

**Jefferson County Board of Health**  
**Meeting Minutes – Wednesday, September 18, 2013**  
**Jefferson County Health Department Conference Room**  
**1541 Annex Road, Jefferson, WI. 53549**

**Call to Order**

E. Morse, Chair, called the meeting to order at 1:00 p.m.

**Roll Call/Establishment of Quorum**

Quorum established

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

**Staff Present:** Gail Scott, Director/Health Officer; Diane Nelson, Public Health Program Manager; Erin O'Brien, Environmental Specialist; Sandee Schunk, Clerical/Recorder

**Guests Present:** Benjamin Wehmeier, County Administrator; John Molinaro, County Board Chair; Jessica Coburn, Marquette University Student

**Certification of Compliance with the Open Meeting Law:** The meeting was properly noticed.

**Review of Agenda:** Gail S. disbursed a PowerPoint hand-out from a webinar viewed by Jessica Coburn, Marquette University Student. If time allows, Jessica will review this information later in the meeting.

**Public Comment:** None

**Approval of July 17, 2013 Board Meeting Minutes**

*Motion made by D. Schultz to approve the minutes as written; second by J. McKenzie; motion carried.*

**Communications**

G. Scott reviewed the letter dated August 8, 2013 from the "Office of the Sheriff" regarding appreciation of the student nurses holding educational seminars throughout the past year for the jail inmates.

G. Scott reviewed the letter dated July 2013 from the "U.W. School of Nursing – Madison" regarding appreciation for the Public Health Clinical provided for nursing students at the Health Department.

**Financial Report**

- a. **Income Statement:** G. Scott reviewed the July 2013 "Statement of Revenues & Expenditures".
- b. **2014 Budget:** G. Scott reviewed the "2014 Requested Budget" report.  
B. Wehmeier explained that \$30,000 of 2012 reserve funding will be used to purchase a vehicle in 2014; \$44,660 of 2012 reserve funding will be used to offset operating expenses in 2014; resulting in a tax levy request of \$887,279.  
G. Scott reviewed the "2014 Recommended Budget Narrative" included in the packet.
- c. **Vehicle Usage Report & Plan Purchase of another Vehicle:** G. Scott reviewed the July 2013 mileage/fuel expense log for the Health Department van - showing a savings of \$13,813.98 in mileage reimbursement expense since the van was purchased on February 15, 2011. G. Scott explained that the vehicle use (and need) is tracked on an online calendar. The Health Department staff is encouraged to check with Human Services for the availability of a pool vehicle if the department van is unavailable. Discussion followed regarding the savings vs. expenses.

Note: The vehicle log will be re-designed to reflect clearer statistics.

- d. **Enclosing Corral for Conference Room and Student Education Area:** G, Scott explained that the Conference Room remodeling project was on budget and the room was double-insulated for sound barrier.

J. Molinaro questioned if a panic button will be installed in the new conference room to assure staff safety in a confined space. G. Scott will check with Terry Gard regarding this request.

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

**Well Water Testing Policy:** G. Scott reviewed the "Well Water Testing" policy effective September 18, 2013 which includes information on Fluoride testing; Public Health RNs collecting water samples at homes where pregnant moms or infants reside; well water test kits are available at the Health Department for flooded well testing; policy on landlord/tenant water testing requests; etc.

*Motion by D. Williams, M.D. to approve the "Well Water Testing" Policy as written; second by M. Wiesmann; motion carried.*

E. O'Brien reported that the fire at Crawfish Junction Restaurant in Milford was not in the bar/restaurant area but confined to the apartments and office. A State Inspector will be visiting the restaurant tomorrow with one of the Sanitarians to monitor the progress of the water and smoke damage recovery. The owners hope to re-open for business in October.

E. O'Brien reported the Environmental staff will be attending a State and Regional conference in La Crosse.

### **Public Health Preparedness**

- a. **Tyson Exercise:** G. Scott reported that an ammonia leak exercise is to be scheduled at Tysons in December 2013. Board of Health members may request attendance by informing G. Scott if interested.
- b. **Influenza Exercise:** G. Scott reviewed the handout titled "2013 Immunization Program Fall Functional Exercise" included in the packet. CDC has recommended that all school age children be vaccinated. The exercise allows a one month time period for special flu clinics targeting children 6 months of age through 18 years of age. During the five clinic dates set in October, there will not be an administration fee charged for the vaccines. The flu clinics are being promoted on school websites, the Health Department website and in local newspapers. The State will evaluate if there is a successful outcome to this exercise by the number of increased influenza vaccinations given to children.  
G. Scott reported that the Health Department will begin administering flu vaccines in late September. The Jefferson County employees with Unity or Dean Health Insurance may receive flu vaccines at the Employee Benefit Fair on October 23<sup>rd</sup> or at the Health Department during normal clinic hours.

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

- a. **Set Influenza and Pneumonia Vaccine Charges:** G. Scott requested that the committee consider the approval of the current rates for the Adult Influenza Vaccinations at \$30.00 and the Adult Pneumonia Vaccinations at \$70.00. *Motion by J. McKenzie to continue the rates at \$30.00 for Influenza and \$70.00 for Pneumonia vaccinations; second by D. Schultz; motion carried.*

#### **Misc. Department updates:**

D. Nelson reported that the WIC caseload has decreased which may be related to the fact that Food Share is easier to obtain and use.

D. Nelson reported that the DNA swab testing for Child Support provided by Public Health RNs ended on August 2, 2013. The County Child Support staff was trained to take this over. It was not a cost-effective service due to the nursing staff time waiting for clients to show up.

D. Nelson reported that the census at the jail is down at this time.

G. Scott reported that car seat purchases and installations have increased this year. The “Bureau of Transportation Safety” grant which ends 09/30/13 was amended by \$1,000 to a total of \$5,000. The next grant period for 2014 will allow for requests up to \$6,000 to purchase car seats. Car seats and pack n plays cannot be re-assigned to another child unless it is within the same family.

D. Nelson reported on the Child Death Review Team (CDRT) working with local police departments re: inspections of vehicles for proper child safety seat installations. If a car is stopped, the family is referred to the Health Department for proper car seat installation assistance or to obtain a free car seat if eligible. It has been reported that the number one cause of death in children ages 1 – 13 is vehicle crashes. It is being considered to work with school Parent Teacher Associations to loan out booster seats to schools to assure safe rides to and from school for children.

G. Scott reported that a Dietetic Tech was not hired for the WIC “Fit Families” grant due to WIC funding decreasing. The current WIC staff will handle the “Fit Families” grant requirements.

- b. Communicable Disease Cases Reported:** G. Scott reviewed the handout in the packet.
- c. Public Health Improvement Grant:** G. Scott reported that grant completion is on track.
- d. QI Plan and QI Project:** D. Nelson has been working to increase Public Health referrals from Jefferson County Human Services by increasing visibility of the Health Department. D. Nelson has been providing presentations about Health Department services to the “Birth-to-Three” staff and the “Mental Health Division” staff. G. Scott reviewed the “Prenatal Referral to Public Health” form in the packet and reinforcing that the Health Department does provide Prenatal Care and parenting education services.
- e. 2014 Consolidated Contract Grant Funding:** G. Scott reported that a possible decrease of 8% in 2014 grant funding is possible, but the contract allowances will not be released until later this year. The County Finance Director advised to not budget the possible decrease for 2014 as the amount should not be significant in comparison to the total budget and the contingency fund is available if needed.
- f. Project Inform:** G. Scott reported she did a five minute radio interview regarding the car seat program. The Daily Union newspaper published an article with photos (in packet) on “National Child Passenger Safety Seat Week” (September 15 – 21). G. Scott reported that the Health Department has 3 certified technicians on staff for car seat inspections, installations and education. Fort HealthCare also has a car seat inspection program available.

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

- a. Update on ContinuUS:** G. Scott reported that the new Family Care Organization “ContinuUS” is now in Jefferson County and expanding statewide. The State wanted clients to have a choice in addition to “Care Wisconsin”. A meeting was held with “ContinuUS” regarding a contract to be their Personal Care coordinating agency but they could not meet the rate needed to work with them. Jefferson County Human Services has contracted with them but it has been reported that they have not moved any of their cases over to date.
- b. Update on Staffing Agency Contracts:** G. Scott reported that there have been problems with contracted staffing agencies not being able to fill the hours needed for some Personal Care clients. A new staffing agency is opening in Waterloo and has been contracted with to serve clients. New referrals are faxed to the three contracted staffing agencies at the same time and the case is awarded to the agency that can cover the services first.

#### **Director’s Report**

Director’s report is included in the meeting packet for review.

G. Scott reported that she participated in an agro-terrorism exercise with Donna Haugom, Emergency Management Director and Erin O’Brien, Environmental Specialist at Crystal Farms.

G. Scott reported that Jessica Coburn, Marquette University student, attended a regional Affordable Care Act training regarding assisting individuals in getting enrolled in BadgerCare or in a Marketplace Exchange health insurance plan. Individuals at or below 100% of Federal Poverty Level will be eligible for BadgerCare and individuals above 100% will have choices of insurance plans through the Marketplace Exchange. Jefferson County Human Services has hired 4 new staff members to handle the high volume of enrollments in BadgerCare. Certified Application Counselors (CAC), are being trained statewide to assist the general public in applying for health insurance coverage. Jessica may become a CAC. Several websites are available for enrollment assistance with [www.healthcare.gov](http://www.healthcare.gov) being the main website nationwide. Employers are required to disburse information about the ACA to their employees.

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

G. Scott reported that the dental clinic is not taking new patients at this time due to 2 dentists leaving the clinic. A volunteer dentist will be working every Friday; Dr. Turley works 2 days per week and a pool of 4 – 5 volunteer dentists fill in when available.

G. Scott reported that the Jefferson County Human Services Board requested funding for the Dental Clinic in the 2014 budget.

G. Scott reported that patients that present to the Emergency Room or the Rock River Free Clinic with dental pain may still be referred to the Community Dental Clinic to be seen on an emergency basis.

Barb Gudgeon, Community Dental Clinic manager, is working with the state to obtain HSA designation as a dentist shortage area. The HSA designation may take up to 8 weeks for a decision. Dentists must commit to work at the clinic for 3 years to receive tuition reimbursement.

G. Scott reported that Rock River Free Clinic Board needs to decide how they will handle the acceptance of patients that choose to not sign up for the Affordable Care Act Insurance Marketplace insurance plans.

G. Scott reported that the hiring of a part-time position to assist Rock River Free Clinic patients in applying for medication assistance programs has saved the clinic funding for medication costs. The Board is scheduled to meet tomorrow and will be reviewing the fiscal health of the clinic.

#### **Next Meeting Date/Time/Agenda Items: November 20, 2013**

G. Scott reported that future meetings may have to be moved to another time slot due to a conflict with another meeting. The committee agreed that with advanced notice, a time change would be acceptable.

Next meeting will be held on Wednesday, November 20, 2013 at 1:00 p.m. in the Health Department Conference Room.

#### **Adjourn**

*D. Schultz motioned to adjourn at 2:47 p.m.; second by M. Wiesmann; motion carried.*

Respectfully submitted,  
Sande Schunk - Recorder