

**Jefferson County Board of Health**  
**Meeting Minutes – July 21, 2010**  
**Jefferson County Health Department Conference Room**  
**1541 Annex Road**  
**Jefferson, WI. 53549**

**Call to Order**

Dr. D. Williams, Vice-Chair, called the meeting to order at 9:00 a.m.

**Roll Call/Establishment of Quorum**

Quorum established.

**Board Members Present:** Dr. Don Williams; Ed Morse; Dick Schultz; Anna Hutchings

**Board Member Excused:** John McKenzie

**Staff Present:** Gail Scott, Director/Health Officer; Diane Nelson, Public Health Program Nurse Manager; Sandee Schunk, Clerical

**Guests Present:** Five Edgewood College Student Nurses; Signey Frederick, Viterbo University Student

**Others Present:** John Molinaro, County Board Chair; Jan Roou, County Board Supervisor

**Certification of Compliance with the Open Meeting Law**

Meeting was properly noticed.

**Review of the Agenda**

No changes noted.

**Public Comment**

None

**Approval of May 19, 2010 Board of Health Meeting Minutes**

*A motion was made by D. Schultz to approve the May 19, 2010 Board of Health minutes as written; second by E. Morse. Motion carried.*

**Financial Report**

G. Scott reviewed "Statement of Revenues & Expenditures" for 01/01/10 – 05/31/10.

G. Scott reported the PHER (Public Health Emergency Response) H1N1 funding must be spent by 07/31/2010.

**2011 Budget**

G. Scott reported that the 2011 budget should be the last year of requesting an increase to the tax levy as a result of decreased revenue for the Personal Care Program due to the State's transition to Family Care which began in September 2008. The 2011 tax levy request is in the amount of \$828,643.00. It was noted that the Health Department may receive funding during 2011 for grants that are pending and the possibility of additional Preparedness funding.

Dr. D. Williams noted that 90% of the Health Department budget is related to personnel expenses.

J. Molinaro explained that the State's decision to transfer funding from the Health Department to Family Care/Care Wisconsin resulted in an increased 2010 tax levy for the department with understanding that this should level out by the 2012 budget.

*A motion was made by D. Schultz, second by E. Morse, to send the 2011 budget request to the Finance Committee for their consideration. Motion carried.*

## **Program Updates**

### **Environmental Health Program**

G. Scott reported on a foodborne outbreak investigation in process at this time with 39 reported cases of possible Norovirus linked to a sick employee handling food in a Jefferson County establishment. The Public Health Nurses and Administrative Staff are providing case management with those affected, the Sanitarian has made repeat visits to the facility and the State Epidemiologist is involved. Public education provided via a press release, radio and TV interview by G. Scott regarding good hand washing and encouraging those who are ill to stay home until 48 hours post symptoms. Those who think they may have been involved with the outbreak were encouraged to call the Health Dept. G. Scott also updated the Health Dept. website with information and sent information out via e-mail to County Employees, Administration and County Board Supervisors.

### **Update of the Environmental Sanitation Ordinance**

Phil Ristow (Corporation Counsel) is working on the ordinance and a final draft will be available at the next Board of Health meeting.

### **Public Health Preparedness**

G. Scott reviewed recent Public Health Preparedness activities including updating of the Health Department Emergency Operations Plan, and staff training in the Incident Command System (ICS) 100, 200, 300 and 400 courses and National Incident Management System (NIMS) 700 course. ICS and NIMS give government a standardized way to respond to disasters/emergencies with the same structure and terminology. To meet the CDC Public Health Competencies all staff are updating their training and have received assignments for the Emergency Operations Center (EOC) assignments in the event of a Public Health emergency. There is also a group formed with Dodge County and the City of Watertown looking at how to meet the needs of the special needs population (elderly, disabled, daycares, pets, etc.) in the event of an emergency situation or disaster. G. Scott met with Department of Health Services Preparedness Staff to go through the Federal Technical Assistance Review (TAR) of the Health Department Mass Clinic Plan. The Health Department scored 98 of 100 points with a 2 point deduction for not calling staff 4 times per year during non-business hours as an emergency contact exercise. State staff stated this was an excellent score.

### **Status of MOU with Southern Region Preparedness Consortium**

The Memorandum of Understanding (MOU) is not complete at this time due to a language problem related to unemployment issues if funding decreases. When the MOU is complete the Board of Health will vote to pass it on to the County Board for approval.

### **Public Health Program and Review of Statistics**

The current food borne outbreak previously discussed. Statistics will be reviewed at the next meeting.

### **Communicable Disease Cases Reported**

Statistics will be reviewed at the next meeting.

### **Long Term Care Program and Review of Statistics**

S. Schunk reported that Care Wisconsin has paid the Health Department for past due claims from 2009 with the assistance of Phil Ristow (Corporation Counsel) sending them a letter with a payment deadline. Deposits are currently being posted for Care Wisconsin revenue for the months of March and April 2010. Per contract, Care Wisconsin has 90 days from the date they receive claims to process payments.

## **Director's Report**

Report reviewed. Discussion followed regarding the smoking ban in bars and food establishments. G. Scott reviewed the "Organizational Chart," "Acronym List" for the Health Department and the "Glossary & Acronyms" for Emergency Preparedness.

G. Scott reported on a federal grant through the WIC Program called "WIC Peer Counselors" which provides support to breastfeeding mothers. Three LTE (limited term employees) WIC Peer Counselors have been hired.

G. Scott reported on coordinating with Fort HealthCare and the Fort Memorial Hospital Foundation on community wellness and grant writing. She will be meeting with the hospital president regarding opportunities. She also discussed working with UW-Madison School of Nursing on a Wisconsin Partnership Program grant. This would be a three year grant "Healthy Lifestyles Fort" in the amount of \$400,000.00 which could bring in administration fees to the Health Department. Another grant through the Medical College of Wisconsin called "CHIP - Community Health Improvement Plan" related to the Community Health Assessment in Dodge and Jefferson Counties has been applied for through the Wisconsin Public Health Association with Dodge-Jefferson Healthier Community Partnership as one of the three county entities in the state picked to be a part of that grant application. Dr. D. Williams commented that more effort needs to be placed on making people healthier with funding for prevention, lifestyle changes and increased Public Health. Statistics show quality of health is related to 40% lifestyles; 30% genetics; 20% environmental; 10% healthcare.

G. Scott reported the Wisconsin statewide health plan is published in book form called "Healthiest Wisconsin 2020". The plan is available online at: <http://dhs.wi.gov/hw2020>.

G. Scott reported on a Long Term Power Outage tabletop exercise in Waukesha that she recently participated in with other governmental and health care organizations from Jefferson, Waukesha and Milwaukee Counties.

G. Scott reported the 2011 Budget Narrative is being written to be presented to the County Board. A copy will be E-mailed to the Board of Health members upon completion.

## **Next Meeting Date/Time/Agenda Items**

Next meeting is scheduled for Wednesday, September 15, 2010 at 9:00 a.m. in the Health Department Conference Room. It is noted that Dr. D. Williams and D. Schultz will not be in attendance at that meeting.

2010 meeting dates: March 17<sup>th</sup>; May 19<sup>th</sup>; July 21<sup>st</sup>; September 15<sup>th</sup>; November 17<sup>th</sup> at 9:00 a.m.

## **Adjournment**

*A motion was made by D. Schultz to adjourn at 10:20 a.m.; second by E. Morse. Motion carried.*

Respectfully submitted;

Sandee Schunk/Recorder