



Jefferson County Health Department

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

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Agenda

Jefferson County Board of Health
1541 Annex Road, Jefferson, WI 53549
Health Department **New Conference Room**
January 15, 2014

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 November 20, 2013 Board Meeting Minutes
7. Communications
8. Financial Report
 - a. Income Statement
 - b. Vehicle Usage Report
9. Operational Update of the Environmental Health Program
10. Public Health Preparedness
 - a. Special Needs Population Task Force
11. Public Health Program and Review of Statistics
 - a. Communicable Disease Cases Reported
 - b. Public Health Improvement Grant Award
 - c. 2014 Consolidated Contract Grant Funding Update
12. Personal Care Program and Review of Statistics
 - a. Care Wisconsin Contract
 - b. Update on Staffing Agency Contracts
13. Director's Report
 - a. Director's Report Included in Packet
14. Status of Rock River Free Clinic and Community Dental Clinic
15. Next Meeting Date/Time/Agenda Items: March 19, May 21, July 16, September 17, November 19, 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, November 20, 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 2:00 p.m.

Roll Call/Establishment of Quorum

Quorum established

Board Members Present: Ed Morse, Chair; Dick Schultz, Vice-Chair; Marie Wiesmann, RN, BSN, Secretary; John McKenzie; Don Williams, M.D.

Staff Present: Gail Scott, Director/Health Officer; Diane Nelson, Public Health Program Manager; Marc Schultz, Environmental Specialist; Sandee Schunk, Clerical/Recorder

Guests Present: Benjamin Wehmeier, County Administrator; John Molinaro, County Board Chair

Certification of Compliance with the Open Meetings Law: The meeting was properly noticed.

Review of Agenda: No changes requested.

Public Comment: None

Approval of September 18, 2013 Board Meeting Minutes

Motion by Dr. Williams to approve the minutes as written; second by D. Schultz; motion carried.

Communications: None

Financial Report

- a. **Income Statement:** G. Scott reviewed the September 2013 "Statement of Revenue & Expenditures".
- b. **2014 Budget:** G. Scott reported that the WIC grant will be down \$12,000 in 2014. Brian Lamers from Finance was notified and it was decided it was not a significant amount to adjust the budget. To offset the decrease in funding, the wages/benefits for G. Scott/Director will be moved out of WIC and charged to Public Health.
- c. **Vehicle Usage Report:** G. Scott reviewed the handout which reflects a mileage reimbursement savings of \$14,558.09 since the van was purchased in 2011.
G. Scott reported that \$30,000 was budgeted in 2014 to purchase another department vehicle.

Operational Update of the Environmental Health Program

M. Schultz reported that the fall school inspections are almost completed.

M. Schultz reported that the source of a Cryptosporidium outbreak reported on 11/04/2013, at a function with a combination of facility provided food and donated potluck food, was not determined by the State Epidemiologist. The final report from the State is not in to date.

D. Nelson reported that 21 interviews were held with attendees and samples were sent to the State Lab of Hygiene.

G. Scott reported that at times restaurants close and re-open under new management without contacting Environmental Health for inspections/licensure. The owners seem to think that the permits can transfer to the new owner.

Public Health Preparedness

- a. **Special Needs Population Task Force:** G. Scott reported that the Task Force is focusing on daycare centers. The Task Force consists of Dodge County Public Health; City of Watertown; Jefferson County Health Department; Emergency Management, local hospitals and local daycare centers. A seminar is to be held on a Saturday in the future in each county.
- b. G. Scott reported that the Nestle Purina Company offered 24 cases (200/case) of N-95 particulate filter masks for Public Health Preparedness. Donna Haugom, Emergency Management, will distribute the masks to local EMS, fire and police departments.

Public Health Program and Review of Statistics

- a. **Communicable Disease Cases Reported:** D. Nelson reported that the nurses have been busy giving immunizations with approximately 900 influenza vaccinations and 150 childhood vaccinations administered as of 10/31/2013.
D. Nelson reported in October that a Norovirus outbreak resulted in 31 people being interviewed and in November the Cryptosporidium outbreak resulted in 21 people being interviewed.
G. Scott reviewed the statistical handout in the meeting packet.
G. Scott reported that the Public Health RNs are working with Jefferson County Human Services to obtain more parenting referrals. The Quality Improvement Plan is looking at mutual referrals with new forms for inter-department use. This will be tracked long term to see if referrals increase. The Health Department is also working with local hospitals for prenatal and post-partum referrals.
- b. **Public Health Improvement Grant New Grant Submission:** G. Scott reported that the Quality Improvement grant ended September 30, 2013. D. Nelson. and G. Scott completed the domain assessment. A new \$10,000 grant has been written for but our department may not be considered for it due to it being the third year we applied for it. The grant application is scheduled for review in early December 2013.
- c. **QI Plan and QI Project:** G. Scott reported that the Jefferson County Health Department is certified as a Level 2 which requires certain services be provided; Health Department policies and procedures need updating; a performance management system will be implemented as part of the QI Plan for 2014.
Dr. Williams suggested that parenting fliers with a tear-off section at the bottom should be targeted to parents that have children with special needs such as Attention Deficit Disorder (A.D.D.). Make effective parenting a priority with increased referrals from Human Services.
- d. **2014 Consolidated Contract Grant Funding:** G. Scott reported that the 2014 Consolidated Contracts (WIC; Immunization; Lead; Maternal Child Health; WWWP) grant information has been entered online. The contracts are locked and have been signed and submitted to the State.
- e. **Car Safety Seat Grant Submission:** G. Scott reported that the Bureau of Transportation Car Safety Seat Grant was approved in the amount of \$6,000 for the period of 10/01/2013 – 09/30/2014.

Personal Care Program and Review of Statistics

- a. **Care Wisconsin Rate Change Request:** G. Scott reported that the Personal Care Program does coordination of in-home Personal Care Workers for the Care Wisconsin Managed Care Organization (MCO). Care Wisconsin has started to contract directly with staffing agencies as they feel the Health Department rates are too high. The Health Department sent Care Wisconsin a proposal for decreased rates at approximately \$1.50 per hour lower than the current rates. To date, Care Wisconsin has not responded to the adjusted rate proposal for the Board of Health to approve at today's meeting. Discussion followed regarding appointing a sub-committee to vote on the rates when it is received from Care Wisconsin or allow Ben Wehmeier, County Administrator and Gail Scott, Health Department Director, to approve or disapprove of the rates from Care Wisconsin.

- b. **Update on Staffing Agency Contracts:** G. Scott reported that one of the staffing agencies would not sign a new contract at last year's rates. This agency requested an average of a 9% increase in their rates. This staffing agency has the most Personal Care Program clients. Due to the rate increase requested, the clients may have to be moved to the other contracted staffing agencies that did sign new contracts at last year's rates. Phil Ristow has been reviewing the contract with the new rate requests and reports the main concern is protecting the Personal Care clients so they receive the services needed.
- c. *Motion by Dr. Williams that if "Care Wisconsin MCO" and "Source Point Staffing Agency" agree to the proposed Health Department rates, the County Administrator and Health Department Director may sign the contracts within the proposed parameters (approved by Phil Ristow, Corporation Counsel); second by D. Schultz; motion carried.*

Director's Report

- a. **Board of Health Terms (Ed Morse, Dick Schultz and John McKenzie terms expire in 2013):** G. Scott reported this agenda item is non-applicable as Gary Petre, former County Administrator, already made these appointments before he left. B. Wehmeier will check to make sure this was done.
- b. **Director's Report Included in Packet:** G. Scott reported that the upstairs business office will have bullet-resistant glass installed in the service window; all department doors will have proximity card or key pad code entry.
B. Wehmeier, County Administrator, reported that the Sheriff's Department assessed the safety of the Health Department/Human Services building and recommended the security updates. The Human Services Capital budget will cover the cost of the updates.
G. Scott reported the "Active Shooter Training" and "Distracted Driver Training" were attended by staff.
G. Scott reported that the Health Department staff attended another Strategic Planning meeting led by Kathy Eisenmann, U.W. Extension. The meeting discussed department communication, decision making and staff flexibility. A separate Strategic Plan will be completed at the jail to address jail health services.

Status of Rock River Free Clinic and Community Dental Clinic

G. Scott reported that the Rock River Free Clinic is updating their policy for proof of income eligibility for clients attending the clinic. Jefferson County budgeted \$50,000 in 2014 for the Rock River Free Clinic.

G. Scott reported that the Community Dental Clinic is in the process of hiring more dentists. The clinic takes referrals from Fort Memorial Hospital and the Rock River Free Clinic for dental emergencies. Jefferson County budgeted \$7,500 in 2014 for the Community Dental Clinic.

Next Meeting Date/Time/Agenda Items: January 15; March 19; May 21; July 16; September 17; November 19, 2014

Next meeting will be on Wednesday, January 15, 2014 at 1:00 p.m.

J. McKenzie reported he will not be in attendance at this meeting.

Adjourn

D. Schultz motioned to adjourn the meeting at 3:04 p.m.; second by M. Wiesmann; motion carried.

Respectfully submitted,
Sandee Schunk - Recorder

Jefferson County Health Department - Statement of Revenues & Expenditures

01/01/2013 - 11/30/2013	YTD Actual	Prorated Budget	Annual Budget	YTD Variance
REVENUE				
Personal Care Medical Assistance	266,757.30	284,186.16	308,898.00	-17,428.86
Personal Care Private Pay	63,415.40	31,721.60	34,480.00	31,693.80
Personal Care - Care WI Private Pay	349,135.14	588,842.32	640,046.00	-239,707.18
Personal Care Human Services	58,184.50	62,376.00	67,800.00	-4,191.50
Personal Care Other Revenue	0.00	94.76	103.00	-94.76
Personal Care Prior Year Revenue	-2,572.80	0.00	0.00	-2,572.80
Personal Care WIMCR Funding	0.00	82,800.00	90,000.00	-82,800.00
Total Personal Care	734,919.54	1,050,020.84	1,141,327.00	-315,101.30
Total WIC	287,394.33	311,785.24	338,897.00	-24,390.91
Public Health Fee for Service	112,645.09	130,884.72	142,266.00	-18,239.63
Public Health Grant Income	129,504.96	112,044.04	121,787.00	17,460.92
Total Public Health	242,150.05	242,928.76	264,053.00	-778.71
Total Income	1,264,463.92	1,604,734.84	1,744,277.00	-340,270.92

EXPENSE				
Personal Care Salary & Benefits	92,918.38	89,106.60	96,855.00	3,811.78
Personal Care Contracted Services	646,776.71	865,517.60	940,780.00	-218,740.89
Personal Care Operating Expense	12,739.29	95,396.64	103,692.00	-82,657.35
Total Personal Care	752,434.38	1,050,020.84	1,141,327.00	-297,586.46
WIC Salary & Benefits	242,466.77	255,067.24	277,247.00	-12,600.47
WIC Contracted Services	7,230.19	9,660.00	10,500.00	-2,429.81
WIC Operating Expense	37,697.37	46,745.20	50,810.00	-9,047.83
Total WIC	287,394.33	311,472.44	338,557.00	-24,078.11
Public Health Salary & Benefits	871,289.21	840,791.68	913,904.00	30,497.53
Public Health Contractual	45,410.31	60,198.36	65,433.00	-14,788.05
Public Health Operating Expense	142,322.00	157,501.24	171,197.00	-15,179.24
Capital Equipment	0.00	0.00	0.00	0.00
Total Public Health	1,059,021.52	1,058,491.28	1,150,534.00	530.24
Total Expense	2,098,850.23	2,419,984.56	2,630,418.00	-321,134.33

SUMMARY				
Total Income	1,264,463.92	1,604,734.84	1,744,277.00	-340,270.92
County Funding Tax Levy & Conting. Transfer	829,916.36	829,916.36	902,083.00	
Prior Year Applied Funds **	28,183.53	33,630.60	36,555.00	-5,447.07
Total Revenue	2,122,563.81	2,468,281.80	2,682,915.00	-345,717.99
Total Expenditures	2,098,850.23	2,419,984.56	2,630,418.00	-321,134.33
Net Surplus (Deficit)	23,713.58			-24,583.66

**Prior Year Carryover Funds Used to date:	
\$ 11109.02 BU 4635 - Public Health Preparedness	
\$ 2799.59 BU 4639 - Adult Immunization Grant	
\$ 134.92 BU 4501 - Car seats	
\$ 14,140 BU 4631 to 4632 - Public Health Prepared	
\$28,183.53 = Total Carryover Used	

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"
2008	\$ 14,442.00	\$ -	\$ 11,660.00	\$ -	\$ 2,593.00	\$ -	\$ 28,695.00	\$ -	\$ 28,695.00	\$ -	\$ -	\$ 28,695.00	n/a	n/a
2009	\$ 10,557.00	\$ -	\$ 15,599.00	\$ -	\$ 1,178.00	\$ -	\$ 27,334.00	\$ -	\$ 27,334.00	\$ -	\$ -	\$ 27,334.00	n/a	n/a
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	n/a	n/a
	2008: County vehicles not used/Personal Care = large volume visits 2009: County vehicles not used/Personal Care nurses contracted w/Care WI = large volume visits 2010: County vehicles utilized more often when available/Personal Care downsized with Family Care implementation													
VAN	Purchased: 2/15/2011 \$22,105.00													
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	\$ 6,155.91	\$ 487.41	\$ 358.31	\$ 176.91	\$ 51.42	\$ 431.42	\$ 6,565.64	\$ 1,095.74	\$ 7,661.38	\$ 45.00	\$ -	\$ 7,706.38	7,971	\$ 4,503.62
Totals:	\$ 18,667.63	\$ 1,869.60	\$ 968.25	\$ 1,209.69	\$ 556.81	\$ 1,770.35	\$ 20,192.69	\$ 4,849.64	\$ 25,042.33	\$ 265.11	\$ 889.50	\$ 26,196.94	27,886	\$ 15,556.44

*2013 expenses = as of 11/30/2013 (paid @ \$0.565/mile)



Save the Date!

You are invited to an exciting opportunity to learn more about Emergency/Disaster Preparedness for Day Care Centers and Pre-Schools.

****REGISTRY CONTINUING EDUCATION HOURS WILL BE OFFERED****

Learn more about

Go Kits
Reunification
Communication
Shelter in place/evacuation
Emergency/Disaster Preparedness Checklists

Audience

The training program will be open to all childcare providers working with infants, toddlers, preschoolers, and school-aged children.

Two training dates:

(Registration begins at 7:30 a.m.)

March 8th, 2014

8 a.m. – 2 p.m.

Dodge County Administration Bldg

127 E. Oak St. Juneau, WI

Questions: Amy Nehls: ANehls@co.dodge.wi.us

OR

March 29, 2014

8 a.m. – 2 p.m.

Fort HealthCare (Auditorium)

611 Sherman Avenue E, Fort Atkinson, WI

Questions: Donna Haugom: DonnaH@jeffersoncountywi.gov

\$15.00 will be charged to cover meals and handouts

Gail Scott

From: Cohen, Rebecca W - DHS <Rebecca.Cohen@dhs.wisconsin.gov>
Sent: Friday, January 03, 2014 11:07 AM
To: Gail Scott
Cc: DHS DPH WPHII
Subject: 2014 Public Health Improvement Grants (formerly Mini-grants)

Gail:

Happy New Year!

The review process for the Wisconsin Public Health Improvement Initiative (WPHII) Public Health Improvement Grants (Mini-grants) is completed. The Division of Public Health has made a final determination to identify which applications will receive funding during Year 4. After review by a team consisting of local, regional, central office representatives your application submitted under RFA #G-237 DPH, we are pleased to confirm that **your application has been accepted** and funded from **January 1, 2014 to September 29, 2014**. **Congratulations!**

****Please Note: Due to the increased number of applications and a high number of competitive applications that scored closely, both Implementation and Planning grant allocations will be reduced by 6% temporarily. This modest reduction will be offset when the WPHII receives carryover funds from CDC later in 2014.**

This year 45 proposals submitted for consideration represented 50 local and Tribal health departments. We are pleased to see continued statewide interest in quality improvement (QI), performance management (PM), and voluntary national accreditation.

DPH is moving these grant awards forward in a responsive manner to facilitate that you receive a signed contract quickly. The next steps in the process are as follows.

- Your objectives and funding amounts will be loaded into GAC.
- You and your contract administrator will sign off and lock GAC so that a contract can be sent. The grant was competitive meaning there will be not negotiation; the objectives will be taken from your application.
- You will receive follow-up emails from DPH about opportunities for learning, support, and technical assistance that will be available throughout the year.

Again, we are engaged in a shared partnership to strengthen the Wisconsin public health system by focusing on activities to promote quality improvement, performance management, voluntary accreditation and accreditation readiness. Regional office staff are available as resources and consultants to assist you and your agency in activities related to this grant, to answer questions, and to share materials related to QI, PM, and accreditation readiness.

If you have any questions, please contact me, Rebecca Cohen at rebecca.cohen@wi.gov phone: 608/261-7826 or Akbar Husain in the WRO. He can be reached at Qazi.husain@wisconsin.gov or phone: 715/855-7312.

We look forward to hearing about your agency's QI, PM and Accreditation readiness progress. Thank you!

Sincerely,
Rebecca W. Cohen, MS
Manager – Wisconsin Public Health Improvement Initiative
[Division of Public Health](#)
Office of Policy & Practice Alignment
1 W. Wilson St., Rm. 250
Madison, WI 53703-3445
608.261.7826

Jefferson County Health Department 2013 Personal Care Program Statistics

	2012	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	2013
Admissions	56	3	1	3	3	3	2	2	5	3	3	6		34
Discharges	60	7	5	8	1	5	4	1	2	1	3	2		39
RN Visits	182	11	13	11	14	12	7	10	14	6	14	10		122
St. Coletta Hours	10,818	988	903	919	953	999	948	925	1,012	993	1,005	935		10,580
St. Coletta Clients	15	15	15	15	16	16	15	15	16	16	15	15		15
MA Card Hours	8,410	656	612	577	328	149	323	385	430	531				3,991
MA Card Clients	9	9	9	8	5	5	8	8	9	9				8
Elderly Service Hours	2,687	221	193	207	197	178	165	187	185	166				1,699
Elderly Service Clients	30	32	29	28	26	23	25	24	25	25				26
Private Pay Hours	2,135	227	219	225	222	233	274	279	281	261				2,221
Private Pay Clients	16	13	13	12	11	11	12	12	13	10				12
COP Hours	402	58	62	58	58	56	58	54	47	46	35			532
COP Clients	5	6	7	7	6	6	6	5	5	5	4			6
Care WI Hours	28,716	1,940	1,521	1,685	1,811	1,718	1,454	1,393	1,595					13,117
Care WI Clients	74	66	63	67	72	72	66	62	65					67
Total Hours	53,168	4,090	3,510	3,671	3,569	3,333	3,222	3,223	3,550					28,168

Director/Health Officer's Monthly Report
Gail M. Scott, RN, BSN
Updated to 12/31/13

December 2013	
Administration	<ul style="list-style-type: none"> ✓ PHN Staff Meeting ✓ WALHDAB & Preparedness Meeting ✓ Preceptor for Master's Student ✓ PCW Program management ✓ Updated Staffing Agency Contract ✓ Updated Care WI Contract ✓ Jail Strategic Plan meeting ✓ Administration of BOTS Car Safety Seat Grant ✓ Heroin Task Force meeting ✓ Meeting with Care WI for Staffing Agency issues ✓ JCICC meeting ✓ Civil Rights Compliance Training ✓ Brownfields Grant meeting
Preparedness/Emergency Response	<ul style="list-style-type: none"> ✓ Mass Fatality Management Training
Access to Care	<ul style="list-style-type: none"> ✓ Jefferson County Enrollment Network Meeting
MCH Systems Objective	<ul style="list-style-type: none"> ✓ Oral Health Training
Public Health Improvement Grant	<ul style="list-style-type: none"> ✓ Performance Management Training