



Jefferson County Health Department
1541 Annex Road, Jefferson, WI 53549
920-674-7275

Jefferson County Board of Health Minutes
July 19, 2023
Highway Committee Room,
1425 Wisconsin Drive, Jefferson
or Zoom Meeting

Board Members

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

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: Samantha LaMuro, R.T.; Meg Turville-Heitz (via zoom came on after roll call); Jessica Coburn, RN, PhD; Donald Williams, M.D.; Steve Nass (came in after roll call). **Quorum established per LaMuro.**
Others Present: Elizabeth Chilsen, Director; Mary Bender, Public Health Program Manager; Brittany Kutz, Public Health RN; Michele Schmidt, Recorder; Holly Hisel, Environmental Health; Samroz Jakvani, Epidemiologist (via zoom); Michael Luckey (via zoom)
Guest: Supervisor Anita Martin.
3. **Certification of Compliance with the Open Meetings Law:** Chilsen certified compliance with the Open Meetings Law.
4. **Approval of the Agenda:** No changes to the Agenda were requested. Motion by Williams/Coburn to approve the Agenda. Motion passed 4-0.
5. **Approval of Board of Health Meeting Minutes April 19th, 2023:** Motion by Coburn/Williams to approve the minutes as written. Motion passed 4-0.
6. **Communications**
 - a. Thriving Recovery – Chilsen and Kutz discussed the Thriving Recovery Campaign for Jefferson County. Kutz showed a short video for a Public Service Announcement.
7. **Public Comment:** None.
8. **Approval of Health Department Financial Report:** Schmidt reviewed the “May 2023 Statement of Revenue & Expense Report”. Motion by Nass/Williams to approve the financial report. Motion passed 4-0.
9. **Approval of the Capacity Building Grant:** Chilsen discussed the grant for \$9,000.00 and would like approval to accept it. Motion by Nass/Williams to approve the grant. Motion passed 4-0.

10. **Approval of the Public Health Vending Machine Grant:** Chilsen discussed the grant. No official contract yet but would like approval to accept the \$50,000.00 grant. Motion by Coburn/Williams to approve the grant. Motion passed 5-0.
11. **Update on the Public Health Infrastructure Grant:** Chilsen discussed changes at the state level. Chilsen updated that we do not yet have a contract for this funding. Chilsen will keep the Board updated. Chilsen also discussed the need for grants and encouraged advocacy for additional funding opportunities. .
12. **Operational Update of the Environmental Health Program:** Chilsen discussed the air quality tracking grant. Chilsen discussed the county wide ground water study progress. Hisel discussed food inspections at the fair and at farmer's markets. Hisel discussed the inspections for 3 Jefferson County beaches, so far, no closures. Hisel discussed that State fees are changing again. Hisel reported on the State program eval in June.
13. **Operational Update of the Public Health Divisions**
 - a. Divisional Updates – Bender and Chilsen discussed the Lead in Water Grant for 13 licensed childcare centers. Discussion on schools for water testing and for radon testing. Bender and Chilsen discussed Maternal, Child, Health (MCH) and collecting ASQ data. Bender gave updates on the rest of the Divisions.
 - b. Review of Statistics – Chilsen discussed the statistics. Chilsen reported on the increase in PNCC visits and referrals. Chilsen discussed the future changes of reporting as staff are getting trained on Results Based Accountability.
 - c. Review of Communicable Disease Cases Reported –Samroz reviewed the report.
 - d. Staffing Update
 - i. WIC- Dietician Vacancy – Chilsen discussed the vacancy.
 - ii. AmeriCorps VISTA Worker – Chilsen discussed that a VISTA worker will be starting at the end of August.
14. **Operational Update on the Strategic Plan:** Chilsen gave updates regarding the Strategic Plan and current achievements and future plans. Chilsen and Bender discussed the trainings that have been happening with the staff.
15. **Update on the Department of Health Services 140 Review:** Chilsen discussed the 140 Review that the State did in June and is hoping to obtain a Level 3. Waiting to hear back from the State.
16. **Update on Sexual Assault Nurse Examiner Program and Strangulation Training:** Chilsen discussed developing a Sexual Assault Nurse Examiner (SANE) Program for the County. Two nurses are already trained to be expert witnesses for strangulation cases and plans are underway to train and educate law enforcement and other medical professionals.
17. **Future Agenda Items:** No future items at this time were requested.
18. **Adjourn:** Motion by Williams/Coburn to adjourn the meeting at 2:30 p.m. Motion passed 5-0.

Next Scheduled Meeting: October 18, 2023

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