

**Jefferson County Board of Health**  
**Meeting Minutes – Wednesday, July 16, 2014**  
**Jefferson County Health Department – Conference Room**  
**1541 Annex Road, Jefferson, WI. 53549**

**Call to Order:**

D. Schultz, Chair, called the meeting to order at 1:00 p.m.

**Roll Call/Establishment of a Quorum:**

Quorum established.

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

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

**Guests Present:** Benjamin Wehmeier, County Administrator; James Schroeder, County Board Chair; Kathleen Eisenmann, U.W. Extension; Kristine Koepfel, UW Oshkosh Student Nurse

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

**Review of the Agenda:** G. Scott explained the updated agenda was not printed and item #6 “Election of Officers” needs to be skipped as that was accomplished at the May 21, 2014 meeting.

**Public Comment:** None.

Round-table introductions were made for the visiting UW Oshkosh Student Nurse’s benefit.

**Approval of May 21, 2014 Meeting Minutes:**

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

**Communications:** None

**Financial Report:**

- a. **Income Statement:** G. Scott reviewed the handout of the May 2014 “Statement of Revenue and Expenditures”. The report is showing an estimated deficit of (\$14,521.94) for the first five months of the year. The Personal Care Program is averaging a loss of approximately \$5,000 per month; this may be offset should WIMCR (Wisconsin Medicaid Cost Reporting) funding come through at the end of 2014. Per a State teleconference on WIMCR training, budgeting for WIMCR revenue is not realistic for the Personal Care Program and the Public Health Prenatal Care Coordinator (PNCC) program as it may fluctuate from year to year. Care Wisconsin Inc. has been asked to consider raising their reimbursement rate from \$18.00 per hour to \$19.00 per hour on two billing codes for the Personal Care Program.
- b. **Vehicle Usage Report:** G. Scott reported that staff utilization of both the department van and jeep will decrease personal vehicle usage thus decrease the mileage reimbursement expense for the department.
- c. **2015 Budget Prep and Finance Committee Hearing Date/Time:** G. Scott reported that the Health Department 2015 budget presentation to the County Finance Committee is scheduled on September 8<sup>th</sup> at 10:45 a.m. - all Board of Health members are welcome to attend the budget hearing meeting. G. Scott reported that 2015 budget preparation is in progress; possible retirements in 2015 will result in some restructuring of staff to save money.

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

T. Tuchalski that new annual permits were effective July 1, 2014. To date, seventy facilities have not renewed their permits. Facilities that do not renew may receive a \$500.00 per day citation or have their license revoked.

T. Tuchalski reported that the temporary licensing events are half over – such as fairs, farmer’s markets, etc.

T. Tuchalski reported that there has been a decrease in complaints.

T. Tuchalski reported that he and Jeff Larkin have completed training and are now certified in pool and spa inspections.

They will attend a final Department of Health Services (DHS) training for inspecting lodging facilities such as motels and Bed & Breakfasts. Jeff will attend a week of training for lead assessment in August 2014.

T. Tuchalski reported there have been two fires at licensed facilities within the past two weeks. "Tappers Bar" in Johnson Creek had water damage from an attic fire and lost a lot of food items due to the electricity being out. The Health Department was not contacted at the time of the fire. "Donny's Girl Supper Club" in rural Watertown had a fire that started in an outside sign on the building. Gail Scott was contacted by the Sheriff's Dispatcher after the fire was extinguished.

T. Tuchalski reported that follow-up was done on breakage of a candy thermometer in a clothes dryer. It was unknown if the thermometer contained mercury. The Department of Health Services (DHS) was involved with testing the dryer and air for the presence of mercury. The Fort Atkinson Fire Chief, Donna Haugom from Emergency Management and G. Scott had numerous contacts regarding this issue. The Department of Natural Resources (DNR) was also involved and planned to remove the dryer from the home, however, the toxicology test results did not warrant the removal of the appliance.

Dr. Williams questioned if a collection of mercury thermometers should be set up at the Health Department. It was reported by G. Scott that the Jefferson County "Clean Sweep" events collect these items throughout the year.

#### **Jail Strategic Plan Presentation – Kathy Eisenmann:**

K. Eisenmann from U.W. Extension gave a presentation on the development of a strategic plan for the jail health program in partnership with the Sheriff's Department. The possibility of accreditation was researched to see if it would benefit the program and improve effectiveness. The Planning Team consisted of the staff that works with jail health on a day-to-day basis; Health Department management G. Scott and D. Nelson and the Sheriff's Deputy that is in charge of the jail health program. There were three workshops held since May of 2014 to set up a plan, a vision and strategies.

The "take-away" from the plan were as follows:

- The team had shared values and beliefs about their purpose and a high level of effectiveness.
- It was decided how the program should respond to key stakeholders.
- The jail is a unique health care environment for incarcerated inmates; it is a high stakes environment which can be stressful for staff. Healthcare staff must develop skills to learn and work effectively in this environment.

K. Eisenmann reviewed the handout and highlighted areas such as their mission, their vision for the future of the program, the need for improvement of the confined space they work in now, the need of external support, gaps in the level of staffing and lack of understanding from outside of the jail, the need for increased technology, the need to connect the inmates to community resources to reduce recidivism and generational cycles, etc.

K. Eisenmann reported that the jail has exceptional nursing staff and they were very productive in this planning process.

#### **Public Health Preparedness:**

G. Scott reported that she attended a meeting regarding the development of "Health Care Coalitions" throughout the state of Wisconsin including planning and response entities such as hospitals, Health Departments, Police Departments, Fire Departments and EMS. The coalitions may become non-profits (501C3) that write grants for support of their efforts. The Federal Government has issued the Public Health Preparedness grant effective July 1, 2014 through June 30, 2015 in the amount of \$54,660.

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

- Communicable Disease Cases Reported:** G. Scott reviewed the communicable disease cases reported to date and the handouts in the packet showing a six month comparison of statistics from 2013 vs 2014.
- 140 Review:** G. Scott reported that she and two Public Health RNs have been working on the five year certification to be considered a Level I, Level II or Level III Health Department. State Statute and the State Administrative Code set the guidelines for Health Department certification. The 140 Review information will be entered into the PCA portal.
- Wisconsin Well Woman Program:** S. Schunk explained that this breast and cervical screening program that has existed since 1994 will be restructured as of June 30, 2015. The Jefferson County Health Department will no longer be a coordinating agency resulting in the loss of approximately \$10,500 in 2015. Participating medical providers will be able to apply to continue on the program in December 2014 but the current 1,000+ providers will be cut back to 20 or 25 statewide.

- d. **Public Health Nurse Hire:** G. Scott reported that Katrina Waldron has been hired and is being orientated to the department. Katrina is bilingual and will follow-up on communicable diseases, provide immunizations, provide follow-up on elevated lead levels, provide health education, etc.

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

G. Scott reviewed the handout in the packet which shows an increase in Personal Care Worker visits. As stated earlier, Care Wisconsin has been asked to consider raising the reimbursement rate by \$1.00 per hour on two billing codes. The revenue and expenses of this program are being monitored closely to determine future plans of the program.

**Director's Report:** G. Scott reported that the following reports have been combined into one report and included in the packet for review:

- a. **County Board Report**
- b. **Director's Report**

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

G. Scott reported that the Rock River Free Clinic Board meeting is tomorrow, July 17<sup>th</sup>. It has been reported that the number of patients has decreased from previous months but they are still busy.

G. Scott reported that the Community Dental Clinic is fully staffed now and patients are scheduled within 2 – 3 weeks with emergency cases being seen right away. The Dental Clinic received a State Oral Health Grant. The clinic is retaining quality, dedicated staff members.

**Next Meeting Date/Time/Agenda Items: September 17, November 19, 2014**

Next meeting will be on Wednesday, September 17, 2014 at 1:00 p.m. in the Health Department Conference Room.

**Adjourn:**

*Dr. D. Williams motioned to adjourn the meeting at 2:05 p.m.; second my M. Wiesmann; motion carried.*

Respectfully submitted,  
Sandee Schunk - Recorder