



# JEFFERSON COUNTY HEALTH DEPARTMENT

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## Jefferson County Board of Health Meeting Minutes – Wednesday, May 30, 2018

**Call to Order:** G. Scott called the meeting to order at 1:02 p.m.

**Roll Call/Establishment of a Quorum:** Quorum established per G. Scott.

**Board Members Present:** Marie Wiesmann, Chair, RN, BSN, Dick Schultz, Conor Nelan, Don Williams, MD

**Guests Present:** Blair Ward, Corporation Counsel, Amanda Vicente, Student Nurse, Samantha LaMuro, Fort HealthCare, Anita Martin, Tarasa Lown

**Staff Present:** Gail Scott, Director, Diane Nelson, Public Health Program Manager, Sandee Schunk, Clerical/Recorder

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

**Approval of the Agenda:** No changes requested.

### **Election of Committee Chair, Vice Chair and Secretary:**

**Chair:** *M. Wiesmann nominated D. Williams, MD as Chair; D. Schultz second; no other nominations; nominations closed; D. Schultz moved to accept D. Williams, MD as Chair; second M. Wiesmann; motion carried unanimously.*

**Vice Chair:** *D. Schultz nominated C. Nelan as Vice Chair; M. Wiesmann second; no other nominations; nominations closed; D. Schultz moved to accept C. Nelan as Vice Chair; second M. Wiesmann; motion carried unanimously.*

**Secretary:** *D. Schultz nominated M. Wiesmann as Secretary; D. Williams, MD second; no other nominations; nominations closed; D. Schultz moved to accept M. Wiesmann as Secretary; second C. Nelan; motion carried unanimously.*

**Overview of Open Meetings Law:** B. Ward, Corporation Counsel, spoke to the committee regarding the Open Meetings Law. It was noted that the Board of Health committee will have a 5<sup>th</sup> member appointed by the August meeting.

**Board Orientation Packet:** G. Scott introduced Conor Nelan, new Board of Health member. He had been presented with a new member Health Department information packet. Conor stated he had requested to serve on the Board of Health as he has many years of experience designing hospitals/clinics and is interested in healthcare.

**Approval of Board of Health Minutes for February 28, 2018 Meeting:** *Motion by D. Schultz to approve the minutes as written; second by M. Wiesmann; motion carried unanimously.*

**Communications:** G. Scott shared a letter received from the Watertown Regional Medical Center thanking Mary Wollet, WIC Director and Jennifer Gaal, WIC Registered Dietitian for their presentation to their medical staff. A copy of the letter will be placed in their personnel files. D. Nelson reported that the presentation was in support of the Community Health Improvement Plan (CHIP) and to raise awareness about increasing WIC referrals and breastfeeding rates.

**Public Comment:** None

### **Talk/Read/Play Trusted Messenger Training – Greater Watertown Community Health Foundation and Health Department PHNs Explain the Talk/Read/Play Child Development Initiative through Every Child Thrives:**

G. Scott introduced Mary Magnuson, Public Health RN and Tarasa Lown, Program Officer of the Greater Watertown Community Health Foundation. The Foundation funded the Health Department’s “Parents as Teachers” program and works closely on initiatives. Tarasa spoke about a community awareness campaign in Dodge and Jefferson counties that promotes parents being the first and best teacher for a child called “Talk-Read-Play.” A free daily app called *VROOM* focuses on ages 0 – 5 and promotes daily activities and the message that learning begins at birth. The app may be downloaded at the Dodge and Jefferson County website: [talkreadplaywi.com](http://talkreadplaywi.com). The community is encouraged to help get information out about this program by displaying posters, promoting it on social media posts, offering financial support to buy books and get them into the hands of kids. D. Williams, MD requested that Health Department staff meet with Fort HealthCare clinics to promote this program.

### **Review of Health Department Financial Report**

- a. **Review and Discussion of Income Statement:** S. Schunk reviewed the April 30, 2018 Statement of Revenue & Expenditures Report included in the meeting packet that shows an estimated deficit of (\$30,226.93). The 2018 budgeted reserve funding available in the amount of \$154,545 will be used to offset any year-end deficit. It was reported that 2018 WIC funding was just released and it is \$13,329 lower than what was expected and budgeted for 2018. *Motion by M. Wiesmann to approve the financial report; second by D. Schultz; motion carried unanimously.*

**b. Discussion and Possible Action to Amend the Budget to Include \$2,100 in Public Health Preparedness Funds for Scholarships to Attend the WPHA/WALHDAB Annual Conference:**

G. Scott reported that these amendments are being reviewed by Ben Wehmeier, County Administrator and Marc DeVries, Finance Director. It has not been decided if they need to go to County Finance and County Board for approval. It was also noted that the Board of Health's involvement in approving financial reports and budget amendments helps to meet 140 Review requirements for Health Department designation as a Level I, II or III.

G. Scott reported that D. Nelson, M. Magnuson and herself attended the Green Bay conference May 22<sup>nd</sup> – May 24<sup>th</sup>. The scholarship funding covered registration, lodging, travel expense, meals and some payroll expense.

**c. Discussion and Possible Action to Amend the Budget to Include \$5,600 in Communicable Disease Prevention Funding for Disease Surveillance and Investigation:**

G. Scott reported this funding is for some of Katrina Wichlacz, RN's time working on communicable disease and saves Public Health tax levy dollars for salary and benefits. This funding has already been used in full.

**d. Discussion and Possible Action to Amend the Budget to Include \$1,291.32 in Adult Immunization Grant Funding:**

This funding is being used for medical provider education through "lunch-n-learns" regarding increasing adult immunization rates and using the Wisconsin Immunization Registry (WIR) reports for tracking.

*Motion by D. Schultz to approve and forward the 3 budget amendments to the Jefferson County Finance Committee and Jefferson County Board if their approval is needed; second by M. Wiesmann; motion carried unanimously.*

**Operational Update of the Environmental Health Program:** G. Scott reported that Jeff Larkin, Environmental Specialist, has resigned from the Watertown Health Department and now works for the State. A new grad, Tyler Kubicek, new grad from UW Oshkosh has been hired to replace Jeff and starts on June 4th. Per a report from Kaylie Wroblewski., Environmental Health Specialist, they are busy with pre-inspections on new establishments, 80 routine inspections remaining out of 600 will be completed by June 30<sup>th</sup>, a recent chemical exposure at a Johnson Creek hotel swimming pool resulted in the pool being closed until electrical/pump repairs are completed and a re-inspection is passed, temporary event licensing at seasonal fairs/food vendors is starting.

**Discussion of Public Health Preparedness Program**

- a. Recent Exercises and Meetings:** G. Scott reported on a Sullivan junkyard fire and Health Department response. Scott updated the Board on the trainings and exercises upcoming and attended. The new Preparedness grant objectives are to take effect July 1, 2018.

**Discussion of Public Health Program**

- a. Review of Statistics:** D. Nelson reported that she attended a session on lead at the recent WALHDAB conference and the State plans to test more kids with increased lead screening guidelines. WIC has been at 93% of assigned caseload resulting in a decrease in 2018 funding. Decreased WIC caseloads are a statewide issue. WIC staff is working with Watertown hospital for referrals and trying to encourage increased client use of WIC benefits.
- b. Review of Communicable Disease Cases Reported:** D. Nelson reported that the statistics reflect changes in the new State WEDDS system that was effective April 21<sup>st</sup>.
- c. Community Health Improvement Plan Update:** G. Scott updated the Board on the work on the Community Health Improvement Plan (CHIP) in the three priority areas. Diane N. reported that jail nursing visits are high. Vivitrol, an opioid antagonist, has been donated by a drug company for jail inmates. M. Wiesmann noted that the jail nursing staff does a great job.
- d. Community Dental Clinic and Rock River Free Clinic Updates:** G. Scott reported that the Community Dental Clinic may become a satellite clinic for Access Community Health Centers (based in Madison) in 2019.

**Discussion of Health Department Monthly Report:** G. Scott reviewed the information included in the meeting packet. D. Nelson reported that Mary Magnuson, Public Health RN, was asked to represent Child Passenger Safety Programs for the state. She was interviewed about the Health Department car seat program for the Wisconsin Department of Transportation Occupant Protection Program assessment from the National Highway Traffic Safety Administration.

**Schedule November Meeting:** The meeting will be held on Wednesday, November 28<sup>th</sup> at 1:00 p.m. Next scheduled meeting is Wednesday, August 22<sup>nd</sup> at 1:00 p.m.

**Future Agenda Items:** None

**Adjourn:** *Motion by D. Schultz to adjourn at 2:28 p.m.; second by M. Wiesmann; motion carried unanimously.*

Respectfully submitted,  
Santee Schunk Clerical/Recorder