

**Jefferson County Board of Health**  
**Meeting Minutes – Wednesday, September 17, 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

**Board Members Excused Prior to the Meeting:** John McKenzie; Don Williams, M.D.

**Staff Present:** Gail Scott, Director; Jeff Larkin, Environmental Specialist; Sandee Schunk, Clerical/Recorder

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

**Guest:** Benjamin Wehmeier, County Administrator

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

**Review of the Agenda:** No changes to the agenda.

**Public Comment:** None

**Approval of July 16, 2014 Meeting Minutes:**

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

**Communications:**

G. Scott reviewed the letter received from the “UW Madison School of Nursing” thanking the Health Department staff for providing an excellent clinical site for their student nurses each semester. Special thanks by G. Scott to Diane Nelson, Public Health Program Manager; Amy Fairfield, Public Health RN (Student Coordinator) and all Public Health RNs for mentoring the students.

**Financial Report:**

- a. **Income Statement:** G. Scott reviewed the handout of the July 2014 “Statement of Revenue and Expenditures”.
- b. **Vehicle Usage Report & New Vehicle Usage Policy:** G. Scott reviewed the handout showing mileage, fuel and repair expenses for the van and jeep as of July 31, 2014.  
G. Scott reviewed the handout of the “County Vehicle Used for Work-Related Travel” policy effective September 1, 2014. Staff mileage reimbursement requests will be monitored to assure the vehicles are being used as much as possible by the staff. Included in the policy is the requirement for staff to wear seatbelts at all times while driving a County vehicle. This is a Federal guideline per the Bureau of Transportation for car seat grant recipients.

- c. 2015 Budget:** G. Scott reviewed the 2015 Budget Summary showing a Tax Levy request of \$875,223.
- G. Scott explained that \$20,000 of the 2013 Unassigned Funds Capital will be used to enclose the clinic reception area downstairs for security/staff safety and \$9,000 was designated to the Office of Emergency Management for Hazmat Team Funding expenses per the e-mail in the packet from Donna Haugom, Director.
- B. Wehmeier explained that the Health Department is non-County wide tax levy due to the City of Watertown Health Department. The \$134,000 of 2013 Unassigned Funds is outside of the General Fund Policy and was used to offset the costs of remodeling the downstairs reception area and reduce the tax levy amount requested for 2015.
- G. Scott reported on a few major changes in the 2015 Budget: The “Personal Care Program” is budgeted to end on March 31, 2015. This program has been showing an average loss of \$5,000 per month. The program cannot rely on receiving WIMCR (Wisconsin Medicaid Cost Reporting) revenue to break even, as this amount is subject to change each year and is not guaranteed. The two staffing agencies that provide Personal Care Workers for the clients, the Jefferson County Human Services ADRC (Aging & Disability Resource Center) and Care Wisconsin Managed Care Organization have been notified of the upcoming change. It was noted that the Health Department staff have done an outstanding job coordinating and providing supervision of this in-home program for aging and disabled residents of Jefferson County for many years. The current clients will still receive in-home services but the Health Department will no longer be the “coordinating agency” between the staffing agencies and the funding source. A Health Department clerical position will not be filled when it is vacated by a pending 2015 retirement and the Personal Care Coordinator will be assigned those duties.
- d. Downstairs Security Project:** Please review notes under “2015 Budget”.
- e. Funding of Support of Hazmat Team:** Please review notes under “2015 Budget”.

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

J. Larkin reported that he and Ted Tuchalski have been busy with pre-inspections and follow-up inspections of hotels, restaurants, campgrounds and food stores. They have received hands-on training regarding campground inspections.

They are still catching up on the workload due to the staff changeover in early 2014.

The event inspections such as the County Fair and 22 other special events are winding down with only 5 events left for the season.

Annual school inspections have started. Two inspections are required per year. The first visit is to make sure the kitchens are in compliance and the second visit is to check on the food safety programs in place.

J. Larkin reported he is working on becoming certified as an inspector of lead, asbestos and other hazards. He has passed 3 exams and needs to pass the State certification exam in October to become a State Certified Lead Hazard Investigator.

The 3 Environmental Health staff will attend a Public Health Environmental Health conference next week.

J. Larkin reported that the number of complaints have decreased with the exception of a few bed bug complaints.

J. Larkin reported that the two establishments that experienced fires have re-opened for business.

E. Morse reported he tagged along with Ted and it was very interesting to see the work done by Environmental Health.

## Public Health Preparedness:

### a. **2015-2016 Public Health Preparedness Grant:**

G. Scott reviewed the handout in the packet and highlighted some of the grant objectives. The grant in the amount of \$54,660 has been awarded and covers July 1, 2014 – June 30, 2015. The budget for the anticipated expenses has been submitted to the State; staff will attend training on the Preparedness plan; there will be regional exercises held; Mark Stigler was contracted with to write a Mass Casualty Plan which was completed during the last grant cycle.

## Public Health Program and Review of Statistics

### a. **Communicable Disease Cases Reported:** G. Scott reported that D. Nelson, Public Health Program Manager, is at a training session in Madison at the State Lab of Hygiene. The “Monthly Disease Incident Counts” reports were reviewed in the packet.

G. Scott reported that the new Public Health RN, Katrina Waldron, was commended for recognizing that the wrong treatment was ordered for a client due to confusion with a diagnosis. Katrina was persistent in getting this fixed. G. Scott reported that car seat inspections have increased; immunization administration has decreased due to the rules of the Affordable Care Act; Well Child Clinics will only be held in Jefferson in the near future.

G. Scott reported that Mass Immunization Clinics will be held to administer Flu and other school-age vaccines to children (the Affordable Care Act restrictions for insurance coverage do not apply for these mass clinics) in the schools and at the Health Department as part of a Mass Clinic Exercise.

### b. **140 Review:** G. Scott reviewed the handout in the packet regarding the “Wisconsin Department of Health Services – Review of Required Local Public Health Authority”. This 28 page review is required every 5 years under Chapter 140 of the Administrative Rules. Gail Scott, Amy Fairfield and Sarah Born, Public Health RNs, worked on collecting data and uploaded 120 documents to a file. The Health Department is a Level II and needed to choose seven programs for review. Evaluation components need to have qualitative and quantitative data. One requirement was evidence that this Board of Health provides guidance to the community, passes ordinances, sets policies, sets budgets, meets at least quarterly, has an RN and MD on the Board and acts as a Regulatory Board. The handout lists the seven programs used for evidence of compliance for the 140 Review scheduled on Thursday, September 25, 2014 at 9:00 a.m. – Noon. The Board of Health members are invited to attend the review meeting.

### c. **Revised TB & Rabies Prevention & Control Policies:** G. Scott reviewed the handouts in the packet. It was reported that one rabid bat was confirmed in rural Cambridge. It is advised that if a bat is found in a house or had direct contact with a person or pet, it should be tested for Rabies.

G. Scott reported that the TB (Tuberculosis) policy and forms were updated due to an active TB case that a Public Health Nurse is visiting every day.

### d. **Results of the Department of Corrections Jail Nursing Audit:** G. Scott reported that the audit was passed and the auditor reported that the jail nursing program is advanced in policy and procedures.

### e. **New Hire – Part-time Jail Nurse:** G. Scott reported that the position has been filled and the nurse is currently in orientation.

### f. **Results of the Department of Health Services WIC Audit:** G. Scott reviewed the handout in the packet. The staff received good reports along with a few corrective actions required.

- g. New Hires – Breastfeeding Peer Support Counselors for WIC:** G. Scott reported that two part-time Peer Support Counselors were hired to replace the two resignations. There were several good applicants to choose from.

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

- a. Care Wisconsin Revised Agreement for Services and Rates:** G. Scott reported that Care Wisconsin has agreed to increase two billing codes by \$1.00 per hour effective July 1, 2014.
- b. 2015 PCW Program Planning:** See notes under “Financial Report - 2015 Budget” above. G. Scott reported that Care Wisconsin Managed Care Organization will continue to refer clients to the Personal Care Program until the transition of clients begins in January 2015 with the proposed end date of the program on March 31, 2015.

**Director’s Report:**

- a. Monthly Report to Administration/County Board:** G. Scott reviewed the handout in the packet and explained this is a monthly activity report of the entire Health Department with staff contributing information for review by the County Administrator and Board of Health. It was noted that this reflects good management of staff being involved in a team environment. G. Scott reported that \$1,425.00 has been received in private donations for the “Cribs for Kids” program allowing the purchase of 20 cribs with 40 sets of sheets.

**Status of Rock River Free Clinic and Community Dental Clinic:** G. Scott reported that the Rock River Free Clinic has raised the income eligibility guideline to 250% of the Federal Poverty Level (FPL) making more uninsured clients eligible to attend the clinic. The Community Dental Clinic Board voted to keep their income guideline at the current 200% of FPL.

Both clinics have appointments available.

B. Wehmeier asked if the Rock River Free Clinic would consider seeing patients that have high deductibles under their Affordable Care Act insurance policies. G. Scott reported that this is being discussed by the Free Clinic Board and they will be checking with other free clinics to see if this is in place elsewhere.

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

**2015 Meetings: January 21, March 18, May 20, July 15, September 16, November 18**

Next meeting will be on Wednesday, November 19, 2014. The time will need to be determined due to a conflict with LEPC meeting. G. Scott will send an e-mail to committee members with the time for the meeting.

**Adjourn:**

*M. Wiesmann motioned to adjourn the meeting at 1:58 p.m.; second by E. Morse; motion carried.*

Respectfully submitted,  
Sandee Schunk - Recorder