

**Jefferson County Board of Health  
Meeting Minutes – May 27, 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 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; Don Williams, M.D.

**Board Member Absent:** John McKenzie was excused prior to the meeting.

**Staff Present:** Gail Scott, Director; Diane Nelson, Public Health Program Manager; Ted Tuchalski, Environmental Health Specialist; Sandee Schunk, Clerical/Recorder

**Guest Present:** 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 the March 18, 2015 Meeting Minutes:**

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

**Communication:** None

**Financial Report**

- a) **Income Statement & Review of 2015 Budget:** S. Schunk reviewed the April 2015 “Statement of Revenue & Expenditures” in the meeting packet. As of April 30, 2015 the department is showing an estimated deficit of (\$18,655.68). Approximately (\$15,052.50) is from the Personal Care Program that closed on March 31, 2015.
- b) **Vehicle Usage Report:** The handout in the meeting packet was reviewed. It was decided by the committee members that this report is not necessary to present at future Board of Health meetings as the two department vehicles are being utilized by the staff resulting in lower cost mileage reimbursement expense. The report will be monitored by Health Department management.

**Operational Update of the Environmental Health Program**

- a) **Revision of the Environmental Sanitation Ordinance:** G. Scott reviewed the handout in the meeting packet titled “Environmental Sanitation Ordinance” and reported that the State is proposing a freeze on licensing and inspection fees for two years - limiting local control on licensing. It is proposed that the Jefferson County Ordinance be changed to remove the listing of fees. The Environmental Health Program must pay for itself to cover the sanitarian wages and benefits and remain non-profit.  
G. Scott reported that T. Tuchalski is now the supervisor of the Jefferson County/City of Watertown Environmental Health Consortium.
- b) **Fee Structure Changes:** Handout of the “2015 Fee Proposal” was reviewed. T. Tuchalski reported that the pool inspection fees have been 270% below average compared to other counties, and no other agents provide “free” re-inspections. Many

pools are closed and re-opened with a lot of time spent on re-inspections and teaching of pool staff. The re-inspection fees may be a financial incentive for managers to fix the problems to avoid multiple re-inspection fees. All non-pool fees are proposed to increase by 2% to be more in line with the State average.

B. Wehmeier reported that the revised fee schedule could be presented to the Jefferson County Finance Committee on June 9, 2015. The fee changes do not change the Health Department budget as the City of Watertown is the fiscal agent. Updating the current fee schedule was proposed and approved by the City of Watertown Finance Committee.

*Motion by M. Wiesmann to raise the inspection fees as proposed; second by E. Morse; motion carried unanimously.*

M. Wiesmann questioned if the facilities will be notified of the increasing fees. It was confirmed that letters would be sent to the facilities upon approval of the fee schedule changes.

- c) **Appeal of Lead Abatement Orders to the Board of Health:** G. Scott reported that when lead abatement orders are issued by the Jefferson County Health Department and a homeowner or landlord wants to appeal the orders, the appeal should go to the Jefferson County Board of Health and not the State as the current letter states.

*Motion by M. Wiesmann to have the letter that is sent to the homeowner or landlord ordering lead abatement be corrected to list the process of appeals as going to the Jefferson County Board of Health; second by E. Morse; motion carried unanimously.*

G. Scott reported that a Public Health Nurse and an Environmental Health Specialist are following up on a house that has failed lead testing and has a lead poisoned child residing there. The lead exposure may be from lead based paint or varnish in the home. The RN has spent time with the family teaching about lead exposure.

M. Wiesmann reported that lead poisoning in a child can cause developmental delays and other health problems.

D. Nelson reported that any lead levels >10 need follow-up and testing by the Environmental Health Specialist. Follow-up continues until the lead level falls to < 10. The Health Department plans to follow-up on any blood level results of 5 – 9 in a child in hopes of preventing lead poisoning.

#### **Public Health Preparedness**

- a) **New Public Health Emergency Preparedness (PHEP) Ebola Funding:** G. Scott reported that a new grant in the amount of \$18,628 has been signed by Ben Wehmeier and submitted to the State. Permission was received from the State to use some of this funding for the follow-up expenses on the Avian Flu outbreak (staff wages, benefits, medical supplies, etc.)
- b) **Completion of Mass Care Planning Document & Stipend:** G. Scott reported that \$ 1,000 was awarded to the Health Department for completing a Mass Care Planning template. The Mass Care Plan is to provide guidance during an emergency that needs large numbers of people re-located. Those involved would include Public Health, Jefferson County Human Services, Jefferson County Emergency Management, Red Cross and Salvation Army. B. Wehmeier reported that the plan allows a contractual opportunity to increase staff should an emergency require additional assistance.

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

- a) **Communicable Disease Cases Reported:** G. Scott reviewed the handout in the meeting packet.
- b) **Avian Influenza (H5N2 – HPAI) Outbreak:** G. Scott reported that the Health Department staff focused on the outbreak and set up a mini Emergency Operations Center (EOC) in the Health Department conference room. Three farms were impacted in Jefferson County. D. Nelson was thanked for doing an excellent job coordinating staff and follow-up with the farm workers for health surveillance monitoring per the State's request. The 2<sup>nd</sup> farm impacted had a strong Human Resources & Administrative Department that handled the follow-up. The Public Health Nurses only provided the initial health screenings. Tamiflu was provided to any farm workers that requested it. The outbreak is mostly resolved now – temps at 65 degrees or more with sunshine kills the virus. D. Nelson reported that the dead birds were composted on site and the virus dies within a few hours of being placed in the compost piles. The facilities must be disinfected and re-tested before they can begin operations again.
- c) **DNR Air Permit Hearing in Lake Mills:** G. Scott reported that there was a DNR air permit hearing regarding a fertilizer processing plant in Lake Mills. The Health Department had been asked to do some air monitoring in the area. The State

Toxicologist had done testing of the air quality last year with no significant findings. "Citizens for a Better Environment" were present and provided testimony regarding the odors coming from the operation. The DNR permit may require additional equipment to be installed to decrease the odor caused by the facility.

- d) E-Cigarette Inclusion in County Smoke Free Air Policy:** G. Scott reported that the request to include E-Cigarette products on the County Smoke-Free Ordinance will be on the June 2015 County Board meeting agenda. It was noted that State law is proposed to allow use of these products everywhere except hospitals, schools and daycares when children are present. It was noted that State law can preempt county ordinances.

*Motion made by M. Wiesmann to authorize Gail Scott, on behalf of the Board of Health, to write a resolution opposing preemption of legislation to reject the use of E-Cigarette products in all facilities and forward the resolution to the Jefferson County Administrator; second by Dr. D. Williams; motion passed unanimously.*

- e) Powdered Alcohol:** G. Scott reported this resolution has not been completed to date due to staff shortages and the recent Avian Flu outbreak. The State does not have other resolutions in process. G. Scott will ask WALHDAB (Wisconsin Association of Local Health Departments and Boards) to take a look at this issue and address it with the State. G. Scott will follow-up on this and report back to the Board of Health.

- f) Wisconsin State Laboratory of Hygiene Budget Provision:** G. Scott reviewed a letter in the meeting packet from WALHDAB stating concerns about provisions in the 2015 – 2017 State budget to move the State Lab of Hygiene out of the UW-Madison and transfer it to the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP). The State sets aside funding for "fee exempt testing" of bats, environmental testing, monitoring of infectious disease, electronic reporting of reportable diseases, etc. The State budget bill also reduces state funding for the Wisconsin State Lab of Hygiene by transferring \$3,593,400 of their GPR funding directly to the Wisconsin Department of Health Services and the Wisconsin Department of Natural Resources. An e-mail was reviewed from Karen McKeown, RN, MSN, State Health Officer and Administrator, that supports the moving of these funds to the Department of Health Services to support local Public Health issues. Discussion followed with M. Wiesmann stating that she has concerns that the shifting of resources would increase the possibility of losing support and exempt fees in the future. The Wisconsin State Lab of Hygiene has access to UW research and students and has a strong reputation nationwide. G. Scott stated concerns that if the limited funding allocated is used up, testing in the future would not be covered.

*Motion made by Dr. D. Williams to authorize Gail Scott, on behalf of the Board of Health, to send a letter to Karen McKeown, State Health Officer, stating their concerns regarding the moving the Wisconsin State Lab of Hygiene at UW-Madison to the Department of Agriculture and Department of Health Services and transferring the GPR funding from the Wisconsin State Lab of Hygiene to the Wisconsin Department of Health Services and the Wisconsin Department of Natural Resources.. A copy of the letter should be shared with the WALHDAB (Wisconsin Association of Local Health Departments & Boards) and WPHA (Wisconsin Public Health Association); second by E. Morse; motion carried unanimously.*

- g) Retirements of Five Staff and Staffing/Hiring Update:** G. Scott reported that 3 Public Health RNs (Jackie Behm, Kathy Cheek & Mary Stearns); 1 clinic LPN (Shirley Gehrke) and 1 clerical staff (Sally Albertz) retired on May 1, 2015. The staff had accumulated 105+ years of experience at the Health Department. A department luncheon for the retirees was held with B. Wehmeier in attendance to represent the County. The retirees may be honored at a future County Board meeting. G. Scott reported that 2 Public Health RNs have been hired with a start date of June 1, 2015. One nurse is returning to the Health Department after working here in long term care previously. The other RN is a new graduate with a Masters' degree in Public Health and has previous Public Health experience. The third nursing position is awaiting approval by the County Administrator and 2 candidates have been interviewed. Terri Palm, Human Resources Director, has worked with the new employees regarding salaries and negotiating vacation time based on experience.

- h) Proposed New LPN Position:** G. Scott reported that a meeting was held with Ben Wehmeier (County Administrator), Brian Lamers (Finance Director); Diane Nelson (Public Health Program Manager); Sandee Schunk (Accounting Specialist II) and herself to discuss the creation of an LPN position to work an average of 8 hours per week at the County Jail and 24 hours per week at the Health Department clinic. Duties at the Health Department would include providing immunizations; vaccine inventory and other duties performed by the previous clinic LPN. B. Wehmeier had requested a list of duties to be assigned to this employee, which Gail is compiling. Chief Parker from the County jail is in agreement of this LPN position to include

benefits in hopes of retaining an LPN at the jail for weekend coverage. This will also provide flexibility of coverage between the jail and Health Department. Brian in Finance reported that the Health Department would be able to fund this benefited position for up to 3 years and then it would have to be looked at again dependent on funding available.

*Dr. D. Williams motioned to support the addition of the benefited LPN position to provide approximately 24 hours per week at the Health Department and approximately 8 hours per week at the County jail with scheduling flexibility between the 2 departments; second by M. Wiesmann; motion carried unanimously.*

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

- a) **2015 PCW Program Transition:** G. Scott reported that this program ended on March 31, 2015 as scheduled. The State Medicaid program and Wisconsin Department of Quality Assurance has been notified in writing as required.

#### **Director's Report**

- a) **2014 Annual Report:** G. Scott reviewed the Annual Report which highlighted the 2014 activities of the Health Department and recognized the 5 staff members that retired on May 1, 2015. G. Scott will be presenting the Annual Report to the Jefferson County Board at the June 2015 meeting.
- b) **Monthly Report to Administration/County Board:** G. Scott reviewed the March and April activity reports in the meeting packet. A flier on HPV (Human Papillomavirus) and a summary of the UW Spring semester students' activities were also reviewed.

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

G. Scott reported that the Rock River Free Clinic has hired Kristen Wallace as its Executive Director with a start date of June 1, 2015. She will have an office on the upper level of the Health Department.

G. Scott reported that the Community Dental Clinic is fully staffed. Dr. Turley is working with Fort HealthCare to obtain dental treatment under anesthetic for developmentally disabled clients. He is working with Meriter Hospital for guidance on how they provided that service previously as Meriter will no longer provide the service.

**Next Meeting Date/Time/Agenda Items: 2015 Meetings: January 21, March 18, May 20 (27), July 15, September 16, November 18:** Next meeting will be held on Wednesday, July 15, 2015 at 1:00 p.m. in the Health Department MondoPad Conference Room.

**Adjourn:** *Motion by E. Morse to adjourn meeting at 12:15 p.m.; second by Dr. D. Williams; motion carried unanimously.*

Respectfully submitted;  
Sandee Schunk - Recorder