



# COLUMBIA COUNTY

Health and Human Services  
111 E. Mullett Street

608-742-9227  
FAX: 608-742-9700

E-MAIL: [DHHS@co.columbia.wi.us](mailto:DHHS@co.columbia.wi.us)  
WEBSITE: [www.co.columbia.wi.us](http://www.co.columbia.wi.us)

Mailing Address: P.O. Box 136  
Portage, WI 53901-0136

## MINUTES COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING WEDNESDAY, DECEMBER 8, 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 Kathy Cummings.

HEALTH & HUMAN SERVICE BOARD MEMBERS PRESENT: Eric Shimpach; Denise Brusveen; Keith Miller; Tom Borgkvist; Doug Richmond; Tom Drury; Barry Pufahl.

Daniel Gutmann, MD and Jessica Smith, RN, appeared by phone.

HEALTH & HUMAN SERVICE STAFF PRESENT: Heather Gove; Sue Lynch; Ellen Ellingsworth; Kathy Cummings.

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

### AGENDA/ADDITIONS/ANNOUNCEMENTS

MOTION: TO APPROVE THE DECEMBER 8, 2021 HEALTH & HUMAN SERVICES BOARD AGENDA.

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

### APPROVAL OF MINUTES

MOTION: TO APPROVE THE MINUTES OF THE NOVEMBER 3 AND NOVEMBER 9, 2021 MEETINGS OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD.

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

### PUBLIC INPUT

None

**COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING  
DECEMBER 8, 2021 – PAGE 2**

**REVIEW DEPARTMENT BUDGET & COMPENSATORY TIME**

The Department's Comp Time Report and the Expense & Revenue Report, dated 10.31.2021, were presented to the Board.

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

Health & Human Services Director Heather Gove presented two 2021 new contracts, two 2021 BAAs, three 2022 MOUs, forty 2022 new contracts, 43 2022 BAAs, and a donation list to the Board for approval.

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

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

**AGING & DISABILITY RESOURCE CENTER REPORT**

ADRC Director Sue Lynch reported that Brianne Williams was recently promoted to the ADRC's Assistant Director position. The Adult Protective Services Social Work position was also recently filled by an internal transfer. Director Lynch reported that approximately 550-600 county residents were served during open enrollment for health care. Director Lynch also reported that the Wait List for Home Delivered Meals has not been implemented. The new Outreach & Marketing staff person has been busy recruiting volunteers for the ADRC, and has found interest in Lodi, Portage and Pardeeville. Paid driver applications have also recently increased in the ADRC. Blizzard meals will be sent out next week with home delivered meals (HDM). The HDM program recently received 2 thank you notes from clients that are/were served by the program. Director Lynch announced that the ADRC was awarded one van from the 5310 Grant application.

**POSITION REQUEST FOR ADRC DEMENTIA CARE SPECIALIST**

HHS Director Heather Gove presented a position request for an ADRC Dementia Care Specialist, to be paid for from State grant funding.

MOTION: TO RECOMMEND APPROVAL OF THE POSITION REQUEST FOR AN ADRC DEMENTIA CARE SPECIALIST.

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

**COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING  
DECEMBER 8, 2021 – PAGE 3**

**JOB DESCRIPTION FOR DEMENTIA CARE SPECIALIST**

Director Gove presented a draft job description for the new ADRC Dementia Care Specialist.

MOTION: TO APPROVE THE JOB DESCRIPTION FOR THE DEMENTIA CARE SPECIALIST AS PRESENTED.

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

**HEALTH OFFICER'S REPORT**

Public Health Officer Ellen Ellingsworth reported that COVID-19 cases increased to 246 positive cases in the last week, as well as 2 additional deaths, and 10 additional hospitalizations.

Vaccination clinics for children have recently been held in the Portage School District, and Poynette School District, and the Division of Health will host a vaccination clinic for kids on Friday, December 17 at Health & Human Services. The Community Needs Assessment Survey has resulted in 627 responses thus far, with just over 500 being usable from Columbia County residents. Public Health Officer Ellingsworth reported that the recently hired Health Educator, Jenna Retzlaff, wrote for and received a grant from the Sauk Prairie Healthcare Foundation, with the funding to be used for certifying Jenna as a child car seat technician. A new WIC Director has been hired and begins on Monday, December 13, and, a new Public Health Nurse has been hired and begins on December 20.

**JOB DESCRIPTION REVISION FOR PUBLIC HEALTH RN**

Director Gove presented a revised job description for the Public Health Nurse position to incorporate the ability to hire a nurse graduate

MOTION: TO APPROVE THE REVISED PUBLIC HEALTH RN POSITION AS PRESENTED.

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

**COMPENSATION REVIEW - PUBLIC HEALTH NURSE**

MOTION: TO ENTER CLOSED SESSION.

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

Discussion to move topic to end of agenda. Chair Shimpach announced agenda item would be moved to the end of the meeting.

**TRAINING REQUESTS**

None.

**COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING  
DECEMBER 8, 2021 – PAGE 4**

**POSITION REPLACEMENT REQUEST FOR ECONOMIC SUPPORT SPEICALIST (2)**

Director Gove presented two replacement requests for the Division of Economic Support (DES) to hire two new Economic Support Specialist due to resignations.

MOTION: TO APPROVE THE TWO REPLACEMENT REQUESTS FOR DES AS PRESENTED.

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

**CHAIRPERSON'S REPORT**

No report.

**DIRECTOR'S REPORT**

Health & Human Services Director Heather Gove reported on the recent number of good applicants for vacancies and internal movements within the agency allowing the Department to fill those vacancies with talented people and retain valued employees. The Division of BHLTS will be fully staffed in January. Director Gove updated the Board on the remaining open positions. She also reported on the recent successful Drug Court Graduation of 2 individuals from the community. Director Gove provided an update on the opioid activity in Columbia County. So far this year, there have been 22 overdose deaths in Columbia County. The MAT program has seen a recent increase in referrals and participation by jail inmates. The Department has been reaching out to schools to promote the Prevent Suicide Columbia County to offer suicide awareness training. Director Gove reported that she is hearing positive feedback from the community about the marked improvement of services being offered. Director Gove announced that the Department will be closed on the afternoon of Thursday, December 16 for an all staff holiday party, which has been approved by County Board Chair Vern Gove.

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

MOTION: TO ACCEPT THE HHS VOUCHER REPORT AS PRESENTED.

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

**NEXT MEETING DATE**

The next regular monthly meeting of the Columbia County Health & Human Services Board is scheduled for Wednesday, January 12, 2022 at 1:00 p.m.

MOTION: TO ENTER CLOSED SESSION AT 1:40 PM.

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

MOTION: TO RETURN TO OPEN SESSION AT 1:44 P.M.

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

**COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING  
DECEMBER 8, 2021 – PAGE 5**

MOTION: TO APPROVE THE INCREASED PAY OF THE PUBLIC HEALTH RN AS PRESENTED IN CLOSED SESSION.

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


**ADJOURNMENT**

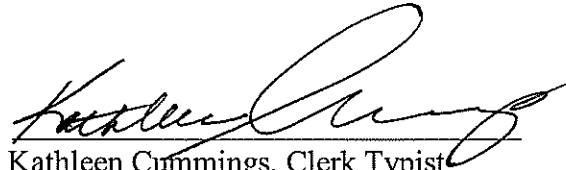
MOTION: TO ADJOURN THE MEETING AT 1:45 P.M.

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

The Columbia County Health & Human Services Board will reconvene for their next regular meeting on Wednesday, January 12, 2022 at 1:00 p.m. in Meeting Rooms #2 & #3 of the Columbia County Health & Human Services Building.

Respectfully submitted,

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

  
\_\_\_\_\_  
Kathleen Cummings, Clerk Typist  
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

gh