

**Jefferson County – Board of Health
Meeting Minutes – January 16, 2019**

Committee Members: Don Williams, MD, Chair, Conor Nelan, Vice-Chair, Dick Schultz, Secretary, Maria Dabel, Samantha LaMuro

Call to Order: Don Williams, MD, called the meeting to order at 1:05 p.m.

Roll Call/Establishment of a Quorum: Quorum established by Gail Scott, Director.

Board Members Present: Don Williams, MD, Chair, Dick Schultz, Secretary, Maria Dabel, Samantha LaMuro

Board Member Absent: Conor Nelan, Vice-Chair, excused prior to meeting.

Members of the Public Present: Christina Beach-Baumgartner, Wisconsin Department of Public Health

Staff Present: Gail Scott, Director, Diane Nelson, Public Health Program Manager, Tyler Kubicek, Environmental Health Specialist

Certification of Compliance with the Open Meetings Law: Gail Scott, Director, certified compliance with the Open Meeting Law.

Approval of the Agenda: No changes requested.

Approval of the Board of Health Minutes for November 28, 2018 Meeting: *A motion was made by Schultz/Dabel to approve the November 28, 2018 meeting minutes. The motion passed 4-0.*

Communications: WIC clients' thank you notes were reviewed that are included in the meeting packet.

Public Comment: None

Special Order of Business – Level II Health Department Designation Award: Christina Beach-Baumgartner, Director, Southern Region Office, Division of Public Health, Department of Health Services, gave a summary of what the designation process entailed. The Health Department provided evidence that met statutory requirements and essential services to maintain a Level II designation. Christina stressed the importance of Public Health meeting the needs of the community and keeping the community healthy and well. The Board of Health was thanked for their support.

Dual Protection Services Presentation: Catherine Sendelbach, M.S., CHES, Family Planning/Reproductive Health Consultant, Bureau of Community Health Promotion, WI DHS/Division of Public Health, joined the meeting by telephone and explained 2 components of the Family Planning Program:

1. A comprehensive full-service clinic including an exam by a Nurse Practitioner or visit with RN.
2. Dual Protection Services. A Health Department RN would provide a Sexually Transmitted Infection (STI) screening test, treatment prescription if needed, birth control, and emergency contraception supplies including condoms. The client would be referred to a medical provider. The Department of Health Services would provide \$ 12,000 of funding through a Maternal and Child Health Title V Block Grant. BadgerCare could be billed under "Family Planning Services Only" to financially support this program. *A motion was made by Schultz/Dabel to support the Health Department looking into developing the Dual Protection Services program. The motion passed 4-0.* Chlamydia is the #1 reportable infectious disease in Wisconsin with Gonorrhea and Syphilis being #5 and on the increase. Jefferson County is considered a "desert County" for providing Family Planning Services and STI care to residents.

Review of Health Department Financial Report

- a. **Review and Discussion of Income Statement:** Gail Scott, Director, reviewed the November 30, 2018 Statement of Revenue & Expenditures Report included in the meeting packet that shows an estimated deficit of \$141,998.59. The 2018 budgeted reserve funding available in the amount of \$154,545 will be used to offset any year-end-deficit.
- b. **Budget Amendment for Public Health Emergency Preparedness Opioid Grant:** Gail Scott, Director, reviewed the award notification and budget amendment request for the County Board included in the meeting packet in the amount of \$20,000. The grant will be used to cover some salary/fringe benefits of Emi Reiner, Public Health Nurse, outreach and educational materials. The Budget Amendment will be presented at the February Jefferson County Board of Supervisors meeting for approval.

- c. **Donation from Aurora:** Gail Scott, Director, reviewed an e-mail notification included in the meeting packet of approval of a \$2,500 sponsorship from Aurora Health Care for the purchase of Pack-N-Play cribs. Gail Scott reported that a grant application in the amount of \$2,500 was submitted to United Way to purchase children's books in support of the "Parents as Teachers" program.

A motion was made by LaMuro/Dabel to approve the financial report. The motion passed 4-0.

Operational Update of the Environmental Health Program: Tyler Kubicek, Environmental Health Specialist, reported that they are at 52% of inspections, Holly Hisel is taking the Registered Sanitarian exam In February, Kaylie Wroblewski has received a Lead Risk Assessment certificate and Tyler will be trained in the future for DATCP standardization.

Discussion of Public Health Preparedness Program

- a. **Recent Exercises and Meetings:** Gail Scott, Director, reviewed meetings attended for Public Health preparedness.
- b. **PHEP Scholarship Awards:** Gail Scott, Director, reported that staff applied for and received scholarships to help cover costs to attend: Health Emergency Preparedness Conference, WALHDAB Operations Conference, Annual Governor's Conference on Emergency Management and Homeland Security and WPHA-WALHDAB Annual Conference.

Discussion of Public Health Program

- a. **Review of Statistics:** Diane Nelson, Public Health Program Manager, reported that the average WIC client caseload for 2018 was 92%. Don Williams, MD, suggested having a WIC sticker with contact information posted in medical exam rooms at physician clinics so clients can take a photo with a smart phone.
- b. **Review of Communicable Disease Cases Reported:** Diane Nelson, Public Health Program Manager, reviewed the cumulative 2018 reports included in the meeting packet.
- c. **Update and Possible Action on Outcome of County Board Discussion on Combining Boards/Committees:** Gail Scott, Director, gave a summary of discussion held at the January 2019 Jefferson County Board of Supervisors meeting regarding decreasing the size of the County Board and possibility of combining Board of Health and Human Services Board. Discussion followed. Members expressed concerns such as the increase in length and frequency of meetings, too many diverse topics to cover, the need to learn more about the other department's services to obtain a better understanding in order to make informed decisions, the level of expertise needed to provide oversight to both departments, and difficulty recruiting members such as a physician due to length and frequency of meetings. They concluded that the burden of combination exceeds the benefit. An Ad Hoc committee is being formed by the Executive Committee, to obtain more direction on this issue. *A motion was made by LaMuro/Dabel to make the recommendation that Board of Health remain as a free-standing Board and would like Board of Health representation on the Ad Hoc Committee. The motion passed 4 – 0.*
- d. **Community Dental Clinic and Rock River Free Clinic Updates:** Gail Scott, Director, reported that the plan for Access HealthCare to make the Community Dental Clinic one of their satellite clinics is not moving forward at this time.
- e. **Discussion and Possible Action on the Falls Prevention Program with EMS:** Gail Scott, Director, showed an informational video regarding a Falls Prevention app that EMS workers could complete when assisting with a client that has fallen. The Aging Disability Resource Center (ADRC) would receive a referral (with the client's approval) to help them connect to services and obtain assessments for prevention of future falls. Gail has already connected with the ADRC and EMS Association and they are in support of implementing this program. *A motion was made by Dabel/Schultz that the Board of Health supports the implementation of the Falls Prevention Program in Jefferson County utilizing EMS and the ADRC. The motion passed 4 – 0.*
- f. **Staffing Update Health Department and Jail:** Amanda Lenz, Public Health RN, has transferred to the jail nursing service to replace Tania Wenzel who resigned in November. Gail Scott and Diane Nelson have started interviewing for the vacated Public Health Nurse position and currently looking for more applicants. Diane Lenz, Jail LPN, is retiring and a new LPN has been hired to replace her.

- g. Smoke-free Fair Park Update:** Gail Scott, Director, reported on a recent meeting with the Fair Park Committee and Building & Grounds Committee regarding a smoke-free Fair Park. The committees agreed to having “no smoking” signage (which includes vaping) in and near buildings and having “designated smoking areas” at the Fair Park. The committees were not in support of a totally smoke-free Fair Park.
- h. Letter to County Board Regarding Wisconsin Healthy Communities Designation:** The letter was reviewed. The letter to be read by Conor Nelan at the February 2019 County Board meeting was signed by Board of Health members.
- i. Retirement Recognition Letter:** Diane Lenz, Jail LPN, is retiring after 20 years of service. The letter of appreciation was signed by Board of Health members.
- j. Thank you Letter from the Board of Health for Jail Registered Nurse:** Tania Wenzel, Jail RN, resigned after 28 years of service to pursue another position. The letter of appreciation was signed by Board of Health members.

Discussion of Health Department Monthly Report

- a. Final Copy of the 2017-2020 Community Health Improvement Plan and Process (CHIPP):** Gail Scott, Director, had emailed out the final copy of the CHIPP to Board of Health members prior to the meeting.
- b. 2019 Community Health Assessment Timeline:** Gail Scott, Director, reviewed the handout included in the meeting packet.

Future Agenda Items: Gail Scott, Director requests any requested agenda items for the next meeting be e-mailed to her.

Adjourn: *A motion was made by Schultz/Dabel to adjourn the meeting at 2:38 p.m. The motion passed 4 – 0.*

Next Scheduled Meetings: Wednesday – April 17, July 17, October 16, 2019.

Minutes recorded by: Diane Nelson, Public Health Program Manager, Jefferson County Health Department

Minutes prepared by: Sandee Schunk, Accountant II, Jefferson County Health Department