSITIONS (2)**

HHS Director Gove presented a request for two LTE Nurse positions until such time as the Department can recruit and fill the open vacancies in the Division of Health.

MOTION: TO APPROVE THE REQUEST FOR TWO LIMITED TERM EMPLOYEE NURSE POSITIONS AND TO RETAIN UNTIL THE DOH VACANCIES ARE FILLED, AT WHICH TIME THE LTE POSITIONS WILL SUNSET.

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

**HEALTH EDUCATOR OUT OF STATE TRAVEL REQUEST**

Director Gove presented a request for the Division of Health's Health Educator to travel to Washington DC in January to attend the National Overdose Fatality Review Forum, January 19 & 20 for a total cost of \$1,49.73. The State of Wisconsin will pay for the conference registration, and the cost of the travel and hotel comes from the Division's OFR budget.

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MOTION: TO APPROVE THE OUT OF STATE TRAVEL REQUEST FOR THE HEALTH EDUCATION AS PRESENTED.

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

**TRAINING REQUESTS**

None.

**CLERK TYPIST JOB DESCRIPTION**

Director Gove presented a draft of the updated Clerk Typist Job Description for the Division of Support Services.

MOTION: TO APPROVE THE UPDATED DSS CLERK TYPIST JOB DESCRIPTION AS PRESENTED.

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

**REPLACEMENT REQUEST FOR DSS CLERK TYPIST**

Director Gove presented a replacement request for a Clerk Typist in the Division of Support Services due to a resignation.

MOTION: TO APPROVE THE REPLACEMENT REQUEST FOR THE DSS CLERK TYPIST AS PRESENTED.

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

**REPLACEMENT REQUEST FOR DOH PUBLIC HEALTH NURSE**

Director Gove presented a replacement request for a Public Health Nurse in the Division of Health due to a resignation.

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

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

**REPLACEMENT REQUEST FOR BHLTS OWI TREATMENT COURT COORDINATOR**

Director Gove presented a replacement request for the OWI Treatment Court Coordinator in the Division of Behavioral Health & Long Term Support.

MOTION: TO APPROVE THE REPLACEMENT REQUEST FOR THE BHLTS OWI TREATMENT COURT COORDINATOR.

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

**RIVER HAVEN HOMELESS SHELTERS**

Division Administrator of Economic Support, Carol Sjoblom, shared a PowerPoint presentation about the mission, history, and future plans for the River Haven Homeless Shelters here in Portage. Discussion followed.

**CHAIRPERSON’S REPORT**

Chair Richmond reported on the success of the Fortune Cookies presentation at Northwoods in November, that was hosted by the ADRC and how impressed he was with the whole event.

**DIRECTOR’S REPORT**

Health & Human Services Director Heather Gove reported on the recent State review of the Wisconsin Shares Child Care program. The Department received an excellent report and had no findings for areas of improvement. Director Gove announced the date for the HHS Holiday Party for staff, which was approved by Chair Polzer, and will be held on Thursday, December 15, from 3-4:30 at J&Js Fireball Lanes. Heather invited HHS Board members attend the event.

**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, January 4, 2023 at 1:00 p.m. at Columbia County HHS.

**ADJOURNMENT**

MOTION: TO ADJOURN THE MEETING AT 2:25 P.M.

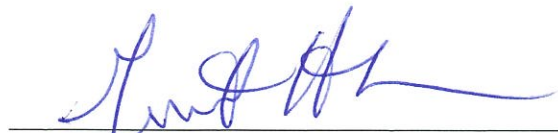
Motion by Keith Miller, second by Tom Drury. Motion carried.

The Columbia County Health & Human Services Board will reconvene for their next regular meeting on Wednesday, January 4, 2023 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 1<sup>st</sup> Vice Chair Denise Brusveen  
County Board 2<sup>nd</sup> Vice Chair Matthew Rohrbeck