

**Jefferson County Board of Health**  
**Meeting Minutes – Wednesday, March 19, 2014**  
**Jefferson County Health Department Conference Room**  
**1541 Annex Road, Jefferson, WI. 53549**

**Call to Order:**

E. Morse, Chair, called the meeting to order at 1:02 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, MD

**Staff Present:** Gail Scott, Director/Health Officer; Jeff Larkin, Environmental Specialist; Ted Tuchalski, RS/Environmental Specialist; Sandee Schunk, Clerical/Recorder

**Staff Excused Prior to Meeting:** Diane Nelson, Public Health Program Manager

**Guests:** Benjamin Wehmeier, County Administrator; John Molinaro, County Board Chair  
(Introductions made of Jeff Larkin and Ted Tuchalski as the new Environmental Specialists.)

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

The meeting was properly noticed.

**Review of the Agenda:**

No changes requested.

**Public Comment:** None

**Approval of January 15, 2014 Board Meeting Minutes:**

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

**Communications:** None

**Financial Report:**

- a) **End of Year Summary (2013):** G. Scott reviewed the handout which showed a surplus of \$67,941.24 in annual activity of revenue and expenses. Additional carryover funds listed.
- b) **Income Statement:** G. Scott reviewed the handout of the January 2014 "Statement of Revenues & Expenditures". G. Scott reported a decrease of revenue from Care Wisconsin in 2014 due to new contracted reimbursement rates; Staffing agency fees were not increased in 2014 to keep expenses down; a Public Health Improvement grant was received in the amount of \$9,400.00 for 2014.
- c) **Vehicle Usage Report:** G. Scott reviewed the handout which shows a savings of \$16,109.24 in mileage reimbursement since the van was purchased in February 2011. G. Scott reported that a 2014 Jeep Grand Cherokee has been ordered at a cost of \$27,290.00 which is \$2,710.00 under budget.

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

**Introduction of New Staff – Jeff Larkin & Ted Tuchalski:** Introductions previously held during roll call.

Ted T. reported he is a Registered Sanitarian and started working at the Watertown Health Department 3 days ago.

Jeff L. is working on obtaining certification in lead sampling and becoming a Registered Sanitarian.

## **Public Health Preparedness:**

- a) **Special Needs Population Task Force & Child Care Program Seminar:** G. Scott reported that the Emergency/Disaster Preparedness training for Day Care Centers and Pre-Schools was held on March 8, 2014 in Juneau with over 100 attendees. The next training will be held at Fort HealthCare on March 29, 2014 with a \$15.00 fee to cover handouts and meals. There will be a maximum of 100 registrations accepted for the training. The State has asked the consortium to “take the show on the road” statewide; the seminar in Juneau was taped and CD’s made for distribution with handouts if requested from other counties.
- b) **Mass Fatality Management Local Committee:** G. Scott reviewed the handout of the “Jefferson County Mass Fatality Planning Meeting” to be held on May 6, 2014 in the Health Department Conference Room. This will be held with staff from the Health Department, Jefferson County Emergency Management, Fort HealthCare and the Jefferson County Coroner. The State recommends that all counties build a local committee/team. A stipend of \$500.00 was offered by the State for submitting an agenda for a planned meeting - the agenda was submitted within the timeframe allotted. Discussion followed on what constitutes a “mass fatality”. The definition is that “it exceeds your capacity” to handle the fatalities such as Emergency Room use, strain on availability of ambulances and buses for transportation, funeral home capacity; trucks for refrigeration of bodies to be held for identification, etc.
- c) **Operation Mayhem Virtual Exercise:** G. Scott reported the Southern Region Exercise will continue the scenario of an ice storm with power outages and fatalities. The exercise on April 30, 2014 will be virtually linked by “Adobe Connect”. The Jefferson County team consisting of Health Department staff, Emergency Management staff and Fort HealthCare will meet at the Health Department or the Emergency Operations Center (EOC) located at the Workforce Development building.

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

G. Scott reviewed the handouts of the Public Health Program Statistics 2014. G. Scott reported that the WIC caseload is down which is reflected in annual grant reimbursement. A WIC staff meeting is scheduled tomorrow to problem solve and come up with ways to outreach to eligible WIC clients countywide. Dr. Williams suggested having information posted in medical clinic exam rooms regarding WIC and other Health Department programs.

G. Scott reported that a meeting was held yesterday with Mike Wallace, CEO of Fort HealthCare, regarding working together with promoting prevention and healthy lifestyles for Jefferson County residents.

- a) **Communicable Disease Cases Reported:** G. Scott reviewed the “Disease Incident Counts” report in the handout. Discussion followed regarding the 10 reported cases of Norovirus Infection. Dr. Williams reported that this virus is extremely contagious and causes vomiting and diarrhea. Disinfection by the use of bleach is recommended as alcohol based hand gels do not kill the virus. Influenza cases were reported mainly in the 50’s age group this flu season.
- b) **140 Review:** G. Scott explained this is a review completed by the State every 5 years. The review is expected on site in September 2014. Health Department policies and procedures will have to be updated and loaded on the portal ahead of time. To meet a “Level II” Health Department status, the department must offer 7 unique programs and services. The notification of any deficiency is immediate.

- c) **Wisconsin Well Woman Program Transition and Letter:** G. Scott reviewed the letter dated March 4, 2014 which was written per the request of the Board of Health. The letter requested consideration to be given in slowing down the restructuring phases of this breast and cervical screening program to allow a slower transition for medical providers, local coordinators and the women this program serves. Ed Morse signed the letter on behalf of the Board of Health. G. Scott reported that medical providers and local coordinators will need to compete to continue participation in this program. Tammie Turley from Fort HealthCare has been contacted to see if they will consider applying to be a provider effective July 1, 2014.
- d) **Child Death Review Team Legislation and Resolution:** G. Scott reviewed the handouts in the packet, including the listing of active team participants and the summary of "Keeping Kids Alive in Wisconsin Prevention Recommendations". G. Scott reported that the Board of Health will be asked to support the "Resolution to Support Child Death Review Legislation" in January 2015. The legislation recognizes and protects Child Death Review Teams (CDRT), allows sharing of information with schools, hospitals and mental health providers. The legislation would protect participants from being compelled to share any information discussed at the reviews, including in a court setting. The current proposed legislation did not pass. Questions about the legislation may be answered by contacting the Children's Health Alliance of Wisconsin.
- e) **Strategic Plan/QI Update:** G. Scott reviewed the handout in the packet regarding 4 Quality Improvement Projects to meet the 2014 grant requirements including Prenatal Care, Well Child Clinics, Immunization rates and a Parenting program. The necessity of regularly scheduled Well Child Clinics is being analyzed for need, due to insurance and Medicaid coverage of these services at medical providers. The Human Papillomavirus Vaccine (HPV) will be targeted to increase the completion rate from 18% in 2013. The Parenting Program will become more standardized with the electronic charting system and a marketing student intern is working on the development of outreach materials.

**Personal care Program and Review of Statistics:**

G. Scott reviewed the handout in the packet and discussed the end of year transition of clients to a new staffing agency.

**Director's Report:** Included in packet for review.

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

J. Molinaro reported that a meeting was held with Mike Wallace, CEO of Fort HealthCare, regarding the staffing, cost effectiveness of the clinic and if they can see a substantial savings in the decrease of Emergency Room visits by Free Clinic clients. Fort HealthCare also wanted assurance that Jefferson County would continue financial support of the clinic per the budget. The clinic may follow the Community Dental Clinic format allowing for Medicaid billing and possible insurance company billing is being considered to see patients that have insurance plans with high deductibles. G. Scott stated that the clinic is overseen by a 501(c)3 non-profit Board of Directors and they would have to decide on any changes to the clinic model.

G. Scott reported that patients are encouraged and assisted in applying for Medicaid or Marketplace Insurance Plans.

Dr. Williams stated he believes it will take at least one year for people to accept the Affordable Care Act insurance.

G. Scott reported that the Community Dental Clinic hopes to hire another dentist and hygienist pending a grant approval.

**Next Meeting Date/Time/Agenda Items: May 21, July 16, September 17, November 19, 2014:**

Next meeting will be on Wednesday, May 21, 2014 at 1:00 p.m. in the Health Department Conference Room.

E. Morse reported he will be unable to attend this meeting.

**Adjourn:**

*Motion by D. Schultz to adjourn at 2:10 p.m.; second by J. Molinaro; motion carried.*

Respectfully submitted,  
Sandee Schunk - Recorder