

Jefferson County Board of Health
Meeting Minutes – Wednesday, November 19, 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 11:00 a.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; Diane Nelson, Public Health Program Manager; Ted Tuchalski, Environmental Health Specialist; Sandee Schunk, Clerical/Recorder

Guests Present: Benjamin Wehmeier, County Administrator; Dianna Forrester, Tobacco Free Partnership – Dodge, Jefferson, Waukesha

Round-table introductions held.

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 September 17, 2014 Meeting Minutes:

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

Communications:

a) Management Evaluation Letter from the State WIC Program

G. Scott reviewed the letter in the meeting packet.

b) 140 Review Letter

G. Scott reviewed the letter in the packet from the State Health Officer and Administrator at the Department of Health Services confirming State statutes and rules have been met to continue as a certified Level II Health Department. A plaque will be presented by the State at the December 9, 2014 County Board meeting.

Tobacco Free Ordinance Discussion of Possible Update

Guest – Dianna Forrester, Tobacco Free Partnership – Dodge, Jefferson, Waukesha

Dianna spoke on the importance of counties and businesses having policies regarding the use of E-cigarettes and other tobacco products. She passed around samples of E-cigarettes and the scented liquid products that are used to refill the cartridges. The contents of the cartridge refills are unknown and products are made in many flavors and bright colors to entice youth to use them. E-cigarettes are not under any FDA (Food & Drug Administration) regulations. Statistics show that the use of E-cigarettes by middle school age children has tripled in 2014. Five establishments in Dodge County, Waukesha County and Jefferson County were visited and found to have these products on the counters by the check-out registers and many employees were unaware that the products are not to be sold to minors. One clerk reported that

“kids buy them all the time”. At this time, E-cigarettes are legal to use in bars and restaurants unless a policy is in effect to restrict use in the businesses. A question was asked about the vapors that are emitted from the E-cigarettes. In 2009 a lab test showed there are toxins in the second-hand vapors when the water vapor is released. The toxins are different than those found in tobacco cigarettes. The E-cigarettes are advertised as a “tool for smoking cessation” when in fact, many youth start out using these devices and then progress to smoking tobacco products. Dianna reported that there are 7 approved products available to aide in quitting smoking and the Wisconsin Quit Line gives out 2 weeks of free Nicotine patches to anyone that calls and asks for assistance in quitting smoking. Dianna suggested that each county look at their policy that is in place and be sure it includes restrictions on any and all nicotine delivery systems for all staff, administration and visitors to buildings owned or operated by the county. Discussion was held regarding a resolution to the Jefferson County Board to ban all nicotine devices in Jefferson County buildings; asking the Administrative Rules Committee to address the policy; the Health Department to push education about the health risks involved in the use of E-cigarettes (especially by youth); the concern of no FDA oversight on these products and how they are marketed to entice youth to buy the products; contacting wellness groups in the county to get their support in writing letters to Legislators regarding this topic.

Dr. D. Williams made the following motion: The Jefferson County Board of Health instructs Gail Scott, Director/Health Officer, to send information to wellness coalitions at city and county levels regarding Nicotine products including E-cigarettes and to include statistics of the use of Nicotine delivery systems, the effect it may have on others and how the products are used as a gateway to tobacco cigarette usage. The Jefferson County Board of Health will create a resolution for the Jefferson County Board of Supervisors requesting the amendment of the tobacco control policy to ban all Nicotine delivery systems and devices throughout all Jefferson County owned buildings. Second by J. McKenzie, motion carried.

Board of Health Organization & Report on Meeting with Corporation Counsel

G. Scott reported that she met with Blair Ward, Jefferson County Corporation Counsel and discussed issues brought up during the 140 Review process. Some of the questions brought up concerned the involvement of the Board of Health. It is advised that the Board of Health should vote on the following Health Department issues: acceptance of grant funding, passing ordinances, setting policies, voting on annual budgets, providing guidance to the community. A formal process needs to be followed by the Board of Health since the Health Department is working towards accreditation.

Financial Report

a) Income Statement: G. Scott reviewed the handout of the September “Statement of Revenue and Expenditures” in the packet. As of September 30, 2014 the department is showing an estimated deficit of (\$ 41,316.13).

B. Wehmeier explained that this is the reason the Personal Care Program will be phased out in March of 2015.

G. Scott explained that the WIMCR (Wisconsin Medicaid Cost Reporting) system had a new process for filing the 2013 financial report. It was very involved and a webinar meeting is scheduled on December 18th to go over the new process. It is unknown if the Health Department will receive a WIMCR settlement for 2013 in late December. There is always the possibility of having funding retrieved also. (Note: The two programs that are required to file annual WIMCR reports are the Personal Care Program and the Prenatal Care Coordination Program.)

Motion by Dr. D. Williams to accept the September 2014 Income Statement; second by E. Morse; motion carried.

b) Vehicle Usage Report & New Vehicle Usage Policy: G. Scott reviewed the handout in the packet and reported that the staff is using the van and jeep more - resulting in mileage reimbursement savings.

- c) **Funding of Hazmat Team:** G. Scott reported that she met with local EMS chiefs and Jefferson County Emergency Management to let them know the Health Department was able to provide \$9,000 of funding for the Hazmat Team in 2015. B. Wehmeier reported that the Jefferson County Emergency Management department needed funding to cover Fit-testing and supplies. The Health Department had some carryover funding that could be made available to assist them in these purchases.

Operational Update of the Environmental Health Program

T. Tuchalski, Environmental Health Specialist, reported that Jeff Larkin completed the lead risk assessment and went out to investigate 6 or 7 cases in Watertown and Fort Atkinson with a DHS (Department of Health Services) staff member. Jeff is now State certified to provide Lead Hazard Inspections.

T. Tuchalski reported that the State provided training for tattoo/body piercing inspections. There are 6 facilities in Jefferson County that will be monitored and inspected.

T. Tuchalski reported that on December 16th and 17th, they will have a "Food Safety Review" by DHS to go over policies, previous inspections and to watch the inspection techniques of both Ted and Jeff.

T. Tuchalski reported that the Watertown Health Department hired a new Environmental Health Specialist for Dodge County. This staff member will be 75% responsible for Public Health Preparedness and 25% for nuisance complaint follow-up in Dodge County.

G. Scott reported that the Public Health Preparedness grant that began on July 1, 2014 will cover some of her salary and benefits as she works on updating emergency plans; completing ICS grids; obtain appropriate Preparedness training; exercises for mass clinics, etc.

G. Scott reported that staff are listening to Ebola webinars on a weekly basis; Fort HealthCare is working on an Ebola plan of action; the patient will be screened at Fort Memorial (level 2) and then if diagnosed with Ebola, transferred to a level 1 facility which would be U.W. Hospital in Madison, U.W. Children's Hospital in Madison, Froedert Hospital in Milwaukee or Children's Hospital in Milwaukee. Three ambulance services will transport patients from the Level 2 hospitals to the Level 1 hospitals for treatment.

G. Scott reported that she has met with the Jefferson EMS Chiefs to go over a plan for Jefferson County residents should the need arise. Forty two patients have been followed in Wisconsin for possible Ebola with zero cases confirmed.

G. Scott reported that information has been sent to Jefferson County schools; Emergency Room Infection Control staff at local hospitals.

T. Tuchalski reported that in January 2015 food inspections will be available for viewing by the public on "Health Space". Discussion followed regarding the training of farmers on agricultural chemical use is provided by U.W. Extension.

G. Scott reported that the DNR is still following up on a smell complaint at the egg farm. The DNR will be holding a new air permit meeting in March 2015. This will be a public hearing. G. Scott will put information out for Board of Health members. E. Morse and G. Scott will attend the "Citizens for a Better Environment" meeting.

Public Health Preparedness

G. Scott reported that the new Preparedness grant period that started on July 1, 2014 has objectives to be met. The State is changing to seven health care coalitions throughout the State instead of separate coalitions. The amount awarded to each regional coalition is \$300,000. G. Scott and the Iowa County Director are to represent the South Central Coalition at meetings so groups can plan and work together to make regional responses stronger. The coalitions must be a 501C3 non-profit, have a Board of Directors in place and have a medical advisor and an EMS representative. The coalition may have paid positions such as a full time coordinator and possible clerical support.

Public Health Program and Review of Statistics

- a) **Communicable Disease Cases Reported:** D. Nelson reported that the mass school immunization clinics provided approximately 500 immunizations to children.
D. Nelson reported that communicable disease cases are decreased from prior months. There were 6 Salmonella cases reported with the possibility that a workplace potluck dinner was the source.
D. Nelson reported that Public Health nurses are still following an active TB (Tuberculosis) case 5 days/week for Daily Observation Therapy (DOT).
- b) **140 Review:** Previously discussed in this meeting under “Communications”.

Personal Care Program and Review of Statistics

- a) **2015 PCW Program Planning:** G. Scott reviewed the statistical handout and reported that letters are being sent to the Personal Care Medicaid clients regarding transition to other Medicaid providers by January 31, 2015. The Personal Care Program is scheduled to end by March 31, 2015.

Director’s Report

- a) **Monthly Report to Administration/County Board:** G. Scott reviewed the handout in the meeting packet. The report shows monthly activity of the Health Department staff.
G. Scott reported that the Health Department certified car seat technicians provided an educational training at the Cambridge Elementary school with police officers and received positive comments afterwards.
M. Wiesmann asked how the department’s Strategic Plan was progressing. G. Scott reported that there were some staff issues with team-building. Another \$900 grant will be received for QI and Accreditation work.
G. Scott reported that a “Randy Schopen Foundation” grant was awarded with a check in the amount of \$1,000 received to purchase Pack n Play cribs. A photograph and newspaper article will be published soon. A request for funding can be submitted annually to the Foundation.
G. Scott reported that the Health Department was selected for a grant to promote 3 doses of HPV (Human Papilloma Virus) vaccinations. The funding will be received in two increments: \$2,000 in 2014 from the Wisconsin Cancer Control Program and \$5,000 in 2015 from a Federal CDC grant. Benchmarking and calling clients for return visits will be required. The Immunization Coalition includes Fort HealthCare, schools and other medical partners.

Status of Rock River Free Clinic and Community Dental Clinic

G. Scott reported that the Rock River Free Clinic has a Board meeting tomorrow (11/20/14) at 2:30 p.m.
G. Scott reported that the Community Dental Clinic had a Board meeting on November 13, 2014.

Next meeting Date/Time/Agenda Items: 2015 meetings: January 21, March 18, May 20, July 15, September 16, November 18

Next meeting will be held on Wednesday January 21, 2015 at 1:00 p.m.

Note: Dr. D. Williams reported he will be unable to attend the January 21, 2015 Board meeting.

Adjourn: *M. Wiesmann motioned to adjourn the meeting at 12:15 p.m.; second by Dr. D. Williams; motion carried.*

Respectfully submitted;
Sandee Schunk - Recorder