

**Jefferson County Board of Health**  
**Meeting Minutes – Wednesday, September 30, 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 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; Jeff Larkin, Environmental Health Specialist; Sandee Schunk, Clerical/Recorder

**Guests Present:** Carol Siewert, UW Green Bay nursing student; Kristin Wallace, Rock River Free Clinic Executive Director  
Round-table introductions were made.

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

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

**Approval of Board of Health Minutes for July 29, 2015:**

*Motion by Dr. D. Williams to approve the minutes as written; second by M. Wiesmann; motion carried.*

**Communications:**

G. Scott reviewed a letter in the meeting packet dated September 23, 2015, that was sent to Reghan Walsh at the State Lead Program regarding a resolution passed by the Jefferson County Board of Health urging the State of Wisconsin Department of Health Services to update State Statutes regarding guidelines for follow-up on blood level results in children of 5 micrograms per deciliter and above. Jeffery Phillips from the State had previously sent an e-mail out to all Health Departments stating it was okay to follow-up on results in the 5 – 9 micrograms per deciliter range. Reghan Walsh suggested the letter be forwarded to Jeff Phillips. Discussion followed regarding sources of lead poisoning in children and the current follow-up of a multi-generational lead poisoned family in Jefferson County.

**Public Comment:** None

**Review of Health Department Financial Report:**

**a. Review and Discussion of Income Statement**

The August 31, 2015 "Statement of Revenue & Expenditure Report" in the meeting packet was reviewed.

**b. Review and Discussion of 2016 Budget**

The 2016 Budget Summary in the meeting packet was reviewed. G. Scott reported that the tax levy requested in the amount of \$ 838,207 reflects the use of surplus in the Health Department's unassigned fund balance. The Health Department is a non-countywide tax levy due to the City of Watertown having their own Health Department. The 2016 proposed budget was passed by the Jefferson County Finance Committee and will now go to the full County Board for consideration. G. Scott reported that it is anticipated that in 2017 the Health Department will have to request a higher tax levy amount due to the Personal Care Program closing in March of 2015 and the annual Wisconsin Medicaid Cost Reporting (WIMCR) revenue being phased out.

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

J. Larkin reported that they have 615 routine inspections due for the 2015 – 2016 licensing year with 125 completed to date. Re-inspections are ongoing and take a lot of staff time.

J. Larkin reported that they have been involved in some unique complaints lately including a referral from Care Wisconsin regarding a client with a hoarding issue in an apartment building in Fort Atkinson. An inspection of the apartment concluded probable health and fire code violation issues. The city building inspector is involved with Environmental Health to be sure clean-up is completed as advised. Another issue involved an abandoned house in Helenville that has been empty for 15 years and is infested with bats, rats and raccoons. Adjacent property owners have complained of the rats affecting their property. Jeff can order clean-up of the property. There is multi-agency involvement on this issue and the building inspector can order to repair and raze the property if not cleaned up. Marie Wiesmann suggested that Zoning be involved.

J. Larkin reported that Gabrielle Peterson, employed by the City of Watertown Health Department, is becoming a State certified lead inspector and will assist him with ongoing lead inspections.

**Discussion of Public Health Preparedness Program:**

**a. Discussion of Avian Influenza (H5N2 – HPAI\*) Local Meeting (\*Highly Pathogenic Avian Influenza)**

G. Scott reported that a “functional exercise” was completed recently with Dodge County and the City of Watertown. The mock exercise was an Amtrak crash in Watertown with injuries and fatalities. The exercise was successful with a “full-scale exercise” planned in 2016.

G. Scott reported that a meeting for the general public was held with Jefferson County Administration, Jefferson County Emergency Management, UW Extension, Jefferson County Land and Water Department and Jefferson County Sheriff’s Department. Invitations were sent to chicken farms in Jefferson County including commercial and backyard flock owners. Scott Schneider of “Nature’s Link Farms” (first farm hit with the Avian Flu) was a presenter along with the Department of Agriculture and UW Madison. The Department of Agriculture has concerns that the Avian Flu may return with the migration of birds in the fall. Over 2,000,000 birds had to be euthanized in Wisconsin during the outbreak. The local chicken farms have been cleaned and are re-populating their flocks with increased bio-security measures.

**Discussion of Public Health Program and Statistics:**

**a. Review of Communicable Disease Cases Reported**

D. Nelson reviewed the statistical reports in the meeting packet. There are 2 reported active cases of Pertussis in Watertown with 5 probable cases. Most of the cases are in high school students. There are 3 cases of mumps reported in Whitewater. There has been an increase in Gonorrhoea cases this year. Dr. Williams explained “expedited partner therapy” or EPT which means the person with the Sexually Transmitted Disease (STD) is given a prescription plus medication for their partner(s). Dr. Williams wants local primary care physicians and Emergency Room physicians to participate in “expedited partner therapy” under the State Statute that protects the physician for being liable dispensing prescriptions for this type of care.

**b. Review of Immunization Program Audit Results**

D. Nelson reported that the Health Department passed a recent audit that is done every two years with the “Vaccine for Children” State program. The proper storage of vaccine, administration of vaccine and billing guidelines were reviewed. It was reported that last year \$90,000 of children’s vaccine was shipped to our department from this State program.

D. Nelson disbursed and reviewed vaccine administration reports listed by county. The immunization rates have declined since 2013 due to increased coverage under the Affordable Care Act health insurance. Clients with health insurance must see their primary care clinic for immunizations. The Health Department is able to bill BadgerCare for administration of children's immunizations.

D. Nelson reported that the purpose of the HPV (Human Papilloma Virus) grant that ends October 31, 2015 is to increase HPV vaccination rates in adolescents. Amy Fairfield, Public Health RN, has been visiting local medical clinics and meeting with staff to increase awareness and promote the HPV vaccination with patients. She uses a Jeopardy-like game for participation education. Dr. Williams reported that the presentation was well received at his clinic. She will also visit schools to educate students about HPV.

D. Nelson discussed the proposal to share an LPN position with the Jefferson County jail. The LPN would work 3 days per week at the Health Department on immunization clinic days and 1 day per weekend at the jail. It is hopeful that the shared position, which will include county benefits, will provide long term coverage for both departments. The Sheriff's Department has not committed to the shared position yet due to a tight budget.

**c. Acknowledgement of Randy Schopen Foundation Grant Award**

G. Scott reported that \$1,000 was requested to purchase pack 'n play cribs with \$500 received.

**d. Discussion of Communicable Disease Funding Resolution**

G. Scott reviewed the "Resolution to Support funding of comprehensive, sustainable, effective and evidence based communicable disease control and prevention" in the meeting packet. This resolution requests State funding for communicable disease follow-up. Blair Ward from the Jefferson County Corporation Counsel completed this "draft" resolution.

*Motion by Dr. D. Williams that the Jefferson County Board of Health approves this "draft" resolution and passes it to the Jefferson County Board of Supervisors for approval; second by J. McKenzie; motion carried unanimously.*

**e. Discussion of Jail Nurse Staffing**

G. Scott reviewed the handout in the meeting packet that outlines the Jail nursing time/duties. Ben Wehmeier, County Administrator, had requested an analysis of the staffing hours for consideration in approving the shared LPN position. It was reported that the inmate census is currently at 90 (previously averaged 150 – 160), however, the work load has increased due to inmates with opiate and alcohol addictions. An inmate with an opiate addiction needs to be checked by the jail nursing staff two times per day.

**f. Review and Discussion of Wisconsin Public Health Association/Wisconsin Association of Local Health Departments and Boards of Legislative Agenda**

G. Scott reviewed the handout in the meeting packet "WPHA/WALHDAB 2015-2016 Legislative Grid." This is a listing of legislative issues being considered.

**g. Review and Discussion of End of Year Grant Reports**

S. Schunk gave a verbal report on current grants. All grants are on schedule to be used in full. The tracking of grants is complicated due to different end dates. Some grants end June 30<sup>th</sup>, some September 30<sup>th</sup> and others December 31<sup>st</sup>. The Public Health Preparedness grants and WIC Fit Family grant span July 2015 – June 2016 which involves carryover of pre-payments into the next year.

**Discussion of Monthly Health Department Report**

G. Scott reviewed the handout in the meeting packet listing all staff activity for the month of August 2015.

### **New Executive Director of Rock River Free Clinic**

Kristin Wallace reported that she has been meeting with local groups to promote awareness of the Rock River Free Clinic. Kristin started in June 2015 as the new Executive Director – which is a new position since the clinic started in 2002. She reported that the clinic started out as an all-volunteer run clinic and then transitioned in 2012 to a model with a physician (paid by Fort HealthCare) and an LPN (hired by the Health Department and billed to the free clinic). The clinic is currently open Monday through Friday. There are 70 free health clinics in Wisconsin. The client caseload has decreased due to increased client participation in BadgerCare and Affordable Care Act insurance. Kristin reported there are still approximately 5,500 uninsured people that live in Jefferson County. A goal of the free clinic is to reduce the use of local Emergency Rooms for health issues that can be taken care of in the free clinic. The requirements for qualifying to use the free clinic are: being uninsured; live in Jefferson County, Whitewater or Cambridge; meet the income guideline. Starting in October 2015, trained screeners will meet face-to-face with every client to be sure they meet the guidelines. Their initial visit will be considered a “courtesy visit” to see if they are eligible and each client will be bridged to other resources including BadgerCare or Affordable Care Act insurance plans. The income guideline has always been set at 250% of the Federal Poverty Level and will now be increased to 400% which mimics the local hospital Community Cares programs and the Affordable Care Act insurance guidelines. Kristin has plans to be present at the Fort Atkinson Food pantry and Second Harvest in the near future to disburse information to attendees about the Rock River Free Clinic.

### **Adjourn**

*Motion made by Dr. D. Williams to adjourn the meeting at 2:38 p.m.; second by J. McKenzie; motion carried.*

**Next Scheduled Meeting: Wednesday, November 18, 2015**

Respectfully submitted;  
Sandee Schunk - Recorder