

Jefferson County Board of Health
Meeting Minutes – March 18, 2015
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 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; Jeff Larkin, Environmental Health Specialist; Sandee Schunk, Clerical/Recorder

Guests Present: Benjamin Wehmeier, County Administrator; Myra Uttech, BSN Student

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 the January 21, 2015 Meeting Minutes:

Motion made by J. McKenzie to approve the minutes as written; second by Dr. Williams; motion carried unanimously.

Communications: None

Board Organization including Number of Meetings and Membership: This was discussed at the January 21, 2015 meeting.

Financial Report

- a. **Income Statement:** G. Scott reviewed the January 2015 “Statement of Revenue & Expenditures” in the packet. As of January 31, 2015 the department is showing a deficit of (\$4,507.73) attributed to the operations of the Personal Care Program.
- b. **End of Year Financial Status:** G. Scott reviewed the “2014 End-of-Year Summary: Revenue/Expenses/Carryover” in the packet. The 2014 surplus will be discussed at a meeting with Ben Wehmeier, Administrator and Brian Lamers, Director of Finance. B. Wehmeier explained that the Health Department has a three month operational fund balance that must be maintained and any additional surplus may be moved into 2016.
- c. **Vehicle Usage Report:** G. Scott reviewed the handout in the packet and reported that both vehicles are being used by staff resulting in reduced mileage reimbursement expenses.

Operational Update of the Environmental Health Program

J. Larkin reported that the Environmental Health staff has been busy providing over 300 inspections to date in 2015. The inspections include restaurants, hotels, swimming pools, schools, campgrounds, re-inspections and follow-ups. They have had 4 lead hazard risk assessments plus 2 inspections. Holly Hisel does approximately 300 well inspections per year. Temporary events such as the upcoming April Car Show will require food booth inspections. The specialists also deal with environmental complaints as needed. They did follow-up inspections on a Fort Atkinson restaurant after a fire.

J. Larkin discussed the ongoing issue with the Rock Hotel in Fort Atkinson that is not licensed as a hotel but has renters living in the building. A “Cease and Desist” order was issued on February 20, 2015 along with a \$ 500 citation. Owner denies being a “hotel” and reports he operates a “long term rental” facility but pre-paid a “hotel” license inspection fee. A court date is set in late April as the owner is contesting the \$500 citation. The Judge will decide if the owner is “operating without a license”. Numerous fire inspections have been conducted resulting in documented violations of fire codes. Currently 15 – 16 rooms are being rented out with approximately 20 – 25 occupants. Jefferson County Corporation Counsel has been involved with this case and is hopeful the current residents will not have to be moved out. G. Scott reported that Kathi Cauley, Director of Jefferson County Human Services, is aware of possible evictions and the fact that the residents may need assistance in finding housing. G. Scott reported that the Fort Atkinson Fire Department Inspector said it was good that the Health Department was involved in the case so the owner knows there are consequences if requirements are not met for fire codes and licensure. The City of Fort Atkinson has been dealing with this issue since 2013. The Health Department was called to become involved in December 2014. The aggressive process was started in early 2015. It was noted that if the owner does not want the building to be licensed as a “hotel”, there may be zoning issues with the City of Fort Atkinson to be considered a “long term rental facility”.

Public Health Preparedness

G. Scott reported that the five regional healthcare coalitions need coordinators for each region and a medical advisor/director. Two representatives must be from Public Health.

G. Scott will be serving on a State Fatality Management Team.

G. Scott reported that the Preparedness grant objectives have been completed. The only item that needs to be purchased is head phones for her computer to improve communication.

G. Scott reported that once a template is completed for a Mass Care Plan, the Health Department will receive \$1,000. A meeting will be held on March 23, 2015 with Donna Haugom, Director of Jefferson County Emergency Management to complete the template.

Public Health Program and Review of Statistics

- a. Communicable Disease Cases Reported:** D. Nelson reviewed the statistical report in the meeting packet. Tamiflu supplied by the State was distributed to local Nursing Homes. Cases of hospitalizations due to Influenza were reported and followed by Infection Control. There was a “suspect” measles case ruled out this week.

M. Wiesmann reported Fort HealthCare has updated their Ebola plan. Katrina Waldron, Public Health Nurse, met with her and was commended for doing a good job collaborating between the Health Department and Fort HealthCare.

- b. E-Cigarette Inclusion in County Smoke Free Air Policy:** G. Scott reported she has been working with Dianne Forrester, Tobacco Free Coalition and Blair Ward from Jefferson County Corporation Counsel to amend the Jefferson County Smoke Free Air Act, Ordinance No. 2003-06 to include the use of E-Cigarettes and electronic delivery devices. Sample of ordinance amendment reviewed in the meeting packet. A “no fiscal impact” statement will be added to the amendment.

Motion made by Dr. Williams to recommend that the updated “Jefferson County Smoke Free Air Act” be presented at the Jefferson County Board of Supervisors meeting scheduled on April 21, 2015; second by E. Morse; motion passed unanimously.

- c. Discussion about Powdered Alcohol:** G. Scott reported that Palcohol has been approved by the FDA. The freeze-dried powdered alcohol will be sold in one ounce pouches and will be more expensive than liquid alcohol. Some states are moving to ban the production and sale of Palcohol due to concerns of use by underage youth; use at places of employment; the ability to conceal the product easier than liquid alcohol. Dr. Williams recommended that the Board of Health support the State in banning this product due to the risk factors involved. G. Scott will work with Blair Ward at Jefferson County Corporation Counsel to write a resolution to be approved by the Board of Health and passed on to the Jefferson County Administrative Rules Committee for review.

B. Wehmeier reported that currently Senate Bill #10 and Assembly Bill #72 prohibiting the sale of powdered alcohol are in review.

Dr. Williams motioned that “a resolution be written stating that the introduction of Palcohol would be adverse to Public Health, therefore, the Board of Health supports a ban on the introduction of Palcohol in the State of Wisconsin and supports Senate Bill #10 and Assembly Bill #72”. The resolution will be forwarded to the Jefferson County Administration and Rules Committee at their scheduled meeting on April 29, 2015. Second by E. Morse; motion passed unanimously.

d. Update on 2014 QI Projects: D. Nelson reported on three QI (Quality Improvement) projects:

- 1. 140 Review** – This project is completed and passed review.
- 2. PNCC (Prenatal Care Coordination)** – The Health Department and Jefferson County Human Services are completing cross-referrals of high risk clients. D. Nelson reported that Medicaid reimburses the Health Department for providing prenatal visits for eligible clients. Objectives are to provide post-partum depression screenings, increase post-partum visits to medical provider, increase first trimester contacts by Public Health Nurse and increase access to birth control post-partum. State audits can take back funding if paperwork is not completed in the proper order. Prenatal Care posters printed in English and Spanish are being distributed county-wide by the Public Health RNs. Some women do not want to have prenatal visits. Dr. Williams will encourage Fort HealthCare Obstetric physicians to refer to PNCC community connections for Public Health RN visits, cribs, car seats, referral to WIC and other resources. PNCC referral forms will be given to Dr. Williams for distribution to Fort Healthcare OB clinics.
- 3. HPV (Human Papilloma Virus) Vaccine** – Per an audit from the State’s Vaccine for Children Program, it was noted that the Health Department HPV immunization compliance rate was only 18% of clients completing the 3 doses. The QI goal had been set to increase to 25% completion rate of which 23% was met. Per a report, age appropriate clients received 1 or 2 injections. Postcards were mailed to 286 clients ages 11 – 18 with a 16% response rate of 46 clients. Of the 286 postcards sent out, 118 had received 1 dose; 101 had received 2 doses; 67 completed the series of 3 doses. The 286 clients also received educational material on the Meningitis vaccine. During 4 mass school clinics held in October 2014 for flu vaccines (approximately 400 – 500 flu vaccines given) - 37 kids also started the HPV series. In November 2014, an HPV Immunization Coalition grant was received and a Public Health RN is working to provide outreach to medical providers and parents – encouraging the HPV vaccine. There is a paid HPV ad being run at the County Fairgrounds on the TV monitor at all events. Dr. Williams reported that over 20 million HPV vaccines have been given since it was introduced. The vaccine is most effective if given at age 11 – 12 for better immunity and needs to be given ahead of the infection. Some people contract HPV but get over it. In others, HPV can cause genital warts, cervical cancer, oral/pharyngeal cancer, rectal cancer. M. Wiesmann reported the vaccine is controversial due to families concerned that having young teenagers receive the vaccine is promoting them becoming sexually active. It is also estimated that approximately 30,000 women die each year from cervical cancer.
- 4. Well Child Clinic** – D. Nelson reported on the 2013 – 2014 Well Child Clinic Analysis report in the meeting packet. In 2014 fewer children were seen for physicals at the Health Department due to receiving the service from their medical provider. Head Start is the largest referral source for physicals due to their requirement of each child having a physical within 45 days of school starting. Well Child Clinics will be held one time per month at the Health Department for uninsured children. Body Mass Index statistics were reviewed showing 29% of the children screened were overweight and 15% were obese. A USDA WIC grant called “Fit Family” serves 50 – 54 families encouraging increase water consumption, increased fruit and vegetables, decreased TV time and increased activity. Head Start is proposing to provide parent education roundtable discussions with regarding obesity. The Jefferson County Parks Department will offer low cost family use of parks to increase activity. Intervention early in life is important to teach healthy practices such as using smaller plates, not starting solid foods too early, staying away from super-sized foods and drinks which provide empty calories and high fructose syrups. M. Wiesmann suggested the Health Department partnering with Fort HealthCare in promoting healthy lifestyles.

B. Wehmeier reported that the Health Department and Human Services Department are ahead in QI projects with trainings and outcome monitoring.

Personal Care Program and Review of Statistics

- a. **2015 PCW Program Transition:** G. Scott reported that Personal Care clients are being transferred to the staffing agencies. All of the clients will be transitioned by March 31, 2015.

Director's Report

- a. **Monthly Report to Administration/County Board:** G. Scott reviewed the January and February report in the meeting packet. Highlighted items were finalizing the 2015 CHIP (Community Health Improvement Plan) with Dodge County and City of Watertown focused on the prevention of obesity, promoting healthy lifestyles and increasing activity. Diane Lenz, Jail LPN, was the recipient of an award at the Sheriff's banquet for her response to a combative inmate. G. Scott reported that the Sheriff's Department and jail nursing staff do a good job diffusing escalations and are trained in handling stressful situations.
An active Tuberculosis client that was receiving "Direct Observed Therapy" from Public Health nursing staff has been discharged with a good outcome.
A "Wellness Committee" was developed within the Health Department and set up a walking path inside the building, encouraged increased water consumption by staff and encouraged decreasing unhealthy snacks at work. Mary Wollet, WIC Director will serve on a wellness steering committee for Head Start.
G. Scott reported the retirements of the following Health Department staff on May 1, 2015: Sally Albertz, Administrative Assistant II (will not be replaced due to the Personal Care Program ending); Shirley Gehrke, Public Health Technician/LPN (will not be replaced); Jackie Behm and Kathy Cheek, Public Health RNs (both positions will be requested for replacement).

Status of Rock River Free Clinic and Community Dental Clinic: G. Scott reported that the contract with the Rock River Free Clinic was accepted. The Board has decided to hire an Executive Director for the Rock River Free Clinic. The Community Dental Clinic remains busy and is well staffed.

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, May 20, 2015 at 1:00 p.m. in the Health Department Mondo Conference Room.

Adjourn: *E. Morse motioned to adjourn the meeting at 2:30 p.m.; second by M. Wiesmann; motion carried.*

Respectfully submitted;
Sandee Schunk - Recorder