



# Jefferson County Health Department

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## Jefferson County Board of Health Minutes July 20, 2022 Zoom meeting or Room 205 at Jefferson County Courthouse

### Board Members

Samantha LaMuro, R.T., Chair; Meg Turville-Heitz, Vice Chair; Steve Nass; Jessica Coburn, RN, PhD; Donald Williams, M.D.

1. **Call to Order:** Meeting was called to order by LaMuro at 1:00 p.m.
2. **Roll Call (establish a quorum):**  
Board of Health Members Present: Steve Nass; Meg Turville-Heitz; Samantha LaMuro, R.T.; Jessica Coburn, RN, PhD; Donald Williams, M.D. (came in after roll call). Quorum established.  
**Quorum established per LaMuro.**  
Others Present: Elizabeth Chilsen, Director; Mary Bender, Public Health Program Manager (via zoom); Michele Schmidt, Recorder; Samroz Jakvani, Epidemiologist (via Zoom); Ben Wehmeier, County Administrator.  
Guests: Supervisor Anita Martin; Jan Johnstone; Lisa Fox.
3. **Certification of Compliance with the Open Meetings Law:** Wehmeier certified compliance with the Open Meetings Law.
4. **Review of the July 20<sup>th</sup>, 2022 Agenda:** Chilsen requested to be able to approve Item #10 but Wehmeier indicated that the Board of Health is unable to approve Item #10 at this time. No changes to the Agenda were made.
5. **Approval of Board of Health Minutes for July 6<sup>th</sup>, 2022 Meeting:** Motion by Nass/Turville-Heitz to approve the minutes as written. Motion passed 5-0.
6. **Communications:** Chilsen discussed the Community Health Summit-Invite.
7. **Public Comment:** Jan Johnstone commented on Item #13 and Lisa Fox commented.
8. **Approval of Health Department Financial Report:** Schmidt reviewed the "May 2022 Statement of Revenue & Expense Report". Motion by Nass/Williams to approve the financial report. Motion passed 5-0.
9. **Approval of United Way Pillar Grant:** Chilsen explained the United Way Pillar Grant for \$2,000.00 and requested approval. Motion by Turville-Heitz/Nass to approve the Grant. Motion passed 5-0.
10. **Discussion on Health Department Strategic Plan:** Chilsen, Bender, and Jakvani went through the draft of the Strategic Plan. Questions were answered and through discussion the Strategic Plan will be updated.
11. **Discussion of the Public Health Divisions:**
  - a. **Divisional Updates:** Chilsen went through the updates for Childhood Lead, Maternal Child and Health, Community Health, and Communicable Diseases.
  - b. **Review of the Statistics:** Chilsen reviewed.
  - c. **Review of the Communicable Disease Cases Reported:** Jakvani reviewed the report with the new format change. Williams approved the new format.
  - d. **Staffing Update:** Chilsen reported that Emi Reiner, RN is resigning. A new Breastfeeding Peer Counselor was hired. Chilsen reported that we will have a Project Assistant opening, will hire for that position.
12. **Operational Update of the Environmental Health Program:** Chilsen discussed a \$10,000 Grant for which she is applying for. Chilsen reported how busy the Sanitarians have been since resuming inspections.
13. **Update of the Public Health Preparedness Program:** Chilsen reported on Monkeypox.
14. **Future Agenda Items:** Nass requested Action Item for the Health Department's Strategic Plan discuss/approve. Chilsen requested discussion of the Open House after the approval of the Strategic Plan.
15. **Adjourn:** Motion by Turville-Heitz/Nass to adjourn meeting at 2:16 p.m. Motion passed 5-0.

**Next Scheduled Meeting: Wednesday – October 19th, 2022**

Minutes prepared by: Michele Schmidt, Accountant II, Jefferson County Health Department and reviewed by Elizabeth Chilsen, Director/Health Officer.