



# Jefferson County Health Department

1541 Annex Road ♦ Jefferson, WI 53549  
920-674-7275 (Phone) ♦ 920-674-7477 (FAX)

[www.jeffersoncountywi.gov](http://www.jeffersoncountywi.gov)



## Jefferson County – Board of Health Meeting Minutes – January 15, 2020 Board Members

Don Williams, MD, Chair, Conor Nelan, Vice-Chair, Dick Schultz, Secretary, Maria Dabel, Samantha LaMuro, R.T.

**Call to Order:** Don Williams, MD, Chair, called the meeting to order at 1:02 p.m.

**Roll Call (establish a quorum):** Quorum established by Gail Scott, Director.

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

**Board Members Present:** Don Williams, MD, Chair, Maria Dabel, Samantha LaMuro

**Board Members Absent:** Conor Nelan, Vice-Chair, Dick Schultz, Secretary

**Staff Present:** Gail Scott, Director, Elizabeth Chilsen, Public Health Program Manager, Tyler Kubicek, Environmental Health Specialist, Sandee Schunk, Accountant II, Recorder

**Approval of the Agenda:** *A motion was made by LaMuro/Dabel to approve the agenda. Motion passed 3-0.*

**Approval of Board of Health Minutes for October 16, 2019 Meeting:** *A motion was made by LaMuro/Dabel to approve the October 16, 2019 meeting minutes. The motion passed 3-0.*

**Communications:** None.

**Public Comment:** None.

### Review of Health Department Financial Report

- a. **Review and Discussion of Income Statement:** Sandee Schunk, Accountant II, reviewed the November 30, 2019 Statement of Revenue & Expenses included in the meeting packet. The report shows an estimated deficit of (\$61,011.03). The 2019 budgeted reserve funding available in the amount of \$158,723 will be used to offset a year-end deficit.
- b. **Discussion and Possible Action on Drug Free Communities Support Grant Funding:** Gail Scott, Director, reported that on January 14, 2020, the Jefferson County Board approved the Health Department to be fiscal agent for the Jefferson County Drug Free Coalition for the administration of this Federal grant in the amount of \$125,000, with an additional \$125,000 matching requirement. The Resolution (included in the meeting packet) accepts the grant and amends the Health Department 2020 budget effective January 1, 2020 with an estimated net savings of \$85,227 in levy funding due to billable salary and fringe benefits for Emi Reiner, Public Health RN. The grant may be renewable up to 10 years.
- c. **Discussion and Possible Action on WIC Infrastructure Grant:** Gail Scott, Director, reported that on January 14, 2020, the Jefferson County Board approved the WIC Infrastructure Grant in the amount of \$48,120 and amended the 2020 budget. The Resolution, included in the meeting packet, reports the State Department of Health Services WIC Program audit results found the current WIC reception area to be deficient in maintaining the required WIC participant confidentiality and awarded the grant for an approved WIC reception area remodel.
- d. **Discussion and Possible Action on Consolidated Contracts:** Gail Scott, Director, reviewed the 2020 Department of Health Services Consolidated Grant contracts: Immunizations, Maternal & Child Health, Childhood Lead and WIC.
- e. **Update and Possible Action on 2020 Budget:** Gail Scott, Director, reported that besides the 2 budget amendments listed above, an increase in Health Department nursing service hours was requested for 2 Jefferson County Human Services programs: Community Support Program (CSP) = \$5,075 and Comprehensive Community Services Program (CCS) = \$20,300 resulting in 2020 budget amendments submitted and approved by Ben Wehmeier, County Administrator.

*A motion was made by Dabel/LaMuro to approve the financial report. The motion passed 3-0.*

### Operational Update of the Environmental Health Program

- a. **Discussion and Possible Action on Updated Jefferson County Environmental Sanitation Ordinance:** Gail Scott, Director, reviewed the ordinance included in the meeting packet which shows language correction, updated DATCP (Department of Agriculture, Trade and Consumer Protection) statutes and rules. Tyler Kubicek, Environmental Specialist, explained that the updated ordinance mirrors the City of Watertown ordinance.

*A motion was made by Dabel/LaMuro to accept the updated Jefferson County Environmental Sanitation Ordinance. The motion passed 3-0.*

- b. Discussion and Possible Action on Jefferson County Environmental Health and Agent Consortium Memorandum of Understanding:** Gail Scott, Director, reviewed the information included in the meeting packet. This Memorandum of Understanding was reviewed and approved by Blair Ward, Corporation Counsel. The Environmental Health personnel are employees of City of Watertown Health Department. *A motion was made by LaMuro/Dabel to accept the Memorandum of Understanding as written. The motion passed 3-0.*
- c. Discussion and Possible Action on Updated 2020 Fees:** Gail Scott, Director, reviewed the 2020 Fees listed in the meeting packet. Tyler Kubicek, Environmental Health Specialist, explained that license fees increased 2.5% with an adjustment of re-inspection fees to have step increments. Adjustment of pool fees to match up with state licensing requirements. Tiered pre-inspection fees for changes of owners vs. new buildings/change of use. A 10% fee is given to DATCP as an administrative charge for oversight and consultation. Upon approval, fees would take effect April 1, 2020 to align with annual license renewals. *A motion was made by Dabel/LaMuro to approve the 2020 fee schedule, after the Assistant Corporation Counsel has their question answered, and pass it on to the Finance Committee and Jefferson County Board for approval. The motion passed 3-0. (Note: After the meeting G. Scott communicated with the Assistant Corporation Counsel who stated she did not have a question about the fees.)*

**Discussion of Public Health Preparedness Program**

- a. Recent Exercises and Meetings:** Gail Scott, Director, reported on the following activities: Democratic National Convention planning, SCWIHERC membership meeting, Edgewood Student education, Local Emergency Planning Committee meeting, Family Assistance Center Exercise, Pet Sheltering exercise, Alden Estates Closed Points of Dispensing meeting, Active Shooter Training for staff.

**Discussion of Public Health Program**

- a. Review of Statistics:** Elizabeth Chilsen, Public Health Program Manager, reviewed the report included in the meeting packet. Effective January 1, 2020, different data points will be used to capture statistics. 2019 showed increases in car safety seat inspections & jail immunizations, decrease in fluoride varnishes, and increase in mental health CSP nursing visits.
- b. Review of Communicable Disease Cases Reported:** Elizabeth Chilsen, Public Health Program Manager, reported that Category I Communicable Diseases such as Pertussis, Measles, Mumps, Meningitis, Hepatitis A, Hib and Polio are called to Gail Scott, Director, by the medical provider and staff follow-up on these cases immediately. Communicable Disease follow-up takes a lot of nursing time to include reported cases, probable cases, suspect cases or not a case. The Health Department gets \$5,500 in grant funding per year from the State which only makes a small dent in the staff payroll expense involved.
- c. Update on Drug Free Communities Grant:** Previously discussed in agenda item 8b.
- d. Update on creation of Rock River Community Clinic through Combining Rock River Free Clinic, Watertown Area Cares Clinic, Community Dental Clinic and Rainbow Hospice Palliative Care Program:** Gail Scott, Director, reported that these charitable clinics are being combined with a future goal to become a Federally Qualified Health Center (FQHC) under a merger agreement. Eventually a clinic will be opened in Whitewater which is a medically underserved area. There is a new Board of Directors, the assets and bank accounts are being combined, payroll and billing will be centralized, Medicaid reimbursement and grant eligibility will increase, an electronic medical record system is being supported by Fort HealthCare.
- e. Staffing Update Health Department and Jail:** Gail Scott, Director, reported that Bonnie Peot, Rock River Free Clinic LPN, has recently retired. Jail staffing issue is still in process. Due to liability insurance concerns the County wants the jail to contract out for nursing and mental health staff.

**Discussion of Health Department Monthly Report:** Gail Scott, Director reviewed the information included in the meeting packet.

**Future Agenda Items:** Please email Gail Scott, Director, with any requested agenda items for the next meeting.

**Adjourn:** *A motion was made by LaMuro/Dabel to adjourn the meeting at 2:15 p.m. The motion passed 3-0.*

**Next Scheduled Meetings: Wednesday – April 15, July 15, October 21, 2020 at 1:00 p.m.**

Minutes recorded and prepared by: Sandee Schunk, Accountant II, Jefferson County Health Department and reviewed by Gail Scott, Director/Health Officer