



# 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)

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## Agenda

Jefferson County Board of Health  
1541 Annex Road, Jefferson, WI 53549  
Health Department New Conference Room  
September 18, 2013  
1 p.m.

### Board Members

Ed Morse, Chair; Dick Schultz, Vice-Chair; Marie Wiesmann, RN, BSN, Secretary; John McKenzie; Don Williams, MD

1. Call to order
2. Roll Call/Establishment of a Quorum
3. Certification of Compliance with the Open Meetings Law
4. Review of the Agenda
5. Public Comment
6. Approval of July 17, 2013 Board Meeting Minutes
7. Communications
  - a. Office of the Sheriff – Jefferson County
  - b. UW Madison School of Nursing
8. Financial Report
  - a. Income Statement
  - b. 2014 Budget
  - c. Vehicle Usage Report & Plan Purchase of Another Vehicle
  - d. Enclosing Corral for Conference Room and Student Education Area
9. Operational Update of the Environmental Health Program
  - a. Well Water Testing Policy
10. Public Health Preparedness
  - a. Tyson Exercise
  - b. Influenza Exercise
11. Public Health Program and Review of Statistics
  - a. Set Influenza and Pneumonia Vaccine Charges
  - b. Communicable Disease Cases Reported
  - c. Public Health Improvement Grant
  - d. QI Plan and QI Project
  - e. 2014 Consolidated Contract Grant Funding
  - f. Project Inform
12. Personal Care Program and Review of Statistics
  - a. Update on ContinuUs
  - b. Update on Staffing Agency Contracts
13. Director's Report
  - a. Included in Packet
14. Status of Rock River Free Clinic and Community Dental Clinic
15. Next Meeting Date/Time/Agenda Items: September 18, November 20, 2013
  - a. Request for new meeting time and/or date due to conflict with Local Emergency Planning Committee Meetings (November 20 and 2014)
16. Adjourn

The Board may discuss and/or take action on any item specifically listed on the agenda.

Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator at 920-674-7101 24 hours prior to the meeting so appropriate arrangements can be made.

**Jefferson County Board of Health**  
**Meeting Minutes – Wednesday, July 17, 2013**  
**Jefferson County Health Department Conference Room**  
**1541 Annex Road, Jefferson, WI. 53549**

**Call to Order**

E. Morse, Chair, called the meeting to order at 1:00 p.m.

Introduction of and welcome to Benjamin Wehmeier, new County Administrator.

**Roll Call/Establishment of Quorum**

Quorum established

**Board Members Present:** Ed Morse, Chair; Dick Schultz, Vice-Chair; Marie Wiesmann, RN, BSN, Secretary; John McKenzie

**Board Member Excused in advance:** Don Williams, M.D.

**Staff Present:** Gail Scott, Director/Health Officer; Marc Schultz, Environmental Specialist; Sandee Schunk, Clerical/Recorder

**Staff Member Excused In advance:** Diane Nelson, Public Health Program Manager

**Guests Present:** Benjamin Wehmeier, County Administrator; John Molinaro, County Board Chair; Kathy Eisenmann, Family Living Agent, UW-Extension Jefferson County; Nadya Doll, Viterbo University RN to BSN student

**Certification of Compliance with the Open Meeting Law:** Meeting was properly noticed.

**Review of Agenda:** No changes requested.

**Public Comment:** None

**Approval of May 8, 2013 Board Meeting Minutes**

*Motion made by D. Schultz to approve the minutes as written; second by J. McKenzie; motion carried.*

**Communications**

G. Scott reviewed the hand-out of the "Amended ordinance No. 2013-10" re: Standing Committees.

E. Morse expressed appreciation of the printed "Community Health Assessment" that was e-mailed out to committee members and is posted on the Health Department website.

G. Scott reported that information on morbidity, mortality and substance-abuse related deaths was included in the assessment and a Drug Free Communities Grant will be applied for in the near future with Jefferson County Human Services taking the lead.

K. Eisenmann reported that heroin use in Jefferson County is high due to the low cost plus prescription drug use/abuse is high.

**Financial Report**

- a.) **Income Statement:** G. Scott reviewed the hand-out and discussed that the Personal Care Program revenue and expenses are based on client caseload and can change dramatically; reported WIC revenue decreased due to client caseload and reduction in Federal funding.
- b.) **2014 Budget:** The preliminary budget was handed out and reviewed by G. Scott. It was reported that a new "Family Care" agency is coming into Jefferson County. A meeting will be held to determine if they will be using our Personal Care Program and contracted staffing agencies. G. Scott reviewed that changes with the Affordable Care Act (ACA) has had an impact on revenue for immunizations, as children with health insurance must now go to their primary medical provider for them.
- c.) **Vehicle Usage:** G. Scott reviewed the hand-out that shows fuel expenses; mileage expenses and maintenance expenses (since the van was purchased in February 2011) which shows a savings of over \$13,000 in employee reimbursement of mileage expense.
- d.) **Plan Purchase of Another Vehicle:** G. Scott reported that if the 2014 Health Department budget needs to be cut, the purchase of another vehicle will be postponed to another year.

**e.) Enclosing Corral for Conference Room and Student Education Area:**

Business Unit 4635 (Public Health Preparedness Municipal funding carried over from 2011 & 2012) will be used to pay \$4,589 for the enclosure of the corral area on the upper level of the Health Department which will be used as a conference room and student classroom. The cost was approved by the County Infrastructure Committee and Kathi Cauley, Interim Administrator.

**Health Department Strategic Plan – Kathy Eisenmann, UW-Extension**

K. Eisenmann disbursed a hand-out titled "Jefferson County Health Department Strategic Plan Proceedings Report".

K. Eisenmann reviewed sections of the hand-out and summarized that the purpose of the Strategic Plan is for the Health Department to apply for national accreditation in the future by providing quality programming; staff consensus on managing changes in current programs and meeting state mandates; the department mission statement will be reviewed for updating; staff will strive to better understand department strengths and weaknesses and strive to prioritize programming needs for future success; some strategic issues listed: need opportunity for staff to take on leadership roles; need new structures to have an impact on the community by utilizing policy changes; need to focus on environmental changes such as obesity; need new structures for communicating with internal and external key stakeholders.

K. Eisenmann complimented the planning team on its consensus on ideas to improve.

B. Wehmeier discussed that there have been delays in the Affordable Care Act (ACA) mandates and the impact on this department will be seen in the next 2 – 3 years.

Discussion followed regarding the upcoming health insurance exchanges; funding for hospitals under the ACA and how complex the Affordable Care Act is to understand at this time.

K. Eisenmann reported that the next steps in the Strategic Plan process is to have 4 workshops completed with staff by the end of November 2013; put in place more structures and processes to be more efficient and effective Internally; strive for and evaluate a higher level of community impact; evaluate and change current programs as needed; improve structure for jail nursing; come up with a "final" plan and have it implemented by Health Department management.

G. Scott reported that department policies and procedures need to be updated; positive outcome that staff identified issues to promote direction and growth of the department; that the planning team has longevity of staff committed to the Health Department and Jefferson County.

**Environmental Health**

M. Schultz reported that all inspections and licensures were completed that were due by June 30, 2013; license renewal notices have been sent out; the Jefferson County Fair had no major issues with food vendors; discussion followed regarding fees for inspections that are based on the type of vendor and if the inspection is done for the Department of Health Services or for the Department of Agriculture; the fees for temporary food stands is \$187 and covers a fiscal year from 07/01 – 06/30; a committee has been formed at the state level to streamline codes and fees; outdoor pool inspections are done with multiple visits for chemistry checks; housing complaints have increased countywide compared to previous years.

G. Scott reported the inspection fees are adopted by the City of Watertown and the Jefferson County Board and cover costs of the Environmental Health staff with 10% of the fees paid to the state.

**Public Health Preparedness**

a.) **2013 Exercise:** G. Scott reported that 10 people from Jefferson County including Fort HealthCare; Sheriff's department; EMS; Public Health; Emergency Management and E. Morse, Board of Health member, participated in the successful Southern Region exercise which simulated an ice storm with chemical leak. "Real time" calls were placed to the hospital and County dispatch.

b.) **2013 – 2014 Public Health Preparedness Grant:** G. Scott reviewed the hand-out that the grant is a Centers for Disease Control (CDC) cooperative agreement with the state. Alex Lichtenstein was paid a contracted amount of \$5,250 to update the mass clinic plan; the grant year was completed on 06/30/13 with all grant objectives met; a new grant period beginning 07/01/13 – 06/30/14 is in the amount of \$54,660.

- c.) **MondoPad Purchase:** G. Scott reported that the computerized white board with a rolling stand was purchased with Public Health Preparedness funding from business units 4632 and 4635 (carryover municipal from 2011/2012). The board will be used for meetings; student education/presentations; staff trainings, will be able to link to the Emergency Operations Center (EOC) at the Workforce Development building if they purchase one.

J. Molinaro reported that the MondoPad can be interfaced with laptops, ipads and Android devices.

#### **Public Health Program and Review of Statistics**

- a.) **Communicable Disease Cases Reported:** Hand-out reviewed; G. Scott reported that flu shot clinics for children ages 6 months through age 18 will be held in October as a Mass Clinic exercise with no administration fee to be charged. Children can have health insurance and still come to these clinics for flu vaccinations. G. Scott reported that the feasibility of daily immunization clinics is being looked at; one case of Hepatitis A, possibly linked to consumption of frozen berries, was being followed up on; information regarding a Legionellosis outbreak in Milwaukee and Cyclospora outbreak in Iowa and Wisconsin was sent to local hospitals and clinics; the Child Death Review Team (CDRT) has reviewed cases linked to heroin and other drug overdoses.

- b.) **Public Health Improvement Grant** (see information below)

- c.) **QI Plan and QI Project:** G. Scott reviewed the hand-out and reported that Jefferson County Human Services and the Health Department are evaluating how they share mutual referrals; Prenatal Care policies, procedures and referral processes are to be updated in the near future.

*Motion by J. McKenzie to approve the "Quality Improvement Plan: July 2013 – July 2014" as written; second by M. Wiesmann; motion carried.*

- d.) **Project Purge:** G. Scott reported that the Health Department has Wednesday, July 24<sup>th</sup> set up as a day for cleaning the department of obsolete items and re-organizing.

- e.) **Project Inform:** G. Scott reported that the Public Health Nurses have a goal and activities set to increase getting information to the public about Health Department services.

#### **Personal Care Program and Review of Statistics**

G. Scott reviewed hand-out in packet; a meeting is set for July 18<sup>th</sup> with a contracted staffing agency to address a complaint that was sent to the state from a previous employee of the staffing agency.

#### **Director's Report**

Report is included in the meeting packet for review.

#### **Status of Rock River Free Clinic and Community Dental Clinic**

G. Scott reported that "Tomorrow's Hope" will be donating proceeds from this year's walk fest to the Rock River Free Clinic.

The clinic has hired a part-time employee to assist clients in enrolling in drug assistance programs for their medications, which will save the clinic money.

The clinic is trying to identify sources of stable funding available. The "Ride for Mike" fundraiser to be held this fall, in honor of Mike Wallace - CEO of Fort HealthCare, will be donated to the Rock River Free Clinic.

The Community Dental Clinic will be losing 2 dentists. The turnover of dentists is related to unstable funding and the uncertainty of the clinic's future.

#### **Next Meeting Date/Time/Agenda Items: September 18; November 20, 2013**

Next meeting will be held on Wednesday, September 18, 2013 at 1:00 p.m. in the Health Department Conference Room.

#### **Adjourn**

*J. McKenzie motioned to adjourn the meeting at 2:25 p.m.; second by D. Schultz; motion carried.*

Respectfully submitted,  
Santee Schunk - Recorder

# Office of the Sheriff - Jefferson County



411 S. Center Avenue  
Jefferson, Wisconsin 53549-1703

**Paul S. Milbrath, Sheriff**

**Jeffrey Parker, Chief Deputy**

Jerry Haferman  
Administrative Captain

★ Duane Scott  
Patrol Captain

★ Paul Wallace  
Jail Captain

August 8, 2013

Jefferson County Health Department  
c/o Gail Scott, RN BSN, Director  
1541 Annex Road  
Jefferson, WI 53549

Dear Gail:

I'd like to take this opportunity to thank the Health Department and your student nurses for holding a number of seminars on various topics throughout this past year for the inmates in the Jefferson County Sheriff's Office Jail facility. We greatly appreciate the effort that you all put forward. Many of these topics were very pointed and poignant. One example is the Safe Sleep Workshop put on by the Health Department which demonstrated how a baby should safely sleep at night which is a very timely topic.

I greatly appreciate all of these efforts as we attempt to fashion better futures for the inmates by giving them both the tools and skills to not return to our facility.

Thank you again for your support and efforts in providing these programs for the inmates within the Jefferson County Jail.

Sincerely,

Paul S. Milbrath  
Sheriff

PSM:tw

2013 AUG 9 2013



School of Nursing  
UNIVERSITY OF WISCONSIN-MADISON

July 2013

Gail Scott, Director/Health Officer  
Jefferson County Health Department  
1541 Annex Rd  
Jefferson, WI 53549

Dear Ms. Scott:

I am writing to thank you and your staff for the contributions all have made to the important work of our school. Educating nurses for the future would be impossible without your substantial involvement in that process. As you know, nursing education today faces unprecedented funding challenges, increased patient complexity and the need for high-quality clinical experiences in order to develop competent practitioners for entry level and advanced practice. Your willingness to provide excellent clinical placement sites and experienced preceptors helps us maintain the margin of excellence that has long characterized our programs.

In the spirit of this partnership, I would like to take this opportunity to share some important updates with you. If you have questions about any of this, please do not hesitate to contact me!

- Construction is moving forward on Signe Skott Cooper Hall, the new home for nursing at UW-Madison. Completion is slated for summer 2014, when we will move into a state of the art facility to address health care's new standard of excellence: team-based, patient-centered care that stretches from the first clinic visit or hospital admission to in-home monitoring and brings research discoveries to "bedside and curbside."
- We have established a new Center for Aging Research and Education, or CARE under the leadership of internationally-known expert in aging and long-term care, Dr. Barbara Bowers. CARE focuses on critical aging issues, working to transform the experience of health care for older adults and their caregivers through leadership in nursing education, research, practice, policy, and community engagement. Bowers and a team of researchers are developing and disseminating best practices to improve care for a growing population of older adults.
- eSchoolCare is an innovative initiative designed to assist school nurses as they support children with complex chronic health needs in the classroom. This program, developed through a demonstration grant from the US Department of Health and Human Services, has already had significant success as nearly 90 school nurses in rural Wisconsin are now using continuously updated practice information delivered via Web technology. We are currently piloting a commercial product which will be available to school districts across the nation later this summer, and several health care organizations in Wisconsin have already chosen to purchase subscriptions to eSchoolCare for their local school nurses.

Ms. Gail Scott  
July 2013  
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The faculty, staff and students of the School of Nursing are very grateful to you for your active engagement in our educational mission, because we literally cannot do this important work without you. I hope that you share our enthusiasm for this partnership and feel that you benefit from it as well. Again, thank you for helping us create the future of nursing care!

Sincerely,



Katharyn A. May, DNSc, RN, FAAN  
Professor and Dean

KAM/rlc

## Jefferson County Health Department - Statement of Revenues & Expenditures

01/01/2013 - 07/31/2013	YTD Actual	Prorated Budget	Annual Budget	YTD Variance
<b>REVENUE</b>				
Personal Care Medical Assistance	160,548.36	182,249.82	308,898.00	-21,701.48
Personal Care Private Pay	38,415.20	20,343.20	34,480.00	18,072.00
Personal Care - Care W/ Private Pay	226,632.25	377,627.14	640,048.00	-150,994.89
Personal Care Human Services	38,368.00	40,002.00	67,800.00	-1,834.00
Personal Care Other Revenue	0.00	60.77	103.00	-60.77
Personal Care Prior Year Revenue	-2,572.80	0.00	0.00	-2,572.80
Personal Care W/MCR Funding	0.00	53,100.00	90,000.00	-53,100.00
<b>Total Personal Care</b>	<b>461,381.01</b>	<b>673,382.93</b>	<b>1,141,327.00</b>	<b>-211,991.92</b>
<b>Total WIC</b>	<b>183,868.33</b>	<b>199,948.23</b>	<b>338,897.00</b>	<b>-16,080.90</b>
Public Health Fee for Service	58,594.03	83,936.94	142,266.00	-25,342.91
Public Health Grant Income	88,755.96	71,854.33	121,787.00	26,901.63
<b>Total Public Health</b>	<b>157,349.99</b>	<b>155,791.27</b>	<b>264,053.00</b>	<b>1,558.72</b>
<b>Total Income</b>	<b>802,609.33</b>	<b>1,029,123.43</b>	<b>1,744,277.00</b>	<b>-226,514.10</b>
<b>EXPENSE</b>				
Personal Care Salary & Benefits	58,871.25	57,144.45	96,855.00	1,726.80
Personal Care Contracted Services	405,267.37	555,060.20	940,780.00	-149,792.83
Personal Care Operating Expense	8,202.75	61,178.28	103,682.00	-52,975.53
<b>Total Personal Care</b>	<b>472,341.37</b>	<b>673,382.93</b>	<b>1,141,327.00</b>	<b>-201,041.98</b>
WIC Salary & Benefits	153,700.29	163,575.73	277,247.00	-9,875.44
WIC Contracted Services	4,537.57	6,195.00	10,500.00	-1,857.43
WIC Operating Expense	25,630.47	29,877.90	50,810.00	-4,347.43
<b>Total WIC</b>	<b>183,868.33</b>	<b>199,748.63</b>	<b>338,557.00</b>	<b>-15,880.30</b>
Public Health Salary & Benefits	556,428.52	539,203.36	913,904.00	17,225.16
Public Health Contractual	32,754.67	36,605.47	65,433.00	-5,850.80
Public Health Operating Expense	91,810.41	101,008.23	171,197.00	-9,195.82
Capital Equipment	0.00	0.00	0.00	0.00
<b>Total Public Health</b>	<b>680,993.60</b>	<b>676,815.06</b>	<b>1,150,534.00</b>	<b>2,178.54</b>
<b>Total Expense</b>	<b>1,337,203.30</b>	<b>1,551,946.82</b>	<b>2,630,418.00</b>	<b>-214,743.32</b>



<b>SUMMARY</b>				
Total Income	892,809.33	1,029,123.43	1,744,277.00	-228,514.10
County Funding Tax Levy & Conting. Transfer	532,228.82	532,228.82	902,062.75	
Prior Year Applied Funds **	23,066.53	21,567.45	38,555.00	1,529.08
Total Revenue	1,357,934.68	1,582,919.70	2,682,914.75	-224,965.02
Total Expenditures	1,337,203.30	1,551,946.82	2,630,418.00	-214,743.32
Net Surplus (Deficit)	20,731.38			-10,241.70

**\*\*Prior Year Carryover Funds Used to date:**  
 \$ 8022.02 BU 4835  
 \$ 2799.99 BU 4839  
 \$ 134.92 BU 4501 (car seats)  
 \$ 14,140 BU 4631 to 4632

Year	Public Hlth. 4501 Mileage Pd	Public Hlth. 4501 Fuel Cost	Pers.Care 4301 Mileage Pd	Pers. Care 4301 Fuel Cost	WIC 4406 & Peer 4456 Mileage Pd	WIC 4406 & Peer 4456 Fuel Cost	Total Annual Mileage Pd	Total Annual Fuel Cost	Total Annual Travel Exp.	Routine Maint. 535352	Non- Routine Repairs	Total Annual Costs	Van Mileage Logged	Mileage Expense "Saved"
2010	\$ 7,065.20	\$ 287.57	\$ 923.50	\$ 61.19	\$ 368.00	\$ 602.60	\$ 8,356.70	\$ 951.36	\$ 9,308.06	\$ -	\$ -	\$ 9,308.06	0	\$ -
*2011	\$ 5,953.46	\$ 874.65	\$ 329.60	\$ 502.74	\$ 30.93	\$ 609.63	\$ 6,313.99	\$ 1,987.02	\$ 8,301.01	\$ 86.59	\$ -	\$ 8,387.60	9,478	\$ 5,260.29
2012	\$ 6,558.26	\$ 507.54	\$ 280.34	\$ 530.04	\$ 474.46	\$ 729.30	\$ 7,313.06	\$ 1,766.88	\$ 9,079.94	\$ 133.52	\$ 889.50	\$ 10,102.96	10,437	\$ 5,792.54
*2013	\$ 3,765.49	\$ 342.51	\$ 256.57	\$ 61.25	\$ -	\$ 280.31	\$ 4,022.06	\$ 684.07	\$ 4,706.13	\$ 44.98	\$ -	\$ 4,751.11	4,887	\$ 2,761.16
2014														
2015														
2016														
<b>Totals:</b>	<b>\$ 23,342.41</b>	<b>\$ 2,012.27</b>	<b>\$ 1,790.01</b>	<b>\$ 1,155.22</b>	<b>\$ 873.39</b>	<b>\$ 2,221.84</b>	<b>\$ 26,005.81</b>	<b>\$ 5,389.33</b>	<b>\$ 31,395.14</b>	<b>\$ 265.09</b>	<b>\$ 889.50</b>	<b>\$ 32,549.73</b>	<b>24,802</b>	<b>\$ 13,813.98</b>

\*Dept. Van Obtained on 02/15/2011 = \$22,105.00

\*2013 expenses = as of 07/31/2013 (paid @ \$0.565/mile)

<b>POLICY TITLE:</b>	<b>Well Water Testing</b>
<b>EFFECTIVE DATE:</b>	<b>September 18, 2013</b>
<b>DATE REVIEWED/REVISED:</b>	<b>September 18, 2013</b>
<b>AUTHORIZED BY:</b>	<b>Health Officer/Director</b>

**PURPOSE STATEMENT:**

To encourage annual testing of private wells; to assess water quality/safety for pregnant women and families with newborns; to test water that is possibly associated with a waterborne illness; and to make water testing information available to Jefferson County residents.

**POLICY:**

Jefferson County Health Department encourages all owners of private wells to be tested annually.

*The Health Department will sample water for bacteria, nitrates and fluoride free of charge under certain circumstances:*

- ✓ *Pregnant woman or newborn in household;*
- ✓ *Follow-up on possible water-borne disease;*
- ✓ *Fluoride level check for infants or children needing fluoride supplements due to primary drinking source being well water;*
- ✓ *All samples are submitted to the State Laboratory of Hygiene in Madison for testing.*
- ✓ *The Health Department will not facilitate or participate in well water sampling related to real estate transactions. All labs offer testing on a fee for service basis for this purpose.*
- ✓ *The Health Department will keep up to date information on well water sampling on the website under "Environmental Health" and "Well Water Testing."*

**PROCEDURE:**

Households with infants under one year may obtain a fee exempt kit from Jefferson County Health Department for testing water for Total Coliform, Nitrate, Fluoride and 14 different metals. Public Health Nurses may also make a home visit to assist the homeowner in the testing of their well. Public Health Nurses will NOT use any flame or heat source to heat the faucet. This can only be done by the homeowner and with caution due to faucets that may contain plastic parts.

Households interested in fluoride testing only may obtain a fee exempt kit from Jefferson County Health Department

All other households interested in testing will be directed to one of the following for fee for service testing:

Wisconsin State Laboratory of Hygiene

<http://www.slh.wisc.edu/ehd/testfee.dot>

800-442-4618

UW-Stevens Point – Water and Environmental Analysis Lab

715-346-3209

<http://www.uwsp.edu/cnr-ap/weal/Pages/Homeowner.aspx>

Wisconsin DNR Website for a list of Certified Labs

608-267-7649 (Private Well Specialist)

<http://dnr.wi.gov/topic/wells/privatewelltest.html>

If individuals in the household are ill and question the safety of the water supply, or if other public health situations arise where the water should be tested for safety, these tests can also be done free of charge using the health department fee exempt number.

#### **Kit Preparation:**

When distributing kits to the public, be sure it is complete with instructions, an information form, a fee exempt sticker, if applicable, a plastic bag, the styrofoam mailer, and two rubber bands. Clients are responsible for the cost of mailing the sample.

Be sure to explain the directions to the client when they pick up a water test kit. Remind clients that the sample needs to be sent in the same day it is collected. Samples should not sit in the post office over a weekend/holiday, so ask clients to collect samples early in the week and mail them immediately. Samples should NOT be mailed on Fridays.

#### **Collection of a Water Sample:**

1. See instructions on the back side of the Water Test Request Form.
2. If the well is safe in all areas tested, copy the results and mail them to the client.
3. If the well is unsafe due to the presence of coliform bacteria, send a copy of the results along with the handout "Possible Sources of Bacterial Contamination/Disinfection of the Well and Water System." This handout will come from the State Lab of Hygiene along with the results. A retest is suggested using a different tap source. Avoiding swivel faucets may increase the accuracy of the test. Call the client to advise them that the current bacteria test is unsafe and they should use bottled water or boil their water until a follow up test comes back safe.
4. If the well is unsafe due to nitrates, send a copy of the results to the client, along with the DNR brochure regarding nitrate levels. Call the client to advise him/her of the elevated nitrate levels and provide education regarding methemoglobinemia or "blue baby syndrome." Advise that pregnant women and children under six months of age should not consume the water and it should not be used for infant formula preparation. Advise the client NOT to boil the water as this increases nitrate levels.
5. Document the date the results were received and whether the well is safe or unsafe on the Well Water Test Kit log.

#### **Testing After a Flood:**

The Wisconsin Department of Natural Resources (DNR) provides guidance on how to cope with a flooded well <http://dnr.wi.gov/emergency/FloodCoping.html>.

Private well owners whose well has been submerged by flood waters should:  
Wait until flood waters recede before testing the well.  
Drink water from a known safe source.

Contact the Health Department to obtain a fee exempt well water test kit if they have been authorized by the State of Wisconsin Division of Public Health.

**Landlord/Tenant Communication:**

1. If a test is done in a rental home/apartment the Public Health Nurse or Environmental Specialist should be aware of issues related to the landlord/tenant relationship.
2. The landlord does not have to be notified if a water sample is taken to test the water on behalf of a tenant due to a health issue, pregnancy or new baby.
3. However, the landlord could be informed if a well is tested on behalf of a tenant due to a health issue, pregnancy or new baby. This could be a teachable moment to remind them they need to provide potable water and test the well "periodically" and provide the tenants with the results. The DNR recommends that wells are tested annually.
4. The tenant does have the right to test the well water.
5. The sample may be taken at the pressure tank if the tenant has access to that area. If it is not open/accessible to the tenant the landlord should be contacted for testing.
6. The landlord does not have to be notified of normal results unless the tenant requests it.
7. The landlord must be notified of abnormal results as they have the responsibility to provide safe, potable water to the tenants. They are responsible for fixing the problem.
8. Other individuals using the same well for their drinking water must be notified of an unsafe (confirmed) sample that may affect their health. It is suggested that Environmental Health be asked to assist the landlord in a solution (unless it is just decontaminating the well and a retest).

**Referral for Additional Assistance:**

The owner may have to consult with a professional well installer or with the Wisconsin Department of Natural Resources Private Well Specialist if they need further help with well water quality.

**Open Records Request:**

Well water sampling results may be released to the public. They must provide a written open records request with the exact address and timeframe of testing. The results must not include the name of the tenant or former tenant. The individual requesting the results will be reminded that testing should be done on an annual basis. Test results older than a year will not be considered valid.

**EVALUATION:**

**REFERENCES/LEGAL AUTHORITY:** Wisconsin State Laboratory of Hygiene

# 2013 Immunization Program Fall Functional Exercise

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2013 Exercise Plan (Ex Plan)

7/31/13

## EXERCISE OVERVIEW

<b>Exercise Name</b>	2013 Immunization Program Fall Functional Exercise (FE)
<b>Exercise Dates</b>	Start dates will vary but end date cannot exceed 30 days from the start date.
<b>Scope</b>	This exercise is a Functional Exercise (FE), planned for up to 30 days at area schools or local health departments (LHDs).
<b>Mission Area(s)</b>	Prevention
<b>Core Capabilities</b>	These will vary by location (and are listed on page 4 below) but LHDs will associate their operations-based activity to one or more of the 15 CDC Public Health Preparedness Capabilities.
<b>Objectives</b>	Various objectives were created tied to vaccine distribution operations, communications and coordination with dispensing within the LHDs and are listed on pages 3-4 of this Exercise Plan (Ex Plan).
<b>Threat or Hazard</b>	Influenza
<b>Scenario</b>	A novel strain of influenza is circulating and has a high morbidity and mortality in younger populations. CDC has recommended that all school age children be vaccinated.
<b>Sponsor</b>	Wisconsin Division of Public Health – Public Health Preparedness
<b>Participating Organizations</b>	29 local public health agencies will be conducting school-based clinic exercises as part of the 2013 influenza vaccine dispensing campaign.
<b>Point of Contact</b>	<p><b><i>Incident Commander (Clinic Manager)</i></b></p> <p><i>Name</i>  <i>Title</i>  <i>Agency</i>  <i>Street Address</i>  <i>City, State ZIP</i>  <i>xxx-xxx-xxxx (office)</i>  <i>xxx-xxx-xxxx (cell)</i>  <i>e-mail</i></p>

## Public Health Program Statistics 2013

Blood Lead Level Screenings	753	53	46	44	73	51	43	52	57	419
Blood Lead Level ( $\geq 10\mu\text{g}/\text{dL}$ )	8	0	0	1	1	1	1	2	1	7
Car Safety Seat Inspections	146	0	11	12	8	8	7	13	13	72
Communicable Disease Cases	333	39	18	26	19	16	17	29	22	186
County Jail Client Visits	4222	380	350	346	287	318	303	347	286	2617
EH Dept. of Ag Agent Inspections										
EH Dept. of Health Agent Inspections										
Nuisance Complaints										
Fluoride Clients	76	15	5	3	10	4	13	4	3	57
Fluoride Varnish Contacts	51	2	3	5	19	5	2	3	6	45
Health Education Attendees	521	7	114	191	105	27	41	2	366	853
Health Education Sessions	39	0	8	6	6	2	4	1	4	31
Hearing / Vision Screening Sch (H-403, V-715)	715	0	0	0	0	0	0	0	0	0
Immunizations Given	3851	213	95	129	98	58	73	124	314	1104
Immunization Clients	2317	162	50	57	45	32	40	65	137	588
Mental Health CSP Visits	707	65	60	47	59	47	48	71	54	326
Office Clients Blood Pressures	113	14	6	3	5	5	5	3	5	46
Office Clients Mental Health Meds	71	6	4	8	9	9	9	7	3	55
Office Clients TB Skin Tests	417	39	15	35	18	27	23	44	47	248
Paternity Tests	275	25	27	19	30	11	20	27	13	172
PHN Well Water Samples	88	8	3	5	7	8	4	11	4	50
Pregnancy Tests	96	5	6	8	2	9	10	5	9	54
Public Health Contacts	4787	375	260	388	313	293	281	360	276	2553
Well Child/HealthCheck Clinic	289	7	10	8	13	14	20	15	31	118
WI Well Woman Program Clients	139	8	9	8	12	19	7	5	12	80
WIC Monthly Caseload Average	1,555	1516	1471	1463	1483	1476	1464	1460	1448	
WIC Breastfeeding Peer Support Visits*	1041	48	45	55	28	41	51	39	49	356

\* Program started in Aug 2010



# Monthly Disease Incident Counts by Resolution Status Jefferson County, August 2013

## Jefferson County

Applied filters: Resolution Status equal to Confirmed, Probable, Suspect, Not A Case AND Disease Category incident Count not equal to 0 AND Disease Category equal to Category I, Category II, Environmental, Not Reportable AND Received Year-Month equal to 2013-08 AND Jurisdiction equal to Jefferson County

Resolution Status		Incident Count				Total
		Confirmed	Probable	Suspect	Not A Case	
<b>Disease Category</b>	<b>Disease Subcategory</b>					
Category I	Haemophilus Influenzae Invasive Disease	1	0	0	0	1
	Pertussis (Whooping Cough)	0	0	0	4	4
	Tuberculosis	0	0	0	1	1
	Campylobacteriosis (Campylobacter Infection)	1	0	0	0	1
	Chlamydia Trachomatis Infection	7	0	0	0	7
	Cryptosporidiosis	3	0	0	0	3
	E-COLI, SHIGA TOXIN-PRODUCING (STEC)	1	0	0	1	2
	Giardiasis	1	0	0	0	1
	Hepatitis B	0	1	0	0	1
	Hepatitis C	0	0	2	0	2
Category II	Influenza	1	0	0	0	1
	Lyme Disease	0	1	1	1	3
	Q Fever	0	0	1	0	1
	Salmonellosis	4	0	0	0	4
	Streptococcus Pneumoniae Invasive Disease	1	0	0	0	1
	Varicella (Chickenpox)	0	0	0	1	1
	<b>Total</b>	<b>20</b>	<b>2</b>	<b>4</b>	<b>8</b>	<b>34</b>

Data last refreshed on Friday, September 6, 2013 2:51:39 PM CDT. Analysis performed by Diane Nelson, Program Manager, Jefferson County Health Department.

**Jefferson County Health Department  
2013 Bureau of Transportation  
Car Seat Report**

<b>Year/Month</b>	<b>Infant</b>	<b>Conv</b>	<b>Comb</b>	<b>Booster</b>	<b>Total Seats</b>	<b>Total Hours</b>	<b>Donations</b>
<b>January</b>	0	0	0	0	0	0	\$0
<b>February</b>	2	5	3	1	11	11	\$5
<b>March</b>	1	8	2	1	12	12	\$56
<b>April</b>	1	6	1	0	8	8	\$40
<b>May</b>	1	4	3	0	8	8	\$20
<b>June</b>	0	6	1	0	7	7	\$15
<b>July</b>	1	8	3	1	13	13	\$18
<b>August</b>	0	6	4	3	13	13	\$29
<b>September</b>							
<b>October</b>							
<b>November</b>							
<b>December</b>							
<b>Total</b>	<b>6</b>	<b>43</b>	<b>17</b>	<b>6</b>	<b>72</b>	<b>72</b>	<b>\$183.00</b>



## Director/Health Officer's Monthly Report

Gail M. Scott, RN, BSN

Updated to 07/11/13

<b>Administration</b>	<ul style="list-style-type: none"> <li>✓ WALHDAB/Preparedness Meeting</li> <li>✓ Strategic Plan Planning Meeting</li> <li>✓ Strategic Plan Development</li> <li>✓ County Board Meeting – Annual Report</li> <li>✓ Amended Car Seat Grant for additional \$1,000</li> <li>✓ Budget Meetings with S. Schunk to monitor 2013 budget and develop 2014 budget</li> <li>✓ Meeting with Care Wisconsin</li> <li>✓ MondoPad demo</li> <li>✓ Aquos Whiteboard demo</li> <li>✓ Public Health Nurse Staff Meeting</li> <li>✓ Meetings with RN to BSN Student</li> </ul>
<b>Preparedness/Emergency Response</b>	<ul style="list-style-type: none"> <li>✓ Operation Mayhem Exercise</li> <li>✓ Operation Mayhem AAR/IP</li> <li>✓ Day Care Preparedness Meeting</li> </ul>
<b>Communicable Disease Control</b>	<ul style="list-style-type: none"> <li>✓ TB Dispensary Meeting</li> </ul>
<b>Personnel Management</b>	<ul style="list-style-type: none"> <li>✓ Meeting with Marketing Intern</li> </ul>
<b>Community Health Assessment</b>	<ul style="list-style-type: none"> <li>✓ Town Hall Meeting to roll out CHA</li> </ul>
<b>Access to Care</b>	<ul style="list-style-type: none"> <li>✓ Rock River Free Clinic Board Meeting</li> </ul>

<b>Administration</b>	<ul style="list-style-type: none"> <li>✓ Board of Health Meeting</li> <li>✓ Performance Evaluation of D. Nelson</li> <li>✓ PHN Staff Meeting</li> <li>✓ Met with Infrastructure Committee regarding remodeling of corral area</li> <li>✓ Domain Assessment for Accreditation readiness</li> <li>✓ Development of Strategic Plan</li> <li>✓ Development of Quality Improvement Plan</li> <li>✓ 2014 budget preparation with S. Schunk</li> <li>✓ Child Death Review Team meeting</li> <li>✓ Booth at County Fair</li> <li>✓ Booth at Tomorrow's Hope</li> <li>✓ Meeting with Source Point</li> <li>✓ Project Purge</li> <li>✓ MondoPad Training</li> <li>✓ Substance Abuse Coalition Meeting</li> </ul>
<b>Preparedness/Emergency Response</b>	<ul style="list-style-type: none"> <li>✓ Completion of CPG Assessment</li> <li>✓ Finalizing 2012-2013 grant</li> <li>✓ Plan for 2013-2014 grant</li> <li>✓ Special Needs Population Task Force</li> </ul>
<b>Communicable Disease Control</b>	<ul style="list-style-type: none"> <li>✓ West Nile Virus Interview</li> </ul>
<b>Access to Care</b>	<ul style="list-style-type: none"> <li>✓ Rock River Free Clinic Board Meeting</li> <li>✓ Community Dental Clinic Board Meeting</li> </ul>

**Director/Health Officer's Monthly Report**  
**Gail M. Scott, RN, BSN**  
**Updated to 07/11/13**

<b>Administration</b>	<ul style="list-style-type: none"> <li>✓ PHN Staff Meeting</li> <li>✓ Domain Assessment for Accreditation readiness</li> <li>✓ 2014 budget preparation with S. Schunk</li> <li>✓ Meeting with ContinuuUs</li> <li>✓ Health Dept. Budget Meeting with Ben Weheimer and Brian Lamers</li> <li>✓ Strategic Plan Education Meeting with K. Eisenmann</li> <li>✓ WALHDAB &amp; Preparedness Meeting</li> <li>✓ Regional Enrollment Network Meeting</li> <li>✓ Healthy Community Summit</li> <li>✓ LEPC</li> </ul>
<b>Preparedness/Emergency Response</b>	<ul style="list-style-type: none"> <li>✓ Update of Mass Clinic Plan</li> </ul>
<b>Communicable Disease Control</b>	<ul style="list-style-type: none"> <li>✓ Development of October Children's Flu Shot Clinic</li> </ul>
<b>Access to Care</b>	<ul style="list-style-type: none"> <li>✓ Meeting with Dr. Jeff Chaffin at Community Dental Clinic</li> </ul>

<b>Administration</b>	<ul style="list-style-type: none"> <li>✓ PHN Staff Meeting</li> <li>✓ Domain Assessment for Accreditation readiness</li> <li>✓ 2014 budget preparation with S. Schunk</li> <li>✓ Board of Health Meeting</li> <li>✓ WALHDAB &amp; Preparedness Meeting</li> <li>✓ Car Seat Press Release and Radio Interview</li> <li>✓ Flu shot Press Release</li> <li>✓ MRSA information to schools</li> <li>✓ Preceptor for Master's Student</li> <li>✓ Finance Committee Budget Hearing</li> <li>✓ Department Head Meeting</li> </ul>
<b>Preparedness/Emergency Response</b>	<ul style="list-style-type: none"> <li>✓ Update of Mass Clinic Plan</li> <li>✓ Crystal Farms Exercise</li> </ul>
<b>Communicable Disease Control</b>	<ul style="list-style-type: none"> <li>✓ Planning Flu Shot Clinic Exercise</li> </ul>
<b>Access to Care</b>	<ul style="list-style-type: none"> <li>✓ Jefferson County Enrollment Network Meeting</li> <li>✓ Community Dental Clinic Meeting</li> </ul>