

**Jefferson County Board of Health  
Meeting Minutes - December 7, 2011  
Jefferson County Health Department Business Office  
1541 Annex Road Jefferson, WI. 53549**

**Call to Order**

Don Williams, M.D., Vice Chair called the meeting to order at 3:00 p.m. for John McKenzie, Chair

**Roll Call/Establishment of a Quorum**

Quorum established.

**Board Members Present:** John McKenzie, Chair; Ed Morse, Secretary; Don Williams, M.D., Vice Chair; Dick Schultz

**Board Member Absent:** Anna Hutchings, RN

**Staff Present:** Gail Scott, Director; Diane Nelson, Public Health Program Manager; Marc Schulz, Sanitarian; Sandee Schunk, Clerical/Recorder

**Guests Present:** John Molinaro, County Board Chair; Dianna Forrester, Tobacco Control Specialist

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

Meeting was properly noticed.

**Review of the Agenda**

No changes requested. M. Schulz will be departing the meeting after the Environmental Health Program update.

**Public Comment**

None

**Approval of September 21, 2011 Board of Health Meeting Minutes**

*Motion by D. Schultz to approve the minutes as written; second by E. Morse; motion carried.*

**Correspondence**

J. Molinaro reported that all County committees will have this category on agendas titled "Communications" at future meetings to meet state law requirements.

G. Scott shared an e-mail from a mother that attended the "Family Fun Walk" in Lake Mills with her children. She wrote that the event was fun for the children and taught them valuable lessons on the importance of good nutrition and exercise. She thanked the Health Department staff and nursing students for a job well done.

G. Scott shared an article from an on-site television interview she had with WTMJ – News 4 out of Milwaukee regarding Whooping Cough cases in Jefferson County.

G. Scott received an e-mail from the Rock River Trail Initiative designating her as an advisor and thanking the Board of Health and other County Board members and County Departments that supported the Initiative.

**Presentation – Other Tobacco Products – Dianna Forrester, Tobacco Free Partnership – Dodge, Jefferson, Waukesha**

Dianna explained that the WINS tobacco compliance checks are contracted with Dave Gilbert. Jefferson County has had 54 compliance checks completed to date, with only 2 confirmed sales to youth. Another round of compliance checks will be completed on December 8, 2011. There are 20 Jefferson County youth (ages 15- 17 years) trained to visit a variety of facilities that sell tobacco products. Should the facility sell a tobacco product to the youth, citations are issued by the local Police Department. The extent of punishment to the selling facility depends on the codes of the local jurisdiction.

Dianna passed around visual displays of tobacco products that the tobacco industry has developed with added flavorings and colorful packaging to entice youth to purchase. The samples displayed showed various tobacco products next to candy and gum products to illustrate the similarity of packaging. Dianna also showed some tobacco products that can be dissolved in the mouth or under the arm of the consumer at school or work undetected. These products tend to have 3 times the nicotine of cigarettes. Studies are being done on the new products at the FDA with concern of an increase in mouth, throat and stomach cancers. Dianna explained that the

education campaign is in place and they need open doors to get the messages out through service clubs, Fort HealthCare newsletters, "Letters to the Editor" in local newspapers, etc. There was a general consensus by Board members that they would assist in getting the word out about the products.

## **Financial Report**

### **Income Statement and 2012 Budget:**

G. Scott presented the October 31<sup>st</sup> Income Statement and reviewed the 2012 budget with no questions asked.

### **Tobacco Free Community Partnership – Dodge, Jefferson and Waukesha Subcontract:**

G. Scott reported the Health Department received \$3,000.00 in grant funding with review of the contract in the meeting packet. Deb Gatzke, member of the partnership, will sign a "Letter to the Editor" in the local newspapers regarding the controversial tobacco product packaging.

### **Application for Susan G. Komen Grant:**

G. Scott reported that the Southeast Affiliate of Susan G. Komen approached the Health Department to write for a grant that would expand mammogram screenings for uninsured or underinsured Jefferson County women (not eligible for screenings under the Wisconsin Well Woman Program) up to 400% of the Federal Poverty Level. The grant was applied for in partnership with Fort HealthCare as fiscal agent to provide mammogram screenings, breast diagnostics and marketing. Student nurses at the Health Department will provide education and outreach to eligible women. A part-time grant coordinator will be hired if the grant is received for tracking and follow-up of the women served. The announcement of grant recipients will be in March 2012.

### **Application for Infrastructure Grant:**

G. Scott reported this Health Department accreditation grant in the amount of \$12,000 ended 09/30/2011. The grant has been re-applied for in the amount of \$3,000 for 2012. An evaluation of lead testing and immunization rates in Jefferson County will be assessed as part of the quality assurance component.

### **Pneumonia Vaccine Charge:**

G. Scott reported the cost of Pneumovax has increased. The current fee charged to the recipient is \$50.00 per dose with the cost being \$58.62 per dose. The proposed fee for 2012 is \$70.00. *Motion made by Dr. D. Williams to increase the Pneumovax (Pneumonia Vaccine) charge to \$70.00 effective January 1, 2012; second by Dick S.; motion carried.*

## **Operational Update of the Environmental Health Program**

### **Introduction of New Sanitarian:**

G. Scott introduced Marc Schulz, Sanitarian. Marc is employed by the Watertown Health Department and replaced Tim Anderson on November 21, 2011. Marc has an Environmental Health degree from U.W. Eau Claire in 2009; worked for the Eau Claire City/County Health Department and in septic maintenance. Marc is currently in training at the Watertown Health Department and is working on restaurant inspections.

## **Public Health Preparedness**

### **Capabilities Assessment:**

G. Scott reviewed handout in packet and reported the Capabilities Assessment has been completed as required by the grant.

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

### **Communicable Disease Cases Reported:**

G. Scott reviewed statistical report.

G. Scott reported that jail nursing program has been busy.

D. Nelson reported that the Palmyra School District has waivers on file for 14% of their school age children not being immunized against childhood diseases which is concerning especially since there has been an increase in Pertussis cases.

D. Nelson reported the Health Department has TdaP (Tetanus, Diphtheria and Pertussis) available for adults and those adults that are around infants less than 6 months of age should be immunized to protect the infant.

G. Scott reported the Health Department has been following 2 active TB clients. An RN has to visit one client daily for medications and one client just completed 9 months of treatment and follow-up.

**Application for AHEC Intern:**

An application for an AHEC (Area Health Education Center) intern has been submitted. If chosen as an AHEC site, the AHEC intern would work with the Health Department as well as Donna Haugom at Emergency Management to conduct a Hazard Vulnerability Assessment required by the Preparedness Grant.

**Child Death Review Update:**

D. Nelson reported the first meeting in October was successful with 16 team members present to review two cases. The next meeting is to be held in January 2012 with a plan to review 4 cases from 2009.

G. Scott stated the purpose of these reviews is to make system or policy changes to prevent childhood deaths.

**Healthy Lifestyles Forum:**

G. Scott reviewed the flier for the "3<sup>rd</sup> Annual Healthy Lifestyles Forum" scheduled for December 9, 2011. So far, sixty people had responded with interest in attending. The forum will meet at the Windwood Country Club in Watertown and feature Farm to School and Tobacco Free Coalition speakers.

**Personal Care Program and Review of Statistics**

G. Scott reported that the Personal Care Program remains busy and works closely with Care Wisconsin. The Personal Care Coordinator was budgeted full time in 2012 to keep up with workload.

**Director's Report**

G. Scott asked that handout be reviewed in packet by members.

G. Scott reported that the Health Department scored 98% out of 100% in the Technical Assistance Review (TAR) of the Health Department Emergency Operations/Mass Clinic Plan with the State Division of Public Health acting as reviewer for the Centers for Disease Control. Two points were deducted from the rating for not providing a staff call drill on a quarterly basis and that there were no private "points of dispensary," or PODS pre-identified in case of an emergency. G. Scott stated that, depending on the emergency, a needed POD, such as a nursing home, could be identified and provided with "just in time training."

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

G. Scott reported the budget amendment to pull the LPN position out of the Health Department budget was withdrawn by the County Board members that submitted the amendment.

G. Scott reported that interviews to fill the Rock River Free Clinic LPN position are scheduled for December 7<sup>th</sup> and 15<sup>th</sup>.

G. Scott reported that Dr. Rutledge will be the Fort HealthCare physician working in the Rock River Free Clinic and scheduled for 32 hours per week on the lower level of the Health Department. Patient appointments are being taken for January visits plus walk-ins will be accepted if eligibility is established. Eventually the free clinic will be transitioned off of the Thursday night schedule. Volunteers are still needed for interpreters, etc. Clerical staff is being recruited through the federally funded "Experience Works" program which provides free workers trying to get back into the workforce. If possible, a bilingual person will be requested for the clerical position.

G. Scott reported that the County MIS department is working on getting 2 telephone lines designated to the free clinic and computer equipment set up.

G. Scott reported a transition team meets every 2 weeks including Dr. Cash, Dr. Rutledge, Rock River Free Clinic volunteers and Health Department staff. The free clinic accepts clients from outside of Jefferson County one time and then refers them to other free clinics closer to their residence.

G. Scott reviewed the Community Dental Clinic statistics and reported a full time dentist is currently working under a one year contract. The primary zip codes that are serviced by the clinic include Jefferson County, Watertown and Whitewater. The clinic serves clients that are 200% of the Federal Poverty Level and uninsured or covered by Medical Assistance. The dental clinic is funded by billing Medical Assistance, collecting co-pays from non-M.A. clients and receiving donations and grant funding.

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

The next meeting will be on Wednesday, February 15, 2011 at 1:00 p.m. in the Jefferson County Health Department Conference Room. Any requests for agenda items should be submitted to G. Scott at [gails@jeffersoncountywi.gov](mailto:gails@jeffersoncountywi.gov).

**Adjourn**

*Motion to adjourn meeting at 4:25 p.m. by D. Schultz; second by Dr. D. Williams; motion carried.*

Respectfully submitted; Sandee Schunk - Recorder