

**Jefferson County Board of Health
Meeting Minutes – Wednesday, March 22, 2017
Jefferson County Health Department – Conference Room
1541 Annex Road, Jefferson, WI. 53549**

Call to Order: M. Wiesmann, Chair, called the meeting to order at 1:00 p.m.

Roll Call/Establishment of a Quorum: Quorum established.

Board Members Present: Marie Wiesmann, Chair, RN, BSN; John McKenzie, Vice-Chair; Ed Morse, Secretary; Dick Schultz; Don Williams, M.D.

Guests Present: Benjamin Wehmeier, County Administrator; Emma Kane, Tobacco Free Community Partnership

Staff Present: Gail Scott, Director; Diane Nelson, Public Health Program Manager; Carly Herald, Environmental Health

Staff Excused Prior to Meeting: Sandee Schunk, Clerical/Recorder

Certification of Compliance with the Open Meetings Law: Confirmed by G. Scott, Director.

Approval of the Agenda: *Motion by D. Williams, M.D. to approve the agenda; second by J. McKenzie; motion carried.*

Approval of Board of Health Minutes for January 18, 2017: *Motion by D. Williams, M.D. to approve the minutes as written; second by D. Schultz; motion carried unanimously.*

Communications: G. Scott provided clarification regarding questions asked at the last meeting about water testing for lead in local schools.

G. Scott reported having distributed to school Superintendents the “EPA Guidance on Lead in Drinking Water Testing at Schools”. This provides step-by-step guidance to school that want to voluntarily test for lead.

Public Comment: None

Review of Health Department Strategic Plan: This item was postponed until the next meeting.

Update on Tobacco Free Coalition

Emma Kane presented information and provided handouts about the efforts of the Tobacco Free Community Partnership in Dodge, Jefferson and Waukesha Counties. Emi Reiner from the Health Department has assisted Emma in revitalizing the Jefferson County Tobacco Free Community Partnership.

Review of Health Department Financial Report

a. Review and Discussion of Income Statement

G. Scott reviewed the following handouts in the meeting packet: Statement of Revenue & Expenditures for 2016 end-of year, 2016 Grant Summary Report, 2016 Vehicle Usage/Cost Log. *Motion by D. Williams, M.D. to approve the Financial Report; second by J. McKenzie; motion carried unanimously.*

Operational Update of the Environmental Health Program

a. Registered Sanitarian New Hire

G. Scott introduced Carly Herald, Environmental Health Specialist working with the Jefferson County Environmental Public Health Consortium.

G. Scott reported that Holly Hisel, Environmental Specialist, made visits to inspect a confirmed Legionnaire’s Disease case and followed up on a garbage complaint that required clean-up orders to be written.

G. Scott reported that meetings continue on the previously reported hoarding case and involves the City Administrator, County Administrator, City Emergency Responders, Environmental Health staff and attorneys.

Discussion of Public Health Preparedness Program

a. Out of State Travel Request for Anniston, Alabama Training

G. Scott reported on preparation for a regional exercise in April at the Marriot Hotel in Middleton with Emergency Management, local hospitals, Emergency Medical Services (EMS), Public Health. This will count towards a Preparedness grant requirement.

G. Scott reported that an exercise regarding local power outages includes the first phase that was done in New Berlin and the 2nd phase which is scheduled on May 4, 2017 in Jefferson.

G. Scott reported that Health Department staff Emi Reiner, Public Health RN, and Michele Schmidt, Administrative Assistant II, are working on gathering information countywide to identify the estimated number of essential first responder and critical infrastructure staff in development of a medical countermeasure dispensing plan (Points of Dispensing – PODS).

G. Scott reviewed the “out of state” travel request for Diane Nelson, Public Health Program Manager, to possibly attend a “Training Together is Key: Training Wisconsin Week” conference in Anniston, Alabama from August 27, 2017 – September 2, 2017. Should she be selected to attend, all costs are covered by Homeland Security.

Motion by D. Williams, M.D. to approve Diane Nelson, Public Health Program Manager, to attend the out-of-state conference if selected as a participant; second by E. Morse; motion carried unanimously.

G. Scott reported that a meeting has been held with Jefferson County Human Services to work on a Mass Fatality Management Plan.

G. Scott reported that a \$5,000 grant was awarded to the Health Department for “Enhancing Local Public Health Agency Preparedness – Zika (or other outbreaks)”. It was requested to use \$2,500 towards staff salary and fringe benefits and \$2,500 for the Southeast Region Incident Management Team to update equipment.

Motion by D. Williams, M.D. to give permission for \$2,500 of the grant funding be given to the Southeast Region Incident Management Team for updating equipment; second by J. McKenzie; motion carried unanimously.

Discussion of Public Health Program

- a. **Review of Statistics:** D. Nelson reviewed the handout in the meeting packet and reported that Jail nursing visits are increased due to inmates needing more intensive nursing services and there are long sick-call lists. The nurses work in limited space and can only see one patient at a time. Jail nurses are adjusting to a new M.D.
- b. **Review of Communicable Disease Cases Reported:** D. Nelson reviewed the handout in the meeting packet and reported there have been 2 Legionella cases, 2 Pertussis cases, hospitalizations for Influenza cases are on the rise, 40 pediatric Influenza deaths reported nationwide, Public Health nursing staff continue to provide daily “Directly Observed Therapy” (DOT) visits for an active Pulmonary Tuberculosis (TB) case in Jefferson County.
- c. **Greater Watertown Community Health Foundation Grants:** The Health Department nursing staff is writing for a “Changemaker” grant to train staff in the “Parents as Teachers” program and coordinate with community partners who serve families with young children. The grant will be submitted by the end of March 2017. Anticipate award notification in June 2017.

G. Scott reported that the Community Dental Clinic is trying to recruit a dentist and/or pediatric dentist. Barbara Gudgeon from the clinic went to Tufts University in Boston, MA. for recruitment efforts and was in contact with 27 dental students and has a lead on 7 students that may be interested in working at the clinic in the future.

- d. **Public Health Registered Nurse Recruitment:** One applicant has been interviewed to date for the open position. Management has been working with Jefferson County Human Resources to try to increase salary, complete a “Job Description Questionnaire” (JDQ), created a flier to make the job look more desirable and/or attractive. The handout in the meeting packet “Public Health Nurse Position Profile” was reviewed.
- e. **The Raising of America Series:** The handout in the meeting packet was reviewed and the committee members were encouraged to watch the five-part documentary series or consider watching it in future Board of Health meetings. Deb Schumacher of Fort Health Care has a copy of the series. D. Nelson recommended specifically watching episode #3 for hospital and clinic staff to view (5 episodes on DVD).

G. Scott requested that the next scheduled committee meeting on May 17, 2017 be rescheduled or canceled. The statistics and information can be sent via e-mail. A meeting will be scheduled if needed before July.

Adjourn: *Motion by M. Wiesmann to adjourn the meeting at 2:55 p.m.; second by D. Schultz; motion carried unanimously.*

Next Scheduled Meetings: All Wednesdays – July 19, 2017, September 20, 2017, November 15, 2017, January 17, 2018 and March 21, 2018

Respectfully submitted; Diane Nelson, Public Health Program Manager