

**Jefferson County Board of Health
Meeting Minutes – September 15, 2010
Jefferson County Health Department Conference Room
1541 Annex Road
Jefferson, WI. 53549**

Call to Order

John McKenzie, Chair, called the meeting to order at 9:00 a.m.

Introductions

Round-table self introductions were held. Carrie Beck, a UW-Green Bay RN to BSN Student working with Gail Scott was introduced.

Roll Call/Establishment of a Quorum

Quorum established.

Board Members Present: Dick Schultz; John McKenzie; Anna Hutchings

Board Members Excused: Dr. Don Williams; Ed Morse

Staff Present: Gail Scott, Director/Health Officer; Diane Nelson, Public Health Program Manager; Tim Anderson, Environmental Specialist; Sandee Schunk, Clerical/Recorder

Guests Present: Carrie Beck, UW-Green Bay Nursing Student

Certification of Compliance with the Open Meeting Law

Meeting was properly noticed.

Review of the Agenda

No changes noted.

Public Comment

None

Approval of July 21, 2010 Board Meeting Minutes

A motion was made by A. Hutchings to approve the July 21, 2010 Board of Health minutes as written; second by D. Schultz. Motion carried.

Financial Report and 2011 Budget

G. Scott reported that D. Nelson, new Public Health Program Manager, is focusing on ways to increase revenue and caseload numbers for Prenatal Care Coordination visits, Well Child Clinic appointments, immunization administration, etc.

G. Scott reviewed the “Statement of Revenue and Expenditures” for the period of 01/01/10 – 07/31/10 and reported the Health Department is doing fine financially at this point.

J. McKenzie asked if the “Statement of Revenue and Expenditures Report” could have a column added that would show the prior years’ financial figures for comparison to the current year. G. Scott discussed how grant funds are different from year to year so it is hard to compare revenue and expenses. S. Schunk and G. Scott will discuss this and report back to the Board.

G. Scott answered questions as to which Health Department programs are funded by the County Tax Levy. The Personal Care Program and WIC Program are not Tax Levy funded. Public Health is Tax Levy supported off-set by fee-for-services and grant income.

J. McKenzie asked for a motion to accept the Financial Report as printed. A motion was made by D. Schultz; second by A. Hutchings. Motion carried.

G. Scott reported the 2011 Budget Summary had changed since the July 21, 2010 Board of Health meeting. Per budget review by Dave Ehlinger, County Accountant, the carryover funds were reduced from \$64,347.00 to \$7,928.00 and estimated 2011 revenues reduced. Gary Petre, County Administrator is aware of the changes. The new total Tax Levy dollar amount being requested for 2011 by the Health Department is \$910,085.00. The Health Department budget hearing is scheduled for Monday, September 20, 2010 at 11:00 a.m. and Board members were invited to attend.

Program Updates

Environmental Health Program

Update of the “Environmental Sanitation Ordinance”

G. Scott reviewed the “Amendments to Environmental Sanitation Ordinance” in hand out.

G. Scott reported that Phil Ristow, Corporation Counsel, has approved the amendments.

T. Anderson reported the major changes are increased State fees for licensed facilities.

T. Anderson reported that the Watertown City Health Department/Jefferson County Health Department has been an “Agent of the State” since 2002 and responsible for inspecting and licensing nearly 700 facilities such as swimming pools, restaurants, camps, schools, grocery stores, etc. The average response time for one of our sanitarians to an emergency situation is one hour or less. The average response time to a business requesting an inspection to open a business is one day vs. three weeks for a State worker to respond.

T. Anderson reported that the State law dictates fee increases and 10% of the fee collected must be sent back to the State. The Jefferson County Environmental Program must pay for itself and funding can not be used to offset any Public Health programs within the department. Fees cover inspection costs and Sanitarian wages. The Sanitarians are employed by the Watertown City Health Department.

T. Anderson reported that a re-inspection fee is not charged unless a third visit is required for violation of warnings written.

D. Schultz moved to accept the “Amendments to Environmental Sanitation Ordinance” as written; second by A. Hutchings. Motion carried.

Environmental Health Updates:

T. Anderson reported on a case of a supermarket that had coolers that were not working and dairy products were being stored in 60 – 70 degree temperatures. The owner did a voluntary disposal of all perishable items stored in the coolers. Two follow-up inspections were completed with education on food safety.

T. Anderson reported on a motel swimming pool that has been closed down since March due to unacceptable levels of chlorine and poor PH balance. Training of pool management will be required of the facility before the pool will be allowed to re-open.

T. Anderson reported that the State has supplied a laptop computer to the Environmental Health program to assist in tracking statistical numbers for reports. The State is to assist in training on the use of the system.

T. Anderson gave a report to G. Scott regarding non-agent issues that have been followed up on such as trash, animal, rabies, pet waste, etc.

T. Anderson reported on a case that the Sheriffs’ Department recently requested assistance on regarding animal abuse and unsanitary living conditions in a home. It was reported that adults may choose to live in poor conditions as long as children or elder adults do not live in the home and the conditions do not pose a health hazard for nearby neighbors.

Public Health Preparedness

Memorandum of Understanding (MOU) with Southern Region Public Health Preparedness Consortium

G. Scott reported that the State downsized the Preparedness Consortia to the five Public Health regions –plus one Consortium for Milwaukee/Waukesha Counties. This means that Jefferson County Health Department is no in the Southern Region Public Health Preparedness Consortium (SRPHPC) with Dane County being the fiscal agent.

G. Scott reported that approval is needed by the Board of Health and the County Board regarding the local grant funding being divided equally among the consortium members. (An additional \$8,000.00 of grant money was received by our department this year.) The Health Department must belong to this group in order to receive the funding.

G. Scott reported that Phil Ristow, Corporation Counsel, reviewed and approved the MOU with the Southern Region Public Health Preparedness Consortium.

Motion made by D. Schultz to recommend the referral of the “Memorandum of Understanding (MOU) with Southern Region Public Health Preparedness Consortium” to the County Board for approval; second by A. Hutchings. Motion carried.

Trainings and Exercises

G. Scott reported the Public Health nurses attended the ICS 300 training in Baraboo and G. Scott attended the ICS 400 training. The staff are well trained in emergency preparedness language and assisting in the set up of emergency operations should the need arise.

G. Scott reported there will be a disaster based exercise in Watertown this fall with participation of the Watertown City Health Department; National Guard; Region 5 Coalition members and Emergency Government.

G. Scott reported a required “After Action Report” will be completed after the flu clinics are completed this fall.

G. Scott reported the State has requested her involvement at a FEMA/Homeland Security conference in Lake Geneva on 11/01/10 to speak on how to engage volunteers in a disaster. She will reflect on her experience at the Emergency Operations Center during the flood of 2008.

G. Scott and T. Anderson will meet with area fire chiefs tonight regarding the need to contact the Health Department in the case of a fire/chemical leak/disaster at any facility that the Health Department licenses.

Public Health Program and Review of Statistics

Hand out reviewed with questions on high numbers entered under February “Health Education Attendees” and “Health Education Sessions”. The Public Health RNs enter their own data into the ECS system and this data is provisional. D. Nelson and G. Scott will assist in getting data more accurate. (Note: after the meeting it was discovered that the report was counting the dates of the sessions/attendees instead of the actual numbers; this has been fixed)

Long Term Care Program and Review of Statistics

Hand out reviewed. Although there were previous rumors that the Personal Care Program may end, the program remains busy with telephone calls and client support. Referrals for new clients continue to be received on a regular basis from Care Wisconsin and other sources.

Director’s Report

Hand out reviewed.

Grant Updates

Grant Applications

G. Scott reported that the Minority Health Mini-Grants that were applied for regarding Diabetes Self Management and car seats were not funded. There were eight times more funding requests than funding available.

G. Scott reported the \$400,000.00 grant with U.W. Madison had 300 letters of interest and we were not invited to apply.

G. Scott reported a three year grant to hire a dentist for the Community Dental Clinic was not funded.

G. Scott reported that grants are very competitive now and most grants require a letter of interest and an invitation to apply for funding. Risk factors are taken into consideration so many times the grants go to highly populated areas such as Milwaukee.

Mid-Year Reports

G. Scott reported that the Mid-Year Reports were completed for the Public Health Consolidated Contract grants.

New Business

New Physician Packets

Hand out reviewed about information that will be compiled in packets to be given to new physician offices and school offices. D. Nelson will be in contact with the Department of Public Health Consultants to get information regarding reportable diseases; information on TB meds provided by the State TB program; outbreak guidelines. (A. Hutchings will contact D. Nelson if she comes up with other ideas for inclusion in the packets.)

Influenza and Pneumococcal Vaccine Fees

D. Nelson reported that the proposed fee for the 2010/2011 Influenza vaccine is \$30.00 (same as last year); Pneumococcal vaccine is \$50.00 (an increase of \$10.00 due to increased cost of vaccine).

D. Nelson reported that a Jefferson County employee benefit fair is scheduled on Friday, October 8, 2010 at the Workforce Development Center and employees will be able to receive their Influenza vaccine at that time. Contracts are being accepted with the State insurance plans so the vaccines can be billed to the insurance companies for the employees.

Motion made by D. Schultz to approve the Influenza and Pneumococcal vaccine fees as proposed; second by A. Hutchings. Motion carried.

G. Scott referenced the hand out regarding the Board of Health newsletter; resignation of Dr. Seth Foldy to work at the CDC; review of Public Health profiles from the State for 2008; 2020 Public Health Plan with our programs and services listed under the focus areas of the State Health Plan; hand out to members of the Institute of Public Health newsletter.

Next Meeting/Date/Time/Agenda Items

Next meeting is scheduled for Wednesday, November 17, 2010 at 9:00 a.m. in the Health Department Conference Room.

2010 meeting dates: March 17; May 19; July 21; September 15; November 17 at 9:00 a.m.

Adjournment

A motion made by D. Schultz to adjourn at 10:15 a.m.; second by A. Hutchings. Motion carried.

Respectfully submitted;

Sandee Schunk/Recorder