

**Jefferson County Board of Health  
Health Department Conference Room  
1541 Annex Road, Jefferson, WI 53549**

**November 17, 2010  
Meeting Minutes**

**Members Present:** John McKenzie, Chair, Dr. Don Williams, Vice Chair, Ed Morse, Secretary, Dick Schultz, Anna Hutchings

**Staff Present:** Gail Scott, Health Officer, Diane Nelson, Program Manager, Tim Anderson, Environmental Specialist

**Members Absent:** None

**Others Present:** None

**Call to order**

The meeting was called to order by Chair John McKenzie at 9 a.m.

**Roll Call/Establishment of a Quorum**

A roll call was taken and it was determined there was a quorum.

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

The meeting was properly noticed.

**Review of the Agenda**

No changes.

**Public Comment**

No community members present.

**Approval of September 15, 2010 Board Meeting Minutes**

*A motion was made by Dick Schultz second by Don Williams to approve the Sept. 15, 2010 meeting minutes. Motion carried unanimously.*

**Financial Report**

Members were referred to the Financial Summary in the packet. Gail Scott reviewed the budget and answered questions. She updated the Board on the WIC and Public Health Preparedness budgets. She explained the need to the Board to update the mini-van presently used by the WIC Program. She offered potential funding sources for the van purchase. Gail will be looking further into the purchase of a van. Gail will also see if the WIC funds can be carried over into 2011 since the additional monies came in September.

**County Board Budget**

The County Board passed the Health Department budget as presented. A letter of support was sent from the Dodge-Jefferson Healthier Community Partnership in support of purchasing play ground equipment for Korth Park. The letter was included in the packet.

### **Environmental Health Program**

Tim Anderson gave a report on a new computer program to streamline the inspection process for Environmental Health. "Health Space" is the new state computer program used for inspections. It has the many state codes, forms, and educational materials online for easy access on an inspection. The facility can sign the inspection form online, print it out and present it immediately after the inspection. Jefferson County is one out of two counties piloting the Dept of Ag computer programs.

Report on open burning complaint in the southern part of the county. The Department of Natural Resources (DNR) is involved. Complainant has gone to media with story. Open burn law applies. Reminder that local townships regulate/control open burning and wood burners. Gail Scott did speak to Phil Ristow about the Human Health Hazard Ordinance but he did not feel it would apply in this case unless a health hazard is shown. He agreed that the DNR has jurisdiction or the complainant can speak to the Town Board where she resides. Tim Anderson and Erin O'Brien have been in contact with the complainant and will follow-up.

### **Public Health Preparedness**

#### **After Action Report/Improvement Plan (AAR/IP)**

Gail Scott reviewed the After Action Report and Improvement Plan that is required to be completed by the Public Health Preparedness Grant. She held a staff meeting and also asked Fort HealthCare for their input into the report that she completed.

#### **Public Health Competencies Assessment**

Gail Scott is completing the Competencies Assessment that is also required by the Preparedness Grant and will submit it to the state. The Assessment will assist the State in providing needed training to local health departments.

#### **Blodgett Fire Response**

Gail Scott reviewed the handout on the response by the Sanitarians and Director to a large garden center fire where there were evacuations and shelter in place orders issued. Seven licensed facilities were affected by the fire (1 hotel, 5 restaurants, 1 store) that had to be evacuated and cleared for re-opening. A detailed report of this event will be submitted to the state to meet the requirements for the Public Health Competencies (see above) "drill" for 2010. Feedback/after action comments identified gaps in communication especially with those maintaining the perimeter of the fire as well as late notification about the fire to the Health Dept.

#### **Homeland Security Conference**

Gail Scott was invited to speak on "Engaging Volunteers" at the Homeland Security Conference on Faith Based Readiness. She was also part of the planning team for this Region V FEMA conference.

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

The Public Health statistics were included in the packet as well as the summary of Communicable Disease cases. The staff have been very busy with school based immunization and flu shot clinics. Questions were asked about the communicable diseases reported. Diane

Nelson will follow-up to see why some cases were missing. This appears to be a problem with the fact that there are two different charting systems. The Health Dept. is working to prevent this from happening in the future.

Gail Scott reviewed the information given to the Finance Committee to address a Budget Amendment recommending the elimination of the Public Health Program Nurse Manager Position. The Finance Committee did not support the amendment and it was also voted down at the County Board meeting with a vote of 8 in support and 21 not in support of the amendment. Gail Scott spoke at both meetings.

#### **Personal Care Program and Review of Statistics**

Personal Care Program statistics were reviewed. The Personal Care Program is running smoothly with a great working relationship with Care Wisconsin, Inc.

#### **Director's Report**

Gail Scott reviewed the Director's Report included in the packet.

Invitation made to Healthy Lifestyles Forum II on December 14, 2010 in Johnson Creek.

#### **Status of Rock River Free Clinic and Community Dental Clinic**

Two County Board Supervisors proposed a Budget Amendment, which was eventually withdrawn, then a Resolution that the Rock River Free Clinic assess the legal status of adults receiving health care services from Rock River Free Clinic or lose the \$50,000 in County funding. The Resolution was referred to the Administration and Rules Committee. Fort HealthCare has agreed to partner with Rock River Free Clinic and hire a Nurse Practitioner and pay the benefits with Rock River Free Clinic paying as much as possible towards the salary. Gail Scott will be working with Fort HealthCare and the Rock River Free Clinic Board to evaluate current services and look at different ways of service provision utilizing a Nurse Practitioner and more hours of service.

*A motion was made by Dr Williams, seconded by Dick Schultz to oppose Resolution 2010-71 put forth by Greg Torres and Craig Peterson on the Jefferson County Board of Supervisors requiring the Rock River Free Clinic to confirm the legal immigration status or American citizenship of adult service recipients as a condition for the Clinic to receive county funding. Motion carried unanimously.*

The Community Dental Clinic has hired a dentist which will hopefully decrease the waiting list by early in 2011.

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

2011 Meeting Dates: January 19, March 16, May 18, July 20, September 21, November 16 at 9:00 a.m.

Board members were asked to e-mail Gail Scott future agenda items.

#### **Adjourn**

A motion was made by Dr Williams, seconded by Ed Morse to adjourn. Motion carried. The meeting adjourned at 10:31 a.m.