



Jefferson County Health Department

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Jefferson County Board of Health Meeting Minutes – Wednesday, July 19, 2017 Conference Room

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; Dick Schultz; Don Williams, M.D.

Board Member Excused Prior to Meeting: Ed Morse, Secretary

Guests Present: Benjamin Wehmeier, County Administrator; Anita Martin, Citizens for a Better Environment; Ronni Monroe, Citizens for a Better Environment; Sally Jones, Citizens for a Better Environment

Staff Present: Gail Scott, Director; Diane Nelson, Public Health Program Manager; Jeff Larkin, Environmental Health; Kaylie Wroblewski, Environmental Health; Sandee Schunk, Clerical/Recorder

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

Approval of the Agenda: *Motion by J. McKenzie to approve the agenda; second by D. Schultz; motion carried unanimously.*

Approval of Board of Health Minutes for March 22, 2017: *Motion by J. McKenzie to approve the minutes as written; second by D. Schultz; motion carried unanimously.*

Communications

- a. **Letter from the Southeast Wisconsin Incident Management Team (SE IMT):** G. Scott reviewed the letter included in the meeting packet from the SE IMT thanking the Health Department for providing funding to them. The Health Department was awarded a \$5,000 grant and per request of Donna Haugom, Emergency Management Director, allowed \$2,500 for the Southeast WI Incident Management Team to purchase equipment.

Public Comment

Anita Martin, representing Citizens for a Better Environment, spoke on the possibility of a goat farm being established in the Town of Aztalan in the future and shared a one page handout on and their concerns about Q-fever. The representatives from Citizens for a Better Environment were invited to return to the September 20, 2017 Board of Health meeting for further discussion of this topic.

Review of Health Department Financial Report

- a. **Review and Discussion of Income Statement:** G. Scott reviewed the May 2017 Statement of Revenue & Expenditure report included in the meeting packet. *Motion by J. McKenzie to approve the Financial Report; second by Dr. D. Williams; motion carried unanimously.*
- b. **Review of Grants that Ended June 30, 2017:** G. Scott reported that grants are monitored on an ongoing basis. The Public Health Preparedness grant and Zika grant both ended 6/30/2017 with funding used in full. An extension for the Increasing Adult Immunization Coalition grant has been requested as there is an unused balance of \$972.80 to use for medical clinic "Lunch n Learn" presentations at local medical clinics. The Health Department was notified via e-mail that the grant will be extended but details have not been released as to how many months will be added to the grant period. Discussion followed on the Tdap (Tetanus, Diphtheria and Pertussis) vaccine for adults as

Medicare does not cover this vaccine that is advised for grandparents to protect infants and children from Whooping Cough. Diane N. shared that Medicare age clients may be referred to the Health Department for a Tdap vaccine and pay the administration fee only.

- c. **Fees for Immunizations:** G. Scott reviewed the handout in the meeting packet. Effective July 20, 2017, adults will be asked to pay a \$10.00 administration fee per vaccine (most common vaccines administered will be for immigrants and the adult Tdap). Effective January 1, 2018 the administration fee for children will increase from \$10.00 per visit to \$15.00 per visit. *Motion by Dr. D. Williams to approve the proposed fees listed on the handout; second by D. Schultz; motion carried unanimously.*
- d. **Out of State Travel Request for Emi Reiner:** G. Scott reported that Public Health Nurse, Emi Reiner, received a scholarship from Community Advocates, Inc. to attend a national conference in Atlanta, GA. from July 23rd – 27th titled “Engineering Healthy Communities”. The scholarship will reimburse up to \$1,940.00 for the registration fee, lodging, airfare, meals and ground transportation. The Finance Committee has approved the out-of-state travel.
- e. **Fees for Submission of Wild Animals for Rabies Testing:** G. Scott reported that the Health Department is responsible for covering fees for the submission of wild animals to the State Lab of Hygiene for rabies testing. There was no recommendation to add possible fees to the budget as the cost is unknown and would probably have a minor impact.

Operational Update of the Environmental Health Program

- a. **Registered Sanitarian New Hire:** G. Scott introduced Kylie Wroblewski, Registered Sanitarian. Kylie started mid-June and had interned last summer at the City of Watertown Health Department. J. Larkin is training her on basic inspections such as swimming pools, campgrounds and restaurants. J. Larkin reported that due to staffing changes they are currently about 140 inspections behind schedule with 350 completed since January 1st. J. Larkin reported that they have 83 plus re-inspections they are involved in and this can require 3 – 4 visits per case. They are following up on 3 properties in lead hazard corrections; a raw sewage issue at a local campground involving the DNR and Zoning; an issue with manure run-off with heavy rain in the Fort Atkinson area; good news of improvement at the hoarding case in Lake Mills; inspections completed with food safety training at the County Fair food booths.

Discussion of Public Health Preparedness Program

- a. **Power Outage Exercise:** Diane N. reported that vaccine stored in the Health Department lab has a monetary value in the thousands of dollars. The maintenance staff monitors the refrigerator temperatures and there is a back-up plan to move the vaccine to the jail kitchen refrigerator in case of a power outage in this building. It was noted at the exercise that Kwik Trips have a corporate generator available so their food and fuel remains available during an emergency situation and pharmacies usually have back-up generators for protecting their vaccine. These would be options available in the community should the need arise to move the Health Department vaccine and the jail location is not an option.
- b. **Regional Medical Surge Exercise:** Gail S. and Diane N. attended this exercise regarding patient placement and communication if a local hospital would be taken out of service in an emergency situation.
- c. **Update on Medical Countermeasures/Points of Dispensing Plan:** G. Scott reported that Michele Schmidt, Public Health Administrative Assistant, contacted Jefferson County 911 call centers, aviation services, emergency management, EMS, essential government services, financial services, fire departments, healthcare providers, law enforcement, long term care facilities, funeral homes, pharmacies, transportation services, veterinarian clinics and the local humane society. A spreadsheet was created listing how many essential staff members at each department would need immediate vaccinations in an outbreak situation. This information will be shared with the State Department of Health Services and Jefferson County Emergency Management.

- d. **Family Assistance Center Training:** G. Scott reported this training was canceled today due to flooding in the southeastern part of the state.
- e. **Meeting with UW – Whitewater:** On July 18th, Gail S. and some of the nursing staff attended a meeting at the UW Health Center for planning a mass clinic exercise and disaster response.

Discussion of Public Health Program

- a. **Review of Statistics:** D. Nelson reviewed the handout included in the meeting packet. Jail nursing visits remain high. G. Scott reported that the 2017 WIC grant decreased nearly \$10,000 from 2016 and is based on client caseload and WIC caseloads are down statewide. A management meeting is scheduled today to discuss WIC funding and staffing due to changes in the WIC program. Discussion followed if hospitals and medical clinics are aware of the WIC program so services are offered and provided to clients in need. D. Nelson reported that in the first 6 months of this year the department’s immunization benchmark is at 80% with the set goal to be above 80% (Adult Tdap is the lowest % given). A report can be run from WIR (Wisconsin Immunization Registry) with a list of client names that are due for a booster.
- b. **Review of Communicable Disease Cases Reported:** D. Nelson reviewed the May and June 2017 report included in the meeting packet. D. Nelson reported that a TracFone was purchased for face-to-face contact with a DOT (Direct Observed Therapy) Tuberculosis client and saves having the nurse make home visits. Dr. D. Williams reported Hepatitis C testing is advised for age 50 and older.
- c. **Greater Watertown Community Health Foundation Grant:** G. Scott reported that registration for the evidence-based in-home “Parents as Teachers” has begun for Health Department nurses, Dodge County nurses, and Jefferson County Birth-to-Three staff. The registration fees are covered under the Changemaker grant funding in the amount of \$16,578.00 that has already been deposited. The Health Department is the fiscal agent for this grant. Trainings will be held in August and September.
- d. **New Public Health Nurse Hire:** G. Scott reported that Amanda Lenz, RN, BSN was hired and is fitting in well with the staff. She has past experience in elderly care and Hospice care. She lives locally, is enthusiastic and will cover the Jefferson area of the County.
- e. **Policy regarding Placing Links on the Health Department Website:** G. Scott reviewed the “Jefferson County Social Media Policy” included in the meeting packet. Upon review of item “8h” listed on page 2 of the County policy – *a motion of agreement was made by D. Schultz to accept item #8 “Jefferson County social media content and comments containing any of the following shall not be allowed for posting: (letter h) External links constituting official endorsement or representative views on behalf of the Jefferson County”; second by Dr. D. Williams; motion carried unanimously.*

G. Scott reported that monthly reports included in the meeting packet include March through June 2017. It was noted that G. Scott is getting off of the Rock River Free Clinic Board and Katrina Waldron, Public Health Nurse will join the Board.

Adjourn: *Motion by D. Schultz to adjourn the meeting at 2:35 p.m.; second by J. McKenzie; motion carried unanimously.*

Next Scheduled Meetings: All Wednesdays – September 30, 2017, November 17, 2017, January 17, 2018 and March 21, 2018.

Please note: after the meeting the November Board meeting was changed to November 29, 2017.

Respectfully submitted;
Sandee Schunk, Clerical/Recorder