



COLUMBIA COUNTY

Health and Human Services
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MINUTES COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD MEETING WEDNESDAY, DECEMBER 12, 2018

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; Nancy Long; Tom Borgkvist; Keith Miller; Tom Drury; Craig Robson; Kevin Kessler; Bev Muhlenbeck.

HEALTH & HUMAN SERVICE BOARD MEMBERS EXCUSED: Dr. Michael Walters.

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

OTHERS: Susan Fisher, Assist Corp Counsel; Cathy Karls, Accounting.

AGENDA/ADDITIONS/ANNOUNCEMENTS

MOTION: TO APPROVE THE DECEMBER 12, 2018 HEALTH & HUMAN SERVICES BOARD AGENDA.

Motion by Keith Miller, second by Bev Muhlenbeck . Motion carried.

APPROVAL OF MINUTES

MOTION: TO APPROVE THE MINUTES OF THE NOVEMBER 14, 2018 MEETING OF THE COLUMBIA COUNTY HEALTH & HUMAN SERVICES BOARD.

Motion Tom Borgkvist, second by Kevin Kessler . Motion carried.

PRESENTATION: TRAUMA INFORMED CARE

HHS Director Dawn Woodard presented information on the Department's initiative Trauma Informed Care. Discussion followed.

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REVIEW DEPARTMENT BUDGET & COMPENSATORY TIME

The Department's Comp Time Report and the Expense & Revenue report dated October 2018 were presented to the Board.

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

Health and Human Services Director Dawn Woodard presented two new 2018 contracts, eight 2018 addenda, one 2018 business associate agreement, twenty-six new 2019 contracts, and thirty-three 2019 business associate agreements to the Board for approval.

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

Motion by Kevin Kessler, second by Nancy Long. Motion carried.

AGING & DISABILITY RESOURCE CENTER DIRECTOR'S REPORT

ADRC Director Becky Mulhern reported that the 85.21 grant application was submitted to the State. The vehicle from the 5310 grant award from 2017 is being delivered in January 2019. Becky reported the Aging Advocacy Day is scheduled for May. The ADRC is still looking for drivers and meal site managers. No wait list has been initiated yet for the Home Delivered Meals program. The Elder Benefit Specialist served 233 consumers this year during open enrollment. Becky reported that the ADRC Board vacancies have all been filled. December 21st is the last day of the ADRC's food drive. Tax prep appointments are starting on February 6, 2019. June 19, 2019 is set for the next Elder Abuse Awareness Day across the State.

ACTION ON MOBILITY MANAGER JOB DESCRIPTION

Becky reported the job description was developed for a mobility manager because the transportation coordinator for the ADRC has received her certification. The intention is to reclassify the transportation coordinator as a mobility manager. The job description also needs to be reviewed by Carlson Dettman for the compensation schedule.

MOTION: TO APPROVE THE MOBILITY MANAGER JOB DESCRIPTION AS PRESENTED.

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

ACTION ON SALE OF MEAL SITE EQUIPMENT

Becky advised the Board that the ADRC intends to sell equipment from the old Portage meal site which was in the basement of the city building. The equipment is not needed here at the new site in the new HHS building. Sale items include: a steam table, dining chairs and tables. The ADRC also intends to dispose of some old equipment that is outdated.

MOTION: TO APPROVE THE SALE AND DISPOSAL OF OLD PORTAGE MEAL SITE EQUIPMENT.

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

HEALTH OFFICER'S REPORT

Public Health Officer Susan Lorenz provided a final report on a food borne salmonella outbreak from this past summer. Susan also reported on the Legislative Breakfast which was hosted by the Tobacco Free Coalition to discuss the rise in use of, trends, and policies for e-cigarettes and vaping devices. The Coalition is scheduled to meet with State Senator Luther Olson next week, along with Susan Lorenz and the Lodi Schools administration to discuss anti-tobacco efforts in Columbia County. Ellen Ellingsworth, WIC Director just completed the 2-year WIC audit which includes a fiscal review of the program. WIC received a glowing report except for one corrective action which was to purchase partitions for WIC clinics held in Columbus at the Fire Dept. Susan announced that DOH just received notice that they were awarded an Enhancing Public Health Preparedness grant in the amount of \$18,000. Funding from the grant will be available through August 2019 and will be used in conjunction with the Columbus Hospital and other community partners to begin a campaign about the risks of using opioids and to debunk myths about the epidemic through the distribution of professionally made videos which will be offered to the public in a variety of formats.

TRAINING REQUESTS

None.

ACTION ON REPLACEMENT REQUEST FOR DOH

Susan presented a replacement request for a Registered Nurse who has resigned to accept an RN position with Portage Schools. Dawn reported that due to a pending maternity leave with another RN in DOH, there is the potential of increased overtime over the course of the next several months in that Division.

MOTION: TO APPROVE THE REPLACEMENT REQUEST FOR A REGISTERED NURSE FOR THE DIVISION OF HEALTH AS REQUESTED.

Motion by Kevin Kessler, second by Tom Drury. Motion carried.

ACTION ON JOB DESCRIPTION FOR PUBLIC HEALTH NURSE

Susan presented an updated version of the Public Health Nurse job description.

MOTION: TO APPROVE THE JOB DESCRIPTION FOR A PUBLIC HEALTH REGISTERED NURSE AS PRESENTED.

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

ACTION ON REPLACEMENT REQUEST FOR DES

Dawn presented a replacement request for the Human Services Aide in DES due to a retirement.

MOTION: TO APPROVE THE REPLACEMENT REQUEST FOR THE DIVISION OF

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ECONOMIC SUPPORT HUMAN SERVICES AIDE AS PRESENTED.

Motion by Kevin Kessler, second by Craig Robson. Motion carried.

DIRECTOR'S REPORT

Health and Human Services Director Dawn Woodard reported on the legislative breakfast held at HHS last week. The event was well attended and provided an opportunity to make people aware of everything going on in Columbia County around the opioid issue. The issuance of Disaster FoodShare for 6 counties in southern Wisconsin effected by this fall's flooding which was supposed to occur this week has been postponed until a date in January. Columbia County DES staff will be taking on a larger load of the consortium calls while the 6 counties distribute the disaster relief. Director Woodard reported that DCF has spent a good portion of the year working on becoming paperless with the aid of their statewide system. Director Woodard also reported that she, Clint Starks and Sheriff's Deputy Clark had observed Winnebago County's Overdose Fatality Review Team last week in preparation of Columbia County developing a review team through recently awarded grant funding. Director Woodard advised the Board that the Department is transitioning to the new TED software which is a time entry database system which will replace the old timesheet system.

**ACTION ON PAYMENT OF VOUCHERS/FINANCIAL REPORT
MOTION: TO ACCEPT THE H&HS VOUCHERS AS PRESENTED.**

Motion by Kevin Kessler, 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, January 9, 2019 at 1:00 p.m.

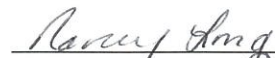
ADJOURNMENT

MOTION: TO ADJOURN THE HEALTH & HUMAN SERVICES BOARD MEETING AT
2:52 P.M.

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

The Columbia County Health & Human Services Board will reconvene at their regular monthly meeting on Wednesday, January 9, 2019 at 1:00 p.m. in Meeting Room #3 of the Columbia County Health & Human Services Building.

Respectfully submitted,



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



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

cc: County Board Chair Gove; County Board 1st Vice Chair Drew; County Board 2nd Vice Chair Foley