



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

**Jefferson County Board of Health Minutes**  
**October 18, 2023**  
**Jefferson County Courthouse**  
**311 S. Center Avenue, Room C2003**  
**Jefferson, WI 53549**  
**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); Jessica Coburn, RN, PhD; Donald Williams, M.D.(came after roll call); Steve Nass.  
**Quorum established per LaMuro.**  
Others Present: Elizabeth Chilsen, Director; Mary Bender, Public Health Program Manager; Ben Wehmeier, County Administrator; Kendell Johnson, Public Health RN; Melissa New, Public Health RN; Michele Schmidt, Recorder; Holly Hisel, Environmental Health; Samroz Jakvani, Epidemiologist (via zoom); Tricia Fellin, VISTA.  
Guest: Supervisor Anita Martin.
- 3. Certification of Compliance with the Open Meetings Law:** Wehmeier certified compliance with the Open Meetings Law.
- 4. Approval of the Agenda:** No changes to the Agenda were requested. Motion by Nass/Coburn to approve the Agenda. Motion passed 4-0.
- 5. Approval of Board of Health Meeting Minutes July 19th, 2023:** Motion by Nass/Coburn to approve the minutes as written. Motion passed 4-0.
- 6. Communications**
  - a. Community Baby Shower – Chilsen discussed.
  - b. Car Seat Event – Chilsen discussed.
- 7. Public Comment:** 1 guest discussed Avian Influenza.
- 8. Approval of Health Department Financial Report:** Schmidt reviewed the “August 2023 Statement of Revenue & Expense Report”. Motion by Nass/Coburn to approve the financial report. Motion passed 5-0.
- 9. Discussion and Approval of Ages and Stages Questionnaire Hub Grant:** Chilsen discussed the grant for \$1,009.90 and would like approval to accept it. Motion by Nass/Williams to approve the grant and take off Parks Committee on the Resolution. Motion passed 5-0.

- 10. Discussion and Approval of Randy Schopen Foundation Grant:** Chilsen discussed the grant for \$500.00 to go towards the Community Baby Shower. Motion by Williams/Nass to approve the grant and take off Parks Committee on the Resolution. Motion passed 5-0.
- 11. Operational Update of the Environmental Health Program:** Hisel discussed the summer was busy and special events are wrapping up. Hisel reported school inspections have started. Chilsen discussed she will be reaching out to the new Corporation Counsel regarding Human Health Ordinances.
- 12. Discussion and Approval of Updated Environmental Health Fees and Recreational and Educational Camps and Public Pools and Water Attractions:** Hisel discussed the new fees and would like approval to accept them. Motion by Nass/Coburn to approve the updated fee schedule. Motion passed 5-0.
- 13. Operational Update of the Public Health Divisions**
  - a. Divisional Updates – Bender discussed the 140 Review. Bender discussed the Mass School Clinics. Bender reported on the second round of well water testing for the Avian Flu follow up. Chilsen discussed the Post-Partum Depression Study. Chilsen discussed SANE.
  - b. Review of Statistics – Bender and Chilsen discussed the statistics.
  - c. Review of Communicable Disease Cases Reported –Samroz reviewed the report.
- 14. Operational Update on the Strategic Plan:**
  - a. Employee Satisfaction Survey – Chilsen discussed succession planning. Chilsen reported on our Stakeholder Support and the second Employee Satisfaction Survey.
- 15. Presentation on Sexual Assault Nurse Examiner Program and Strangulation:** Johnson and New gave a presentation on SANE.
- 16. Future Agenda Items:** No future items at this time were requested.
- 17. Adjourn:** Motion by Nass/Williams to adjourn the meeting at 2:37 p.m. Motion passed 5-0.

**Next Scheduled Meeting: January 17, 2024**

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