



Jefferson County Health Department

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

www.jeffersoncountywi.gov

Agenda

Jefferson County Board of Health
1541 Annex Road, Jefferson, WI 53549
Health Department New Conference Room
May 21, 2014

11 a.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. Election of Officers
7. Approval of March 19, 2014 Meeting Minutes
8. Communications
9. Financial Report
 - a. Income Statement
 - b. Vehicle Usage Report
 - c. Budget Amendment Policy
 - d. WIC/Public Health Emergency Preparedness (PHEP)/Public Health Improvement Grant Amendments
 - e. 2015 Budget Prep and Finance Committee Hearing Date/Time
10. Operational Update of the Environmental Health Program
11. Public Health Preparedness
 - a. Special Needs Population Task Force
 - b. Operation Mayhem Exercise
 - c. Tri-County Exercise
12. Public Health Program and Review of Statistics
 - a. Communicable Disease Cases Reported
 - b. 140 Review
 - c. Wisconsin Well Woman Program Transition
 - d. Public Health Nurse Resignation
13. Personal Care Program and Review of Statistics
14. Director's Report
 - a. 2013 Annual Report
 - b. Director's Report Included in Packet
15. Status of Rock River Free Clinic and Community Dental Clinic
16. Next Meeting Date/Time/Agenda Items: July 16, September 17, November 19, 2014
17. 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, March 19, 2014
Jefferson County Health Department Conference Room
1541 Annex Road, Jefferson, WI. 53549

Call to Order:

E. Morse, Chair, called the meeting to order at 1:02 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, MD

Staff Present: Gail Scott, Director/Health Officer; Jeff Larkin, Environmental Specialist; Ted Tuchalski, RS/Environmental Specialist; Sandee Schunk, Clerical/Recorder

Staff Excused Prior to Meeting: Diane Nelson, Public Health Program Manager

Guests: Benjamin Wehmeier, County Administrator; John Molinaro, County Board Chair
(Introductions made of Jeff Larkin and Ted Tuchalski as the new Environmental Specialists.)

Certification of Compliance with the Open Meetings Law:

The meeting was properly noticed.

Review of the Agenda:

No changes requested.

Public Comment: None

Approval of January 15, 2014 Board Meeting Minutes:

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

Communications: None

Financial Report:

- a) **End of Year Summary (2013):** G. Scott reviewed the handout which showed a surplus of \$67,941.24 in annual activity of revenue and expenses. Additional carryover funds listed.
- b) **Income Statement:** G. Scott reviewed the handout of the January 2014 "Statement of Revenues & Expenditures". G. Scott reported a decrease of revenue from Care Wisconsin in 2014 due to new contracted reimbursement rates; Staffing agency fees were not increased in 2014 to keep expenses down; a Public Health Improvement grant was received in the amount of \$9,400.00 for 2014.
- c) **Vehicle Usage Report:** G. Scott reviewed the handout which shows a savings of \$16,109.24 in mileage reimbursement since the van was purchased in February 2011. G. Scott reported that a 2014 Jeep Grand Cherokee has been ordered at a cost of \$27,290.00 which is \$2,710.00 under budget.

Operational Update of the Environmental Health Program:

Introduction of New Staff – Jeff Larkin & Ted Tuchalski: Introductions previously held during roll call.

Ted T. reported he is a Registered Sanitarian and started working at the Watertown Health Department 3 days ago.

Jeff L. is working on obtaining certification in lead sampling and becoming a Registered Sanitarian.

Public Health Preparedness:

- a) **Special Needs Population Task Force & Child Care Program Seminar:** G. Scott reported that the Emergency/Disaster Preparedness training for Day Care Centers and Pre-Schools was held on March 8, 2014 in Juneau with over 100 attendees. The next training will be held at Fort HealthCare on March 29, 2014 with a \$15.00 fee to cover handouts and meals. There will be a maximum of 100 registrations accepted for the training. The State has asked the consortium to “take the show on the road” statewide; the seminar in Juneau was taped and CD’s made for distribution with handouts if requested from other counties.
- b) **Mass Fatality Management Local Committee:** G. Scott reviewed the handout of the “Jefferson County Mass Fatality Planning Meeting” to be held on May 6, 2014 in the Health Department Conference Room. This will be held with staff from the Health Department, Jefferson County Emergency Management, Fort HealthCare and the Jefferson County Coroner. The State recommends that all counties build a local committee/team. A stipend of \$500.00 was offered by the State for submitting an agenda for a planned meeting - the agenda was submitted within the timeframe allotted. Discussion followed on what constitutes a “mass fatality”. The definition is that “it exceeds your capacity” to handle the fatalities such as Emergency Room use, strain on availability of ambulances and buses for transportation, funeral home capacity; trucks for refrigeration of bodies to be held for identification, etc.
- c) **Operation Mayhem Virtual Exercise:** G. Scott reported the Southern Region Exercise will continue the scenario of an ice storm with power outages and fatalities. The exercise on April 30, 2014 will be virtually linked by “Adobe Connect”. The Jefferson County team consisting of Health Department staff, Emergency Management staff and Fort HealthCare will meet at the Health Department or the Emergency Operations Center (EOC) located at the Workforce Development building.

Public Health Program and Review of Statistics:

G. Scott reviewed the handouts of the Public Health Program Statistics 2014. G. Scott reported that the WIC caseload is down which is reflected in annual grant reimbursement. A WIC staff meeting is scheduled tomorrow to problem solve and come up with ways to outreach to eligible WIC clients countywide. Dr. Williams suggested having information posted in medical clinic exam rooms regarding WIC and other Health Department programs.

G. Scott reported that a meeting was held yesterday with Mike Wallace, CEO of Fort HealthCare, regarding working together with promoting prevention and healthy lifestyles for Jefferson County residents.

- a) **Communicable Disease Cases Reported:** G. Scott reviewed the “Disease Incident Counts” report in the handout. Discussion followed regarding the 10 reported cases of Norovirus Infection. Dr. Williams reported that this virus is extremely contagious and causes vomiting and diarrhea. Disinfection by the use of bleach is recommended as alcohol based hand gels do not kill the virus. Influenza cases were reported mainly in the 50’s age group this flu season.
- b) **140 Review:** G. Scott explained this is a review completed by the State every 5 years. The review is expected on site in September 2014. Health Department policies and procedures will have to be updated and loaded on the portal ahead of time. To meet a “Level II” Health Department status, the department must offer 7 unique programs and services. The notification of any deficiency is immediate.

- c) **Wisconsin Well Woman Program Transition and Letter:** G. Scott reviewed the letter dated March 4, 2014 which was written per the request of the Board of Health. The letter requested consideration to be given in slowing down the restructuring phases of this breast and cervical screening program to allow a slower transition for medical providers, local coordinators and the women this program serves. Ed Morse signed the letter on behalf of the Board of Health. G. Scott reported that medical providers and local coordinators will need to compete to continue participation in this program. Tammie Turley from Fort HealthCare has been contacted to see if they will consider applying to be a provider effective July 1, 2014.
- d) **Child Death Review Team Legislation and Resolution:** G. Scott reviewed the handouts in the packet, including the listing of active team participants and the summary of "Keeping Kids Alive in Wisconsin Prevention Recommendations". G. Scott reported that the Board of Health will be asked to support the "Resolution to Support Child Death Review Legislation" in January 2015. The legislation recognizes and protects Child Death Review Teams (CDRT), allows sharing of information with schools, hospitals and mental health providers. The legislation would protect participants from being compelled to share any information discussed at the reviews, including in a court setting. The current proposed legislation did not pass. Questions about the legislation may be answered by contacting the Children's Health Alliance of Wisconsin.
- e) **Strategic Plan/QI Update:** G. Scott reviewed the handout in the packet regarding 4 Quality Improvement Projects to meet the 2014 grant requirements including Prenatal Care, Well Child Clinics, Immunization rates and a Parenting program. The necessity of regularly scheduled Well Child Clinics is being analyzed for need, due to insurance and Medicaid coverage of these services at medical providers. The Human Papillomavirus Vaccine (HPV) will be targeted to increase the completion rate from 18% in 2013. The Parenting Program will become more standardized with the electronic charting system and a marketing student intern is working on the development of outreach materials.

Personal care Program and Review of Statistics:

G. Scott reviewed the handout in the packet and discussed the end of year transition of clients to a new staffing agency.

Director's Report: Included in packet for review.

Status of Rock River Free Clinic and Community Dental Clinic:

J. Molinaro reported that a meeting was held with Mike Wallace, CEO of Fort HealthCare, regarding the staffing, cost effectiveness of the clinic and if they can see a substantial savings in the decrease of Emergency Room visits by Free Clinic clients. Fort HealthCare also wanted assurance that Jefferson County would continue financial support of the clinic per the budget. The clinic may follow the Community Dental Clinic format allowing for Medicaid billing and possible insurance company billing is being considered to see patients that have insurance plans with high deductibles. G. Scott stated that the clinic is overseen by a 501(c)3 non-profit Board of Directors and they would have to decide on any changes to the clinic model.

G. Scott reported that patients are encouraged and assisted in applying for Medicaid or Marketplace Insurance Plans.

Dr. Williams stated he believes it will take at least one year for people to accept the Affordable Care Act insurance.

G. Scott reported that the Community Dental Clinic hopes to hire another dentist and hygienist pending a grant approval.

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

Next meeting will be on Wednesday, May 21, 2014 at 1:00 p.m. in the Health Department Conference Room.

E. Morse reported he will be unable to attend this meeting.

Adjourn:

Motion by D. Schultz to adjourn at 2:10 p.m.; second by J. Molinaro; motion carried.

Respectfully submitted,
Sandee Schunk - Recorder

Jefferson County Health Department - Statement of Revenues & Expenditures

01/01/2014 - 03/31/2014	YTD Actual	Prorated Budget	Annual Budget	YTD Variance
REVENUE:				
Personal Care Medical Assistance	89,538.48	70,950.00	283,800.00	18,588.48
Personal Care Private Pay	17,917.80	8,250.00	33,000.00	9,667.80
Personal Care - Care WI Private Pay	86,319.12	105,000.00	420,000.00	-18,680.88
Personal Care Human Services	14,982.00	16,955.00	67,820.00	-1,973.00
Personal Care Other Revenue	0.00	0.00	0.00	0.00
Personal Care Prior Year Revenue	0.00	0.00	0.00	0.00
Personal Care WIMCR Funding	0.00	12,500.00	50,000.00	-12,500.00
Total Personal Care	208,757.40	213,655.00	854,620.00	-4,897.60
Total WIC	76,776.10	84,128.75	336,515.00	-7,352.65
Public Health Fee for Service	20,158.81	34,636.50	138,546.00	-14,477.69
Public Health Grant Income	49,731.00	30,787.25	123,149.00	18,943.75
Total Public Health	69,889.81	65,423.75	261,695.00	4,466.06
Total Income	355,423.31	363,207.50	1,452,830.00	-7,784.19
EXPENSE:				
Personal Care Salary & Benefits	27,492.37	25,689.00	102,756.00	1,803.37
Personal Care Contracted Services	193,316.04	168,585.00	674,340.00	24,731.04
Personal Care Operating Expense	3,665.94	16,346.25	65,385.00	-12,680.31
Total Personal Care	224,474.35	210,620.25	842,481.00	13,854.10
WIC Salary & Benefits	64,247.80	72,031.25	288,125.00	-7,783.45
WIC Contracted Services	1,518.94	2,466.50	9,866.00	-947.56
WIC Operating Expense	11,009.36	9,631.00	38,524.00	1,378.36
Total WIC	76,776.10	84,128.75	336,515.00	-7,352.65
Public Health Salary & Benefits	241,822.69	241,737.25	966,949.00	85.44
Public Health Contractual	8,391.03	16,727.25	66,909.00	-8,336.22
Public Health Operating Expense	35,827.15	50,478.75	201,915.00	-14,651.60
Capital Equipment	0.00	0.00	0.00	0.00
Total Public Health	286,040.87	308,943.25	1,235,773.00	-22,902.38
Total Expense	587,291.32	603,692.25	2,414,769.00	-16,400.93

SUMMARY				
Total Income	355,423.31	363,207.50	1,452,830.00	-7,784.19
County Funding Tax Levy & Conting. Transfer	221,819.75	221,819.75	887,279.00	
2013 Restricted Carryover Funds	17,455.02		23,893.30	
2013 Operating Carryover to reduce tx lvy			44,660.00	
2013 Capital Auto Carryover			30,000.00	
Total Revenue	594,698.08	585,027.25	2,438,662.30	9,670.83
Total Expenditures	587,291.32	603,692.25	2,414,769.00	-16,400.93
Net Surplus (Deficit)	7,406.76			26,071.76

Prior Year Carryover Funds:	23,893.30
BU 4635 - PH Preparedness \$6,195.30	\$ 41.02
BU 4406.646 WIC Fit Families \$3,749	\$ 3,749.00
BU 4501 - Car seats \$284.00	
BU 4632 - PH Preparedness \$13,665.00	\$ 13,665.00
= Total Carryover Applied:	\$17,455.02

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
<p>2008: County vehicles not used/Personal Care = large volume visits</p> <p>2009: County vehicles not used/Personal Care nurses contracted w/Care WI = large volume visits</p> <p>2010: County vehicles utilized more often when available/Personal Care downsized with Family Care implementation</p>														
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	\$ 6,533.38	\$ 516.95	\$ 422.31	\$ 246.27	\$ 51.42	\$ 499.84	\$ 7,007.11	\$ 1,263.06	\$ 8,270.17	\$ 138.38	\$ -	\$ 8,408.55	8,447	\$ 4,772.56
**2014	\$ 1,396.04	\$ 87.11	\$ 144.61	\$ -	\$ 35.84	\$ 84.00	\$ 1,576.49	\$ 171.11	\$ 1,747.60	\$ -	\$ -	\$ 1,747.60	1889	\$ 1,057.84
Totals:	\$ 20,441.14	\$ 1,986.25	\$ 1,176.86	\$ 1,279.05	\$ 592.65	\$ 1,922.77	\$ 22,210.65	\$ 5,188.07	\$ 27,398.72	\$ 358.49	\$ 889.50	\$ 28,646.71	30,251	\$ 16,883.22

*2013 expenses = as of 12/31/2013 (paid @ \$0.565/mile)

**2014 expenses = as of 03/31/2014 (paid @ \$0.56/mile)

**Jefferson County, Wisconsin
Budget Amendment and Adjustment Policy**

Policy

The County adopts an annual budget. The detailed budget document is adopted at the department level but monitored at the cost center level. A cost center can be a department or an activity within a department. Management can make transfers within a department or an activity within a department without approval of the Finance Committee or County Board.

To supplement the appropriation for a department, the Finance Committee can approve transfers from contingency. Transfers may not exceed in aggregate the amount set up in the contingency fund and may not for any one department exceed 10% of the funds originally appropriated for that department. Transfers in excess of 10% must follow the budget amendment process and be approved by the County Board.

The County is required to publish budget amendments as a class 1 notice within 10 days after a change is made.

Proposed amendments to the budget are prepared by the requesting department, reviewed by the County Administrator to approve or disapprove and forwarded to the County Board based on the level of adjustment (see below).

County Board approval requires a two-thirds vote of the entire membership (20 votes of the 30 member County Board).

It shall be policy that budget adjustments/amendments shall require approval at the following levels:

- a) Level 1 adjustments may be made at the discretion of the Department Head.
- b) Level 2 (a) and (b) adjustments shall require approval of the County Administrator.
- c) Level 3 amendments shall require approval of the Finance Committee subsequent to review and approval of the County Administrator.
- d) Level 4 (a), (b), (c) and (d) amendments shall require approval of the County Administrator, respective standing committee if required and a two-thirds vote of the County Board.

Procedure

- a) Level 1 adjustments shall be made at the discretion of the Department Head to assist with budget monitoring. At this level it is also at the discretion of the department head to forward a copy of a Budget Amendment Request form to the Finance Department for monitoring of budgets and assist in the development of future budgets.

- b) Level 2 adjustment requests shall be requested by the Department Head to the County Administrator for approval or denial. The County Administrator will notify the department of the decision and forward the Budget Amendment Request form to the Finance Department.
- c) Level 3 amendment requests shall be requested by the Department Head to the County Administrator for approval or denial. The County Administrator will notify the department of the decision and forward the Budget Amendment Request form to the Finance Department. If the request is approved by the County Administrator the Finance Department will add it to an agenda item for review by the Finance Committee. The department requesting the amendment shall have a representative there that can answer questions at the Finance Committee meeting.
- d) Level 4 amendment requests shall be requested by the Department Head to the County Administrator for approval or denial. The County Administrator will notify the department of the decision and forward the Budget Amendment Request to the Finance Department and will add it to an agenda item for review by the County Board. The department requesting the amendment shall have a representative there that can answer questions at the County Board meeting.

Administration

This policy is for use in guiding financing decisions of the County, and can be interpreted by the County Board as part of overall discussions related to budget amendments. It is administered in conjunction with the County's other fiscal policies. It may be amended or revised from time to time as determined by the County Board.

Note: All purchases are still subject to Ordinance No. 2005-01 "Jefferson County Purchasing Ordinance".

**JEFFERSON COUNTY
BUDGET ADJUSTMENT OR AMENDMENT REQUEST**

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Level 1	Adjustments of operating appropriations up to \$4,999 from one account to another <u>within</u> the department's budget	Department Head
<input type="checkbox"/> Level 2	<input type="checkbox"/> a. Adjustments of operating appropriations over \$5,000 and up from one account to another <u>within</u> the department's budget.	Administrator
	<input type="checkbox"/> b. Substitution of capital items or adjustment of operating to capital appropriations up to \$24,999 from one account to another <u>within</u> the department's budget.	Administrator
<input type="checkbox"/> Level 3	Amendments of operating or capital appropriations needing additional funding from contingency funds from that are under 10% of the funds originally appropriated for an individual department.	Finance Committee
<input type="checkbox"/> Level 4	<input type="checkbox"/> a. Amendments of operating or capital appropriations needing additional funding from contingency funds from that are over 10% of the funds originally appropriated for an individual department.	County Board
	<input type="checkbox"/> b. New programs in a department that were not originally budgeted through increase in expenses with offsetting increase in revenue for that program. (i.e. grant funding or donations)	County Board
	<input type="checkbox"/> c. Substitution of capital items or adjustment of operating to capital appropriations over \$25,000 from one account to another <u>within</u> the department's budget.	County Board
	<input type="checkbox"/> d. Amendments of operating or capital appropriations needing funding from general fund balance.	County Board

Increase	Decrease	Account #	Account Title	Amount
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____

Description of Adjustment:

Department Head Signature _____ Date _____

County Administrator Signature _____ Date _____

- 1) Salaries and Fringes are not included as operating above, any changes to salaries and fringes must be discussed with the County Administrator.
- 2) The County Administrator shall make the determination if the budget adjustment needs to go to the County Board.
- 3) Any items \$5,000 and above must be capitalized.

**DIVISION OF PUBLIC HEALTH
DPH CONTRACT 24170
AMENDMENT 2**

WIC PROJECT NO. 37

The Department of Health Services, on behalf of the Division of Public Health and Jefferson County Health Department agree to amend their current agreement for the program(s) titled WIC Total Grant (154710) and Infrastructure (72000) as follows:

REVISION: SECTION 5. SERVICES

Additional projects to be completed as detailed in attached Exhibit(s).

REVISION: SECTION 34.A.2

Delete: "The due date of the final fiscal report for Profile 154710 shall be sixty (60) days after the Grant Agreement Period ending date. Expenses incurred during the Grant Agreement period on Profile 154710, but reported later than sixty (60) days after the period ending date, will not be recognized, allowed or reimbursed under the terms of this Grant Agreement."

Insert: "The due date of the final fiscal report for Profile 154710 shall be ninety (90) days after the Grant Agreement Period ending date. Expenses incurred during the Grant Agreement period on Profile 154710, but reported later than ninety (90) days after the period ending date, will not be recognized, allowed or reimbursed under the terms of this Grant Agreement."

Adjustment will be made to the Community Aids Reporting System (CARS) based on the information in the table below.

Agency #	Agency Type	Profile #	Current Contract Level	Contract Change Amount	New Contract Level	Contract Period
28	430	154710	\$295726	\$46976	\$342702	1/1/14-12/31/14
28	430	72000	\$9400	\$600	\$10000	1/1/14-9/29/14

All other terms and conditions of the original agreement remain unchanged.

Donna J. Moore

 GRANTOR's Authorized Representative
 Donna J. Moore
 Operation Director, acting for
 Administrator / Deputy Administrator, Division of Public Health
 Department of Health Services

4-15-14

 Date

Contract Objective Details - Complete

Contract #: 24170

Agency: Jefferson County Health Department

Contract Year: 2014

Program: Women Infants Children Supplemental
Nutrition

Objective #: 1 of 1

Objective Value: \$342,702

Objective: Primary Details

Objective Statement (Template Objective)

During the contract budget period of January 1, 2014 through December 31, 2014, the Jefferson County WIC Project will maintain an average monthly participation that is at least 97% of the assigned caseload.

Deliverable Due Date: 01/31/2015

Contract Deliverable (Evidence)

The State WIC Office will be responsible for providing this deliverable. Monthly participation, 3-month average participation, and/or 12-month average participation per the monthly participation report will be maintained and monitored by the State WIC

Office. Assigned caseload of 1,514 in April.

Programs Providing Funds for this Objective

Women Infants Children Supplemental Nutrition: \$342,702

Agency Funds for this Objective:

Data Source for Measurement

WIC Participation Reports.

Baseline for Measurement

Current caseload is 1569 participants.

Context

WIC participation means the number of "total participating" on the monthly participation report maintained and monitored by the State WIC Program Office. It is defined as the number of WIC participants, who receive WIC food instruments for one calendar month,

including the number of exclusively breastfed infants.

Context Continued

Input Activities

Policies and procedures as outlined in the Wisconsin WIC Operations Manual.

**DIVISION OF PUBLIC HEALTH
DPH CONTRACT 23613
AMENDMENT #1**

The Department of Health Services, on behalf of the Division of Public Health and JEFFERSON CO HLTH AGENCY agree to amend their original agreement for the program titled Public Health Emergency preparedness and Response as follows:

REVISION: SECTION 6. COST OF SERVICES

Delete: ".....an amount not to exceed \$54,660"

Insert: ".....an amount not to exceed \$55,160"

Adjustment will be made to the Community Aids Reporting System (CARS) based on the information in the table below.

Agency #	Agency Type	Profile #	Current Contract Level	Contract Change Amount	New Contract Level	Contract Period
28	430	155050	\$0	\$500	\$500	7/1/2013 – 6/30/2014

All other terms and conditions of the original agreement remain unchanged.

GRANTEE's Authorized Representative

Date

Name:

Title:

GRANTOR's Authorized Representative

Date

Donna J. Moore

Operation Director, acting for

Administrator / Deputy Administrator, Division of Public Health

Department of Health Services

2015 Finance Committee
Budget Hearing Schedule

Monday, September 8, 2014			
Department	Start Time	End Time	Page
Budget Overview	8:35 a.m.	9:35 a.m.	
MIS	9:35 a.m.	9:45 a.m.	
County Board	9:45 a.m.	9:55 a.m.	
Emergency Management	9:55 a.m.	10:00 a.m.	
Corporation Counsel	10:00 a.m.	10:05 a.m.	
BREAK	10:05 a.m.	10:15 a.m.	
Coroner	10:15 a.m.	10:20 a.m.	
Central Services	10:20 a.m.	10:30 a.m.	
Human Resources	10:30 a.m.	10:35 a.m.	
Land Information	10:35 a.m.	10:45 a.m.	
Health Department	10:45 a.m.	11:00 a.m.	
End of Hearings		11:00 a.m.	
Wednesday, September 10, 2014			
Department	Start Time	End Time	Page
Organization	8:30 a.m.	8:35 a.m.	
Sheriff	8:35 a.m.	8:55 a.m.	
Human Services	8:55 a.m.	9:10 a.m.	
Parks	9:10 a.m.	9:30 a.m.	
Finance	9:30 a.m.	9:35 a.m.	
BREAK	9:35 a.m.	9:45 a.m.	
Highway	9:45 a.m.	10:05 a.m.	
County Administrator	10:05 a.m.	10:10 a.m.	
County Clerk	10:10 a.m.	10:20 a.m.	
Treasurer	10:20 a.m.	10:25 a.m.	
Economic Development	10:25 a.m.	10:35 a.m.	
Planning & Zoning	10:35 a.m.	10:45 a.m.	
End of Hearings		10:45 a.m.	

2015 Finance Committee
Budget Hearing Schedule

Thursday, September 11, 2014			
Department	Start Time	End Time	Page
Regular Finance Meeting	8:30 a.m.	9:30 a.m.	
Organization	9:30 a.m.	9:35 a.m.	
Library Services	9:35 a.m.	9:50 a.m.	
Child Support	9:50 a.m.	10:00 a.m.	
Veteran's Service	10:00 a.m.	10:10 a.m.	
Clerk of Courts	10:10 a.m.	10:20 a.m.	
Register of Deeds	10:20 a.m.	10:25 a.m.	
Land & Water Conservation	10:25 a.m.	10:30 a.m.	
BREAK	10:30 a.m.	10:40 a.m.	
Fair Park	10:40 a.m.	10:55 a.m.	
District Attorney	10:55 a.m.	11:00 a.m.	
UW Extension	11:00 a.m.	11:10 a.m.	
End of Hearings		11:10 a.m.	
Friday, September 12, 2014			
Department	Start Time	End Time	Page
Organization	8:35 a.m.	8:45 a.m.	
Outstanding Department Budgets	8:45 a.m.	9:00 a.m.	
General Revenues	9:00 a.m.	9:15 a.m.	
Debt Service	9:15 a.m.	9:20 a.m.	
Capital Projects Fund	9:20 a.m.	9:30 a.m.	
Fund Balance Policy	9:30 a.m.	10:25 a.m.	
BREAK	10:25 a.m.	10:35 a.m.	
Set Tax Levy	10:35 a.m.	10:50 a.m.	
End of Hearings			

Incident Feedback Summary

EVENT FEEDBACK FORM

Name	Organization
Sarah Born	Jefferson County Health Department
Kathy Cheek	Jefferson County Health Department
Gail Scott	Jefferson County Health Department
Jackie Behm	Jefferson County Health Department
Pat Theder	Jefferson County Coroner
Diane Nelson	Jefferson County Health Department
Rob Lulling	Ryan Brothers Ambulance
Terry Nachtigal	Fort Atkinson Police Department
Tom Gerondale	Fort Atkinson Fire Department
Mike Reel	Fort Atkinson Fire Department
Ben Wehmeier	Jefferson County Administrator
Donna Haugom	Jefferson County Emergency Management

Event Name or Type: Operation Mayhem

Event Date: 04/30/2014

Name: Gail M. Scott, RN, BSN

Position/ Title: Director/Health Officer

Division/ Branch: Jefferson County Health Department Emergency Operations Center

PART I: RECOMMENDATIONS AND CORRECTIVE ACTIONS

1. Based on the event and the tasks assigned within your identified area of responsibility (AOR), list up to 3 strengths and/or 3 areas that need improvement.

Good information for different agencies to interact and coordinate with each other
MABAS System
Great mutual aid & knowledgeable fire, police and EMS who work well together
Good coordination between departments
Jefferson County Emergency Communications & ARES/RACES – great resource for communication and perimeter control
Relationship built with the Health Department and the Coroner due to working on the Child Death Review Team together
Locations of all Long Term Care Facilities
Needed hospital representative in the EOC
Need an updated and robust Mass Fatality Plan
Questions regardin setting up a Family Assistance Center
Needed better agency coordination between the city and the county

2. Identify and describe the corrective actions that should be taken to address the issues identified above. Who should be assigned responsibility for each corrective action? For each corrective action, indicate if it is a high, medium, or low priority.

Development of a Fatality Management Plan – EM, PH, Coroner – High
Identification of Long Term Facility locations – EMS, EM, PH - Medium
Development of a Family Assistance Center Model – EM, PH – Medium
Identify shelters with generators – EM – Low
Need volunteer coordination to be established – EM, PH, Hospital – Medium

3. List the applicable equipment, training, policies, plans, and procedures that should be reviewed, revised, or developed. Indicate the priority level for each.

Fatality Management Plan – High
Evacuation Plans for all Long Term Care Facilities – Medium
List of all Long Term Care Facilities – High
Another exercise with additional information on the Jefferson County Plan – Medium
Learn more about hospital capacity and capabilities – Medium
Training on use of ICS forms – High to Medium

PART II – SIGNIFICANT EVENTS LOG: Please provide information on any significant events.

Time	Event/Action
9 a.m.	Exercise started
	Severe storm warning for freezing rain and heavy snow. Group discussion as to what each entity would be doing for planning such as pre-stationing of police, fire, EMS, assembly of EOC personnel at EOC with generator capability. PIO to get information out pre-event as to what individuals should be doing to prepare. Emergency responders calling in extra help.
9:30 a.m.	Discussion of injects for Module 0 and what each group would be doing. Good discussion on activations, communications, public information and warning, prevention strategies to minimize loss such as pre-salting, closing major roads, working with LTC and Human Services to assist individuals who are elderly, disabled or sick.
9:45 a.m.	Report of roof collapse at local long term care facility and need for response. Discussion of response, critical transport needs, communication with local hospital to ask for number of injured they could receive, report to Coroner on need for fatality management.
10 a.m.	Discussion of fatality management, fatality management plan, capacity of local funeral homes, TC from local hospital offering temporary morgue services Went through Modules and questions
10:30 a.m.	Discussion of need (or ability to) open up a Family Assistance Center or hotline for families to call. Discussed that opening an on-site center may be difficult to impossible at first due to the weather.
10:45 a.m.	Inject regarding accident with inmates. TC to Sheriff's Dept. for mutual aid.
11 a.m.	Communication with Fort HealthCare regarding bed capacity
11:45 a.m.	Hotwash

Monthly Disease Incident Counts by Resolution Status

Jefferson County, April 2014

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 2014-04 AND Jurisdiction equal to Jefferson County

Resolution Status		Incident Count				
		Confirmed	Probable	Suspect	Not A Case	Total
Disease Category	Disease Subcategory					
Category I	Pertussis (Whooping Cough)	1	0	0	1	2
	Tuberculosis	0	0	0	1	1
Category II	Chancroid	1	0	0	0	1
	Chlamydia Trachomatis Infection	8	0	0	0	8
	Cryptosporidiosis	1	0	0	0	1
	Gonorrhea	1	0	0	0	1
	Hepatitis B	0	0	2	0	2
	Hepatitis C	3	0	2	0	5
	Influenza	0	1	0	1	2
	Invasive Streptococcal Disease (Groups A And B)	1	0	0	0	1
	Mumps	0	0	0	1	1
	Salmonellosis	3	0	0	0	3
	Varicella (Chickenpox)	0	0	0	2	2
	Not Reportable	Parapertussis	1	0	0	0
Tuberculosis, Latent Infection (LTBI)		0	0	1	0	1
Total		20	1	5	6	32

Data last refreshed on Monday, May 19, 2014 12:45:04 PM CDT. Analysis performed by Diane Nelson, Program Manager, Jefferson County Health Department.



JEFFERSON COUNTY HEALTH DEPARTMENT

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

www.jeffersoncountywi.gov

Jefferson County Health Department April 2014 Monthly Report

- ❖ Gail Scott attended monthly Wisconsin Association of Local Health Departments and Boards meeting & Preparedness meeting
- ❖ Staff listened to the mumps outbreak teleconference
- ❖ Gail Scott and Diane Nelson worked at the Jefferson County Clean Sweep sorting medications
- ❖ All administration and staff served as preceptors to the following students:
 - 4 UW Madison School of Nursing BSN students
 - 1 UW Whitewater Communication and Marketing student
 - 1 UW Oshkosh accelerated RN to BSN student
 - 1 UW Green Bay RN to BSN student
 - 1 UW Madison RN to BSN student
 - 1 Marquette University BSN to MSN student
- ❖ Child Death Review Team meeting
- ❖ Diane Nelson, Gail Scott and Tania Wenzel met with Fort HealthCare Emergency Room Physician, Department Head and other FHC management to discuss discharge planning, medical clearance and written communication when discharging an inmate from the ER and back to Jail.
- ❖ Gail Scott participated in the State Death Data Committee
- ❖ Gail Scott attended the Rock River Free Clinic Board meeting
- ❖ Management and staff participated in the “Operation Mayhem” Public Health Preparedness exercise planning with Jefferson County Emergency Management Director Donna Haugom
- ❖ Management and staff met with UW Extension and the Jail for Jail Strategic Planning preparation
- ❖ Gail Scott and Diane Nelson attended the Jefferson County Interagency Collaboration meeting
- ❖ Public Health Nurse staff meeting
- ❖ “Operation Mayhem” Public Health Preparedness exercise held in the Health Department Emergency Operations Center with local emergency response partners and the State via computer technology
- ❖ Gail Scott developed the 2013 Health Department Annual Report
- ❖ Received word that the State Oral Health Grant written by Gail Scott and Barb Morrison Gudgeon, Community Dental Clinic Director, was funded for over \$97,000
- ❖ Monitored possible changes to the Smoke-Free Air law regarding “e-cigarettes”
- ❖ Notified Wisconsin Well Woman Program (WWWP) participating providers that the State proposal to restructure the program has been delayed until 2015
- ❖ Diane Nelson attended the Pipeline Emergency Response and Awareness training in Madison along with the Sheriff and Emergency Management Director
- ❖ Diane Nelson and Serena Berg attended the annual Wisconsin Environmental Health Association (WEHA) meeting with an emphasis on Lead and hoarding

- ❖ Diane Nelson, along with Watertown Health Department staff, met with Watertown Hospital Center for Women's Health regarding services, communication and referrals.
- ❖ Diane Nelson attended a Community Health Improvement Plan (CHIP) meeting in Watertown
- ❖ Health Department is invested in the Breast Feeding Coalition of Jefferson County and was attended by WIC staff, PH nursing staff and the Marquette graduate student
- ❖ Diane Nelson, Mary Wollet and Watertown Health Department staff met with Fort HealthCare OB Department Manager and Prenatal Coordinator to discuss earlier prenatal referrals in the first trimester of pregnancy, outreach of prenatal care coordination and WIC services to MDs and clinic staff and reciprocal communication
- ❖ Early Childhood Systems webinars #4 and #5 were viewed by various PH nursing staff as required for the Maternal Child Block Grant
- ❖ WIC and Public Health staff viewed online training entitled Quality Improvement for Public Health (NIATx) for fulfillment of a grant objective to build a culture of QI and to facilitate the ongoing QI projects
- ❖ Community events - three staff attended the Watertown Children's Fair providing car seat, nutrition and glow gel hand washing demonstrations and education. One staff and a student attended the Children's Share and Care Fair in Fort Atkinson providing glow gel handwashing education
- ❖ Two jail nurses attended a National Correctional Conference in Atlanta Georgia to learn more about health accreditation in correctional facilities
- ❖ Two applicants were interviewed for the weekend jail nursing position
- ❖ Ongoing work on several quality improvement projects
 - Prenatal Care Coordination to increase early referrals
 - Well Child Clinic outreach to communities to increase attendance rates
 - Focus on adolescent immunization platform and improving the rates of HPV series completion
- ❖ Ongoing coordination with the Jefferson Police Department and the Sheriff's Department from the recommendation of the Child Death Review Team to educate and improve child passenger restraint compliance
- ❖ Follow up on 32 reported communicable diseases of which 17 were confirmed
- ❖ As of the end of April, WIC has enrolled 54 participants in the USDA grant funded Fit Families program to fulfill the grant required number

Focus for May 2014

- ❖ Completion of 2013 Annual Report
- ❖ Development of the Jail Strategic Plan with the Jail and UW-Extension
- ❖ Preparation for the WIC Monitoring visit in June 2014
- ❖ Updating policies and procedure in preparation for the State 140 Review
- ❖ Further development of the QI Plan, working on QI projects
- ❖ Completing the Public Health Preparedness Capabilities Assessment by June 30
- ❖ Completion of the Maternal and Child Health Systems Assessment

March 2014

Meetings	<ul style="list-style-type: none"> ❖ WALHDAB/Preparedness ❖ Meeting with Human Services regarding drug testing ❖ Quarterly meeting with Ben Wehmeier ❖ Department Head meeting ❖ Community Dental Clinic Board of Directors meeting ❖ Death Data State Teleconference ❖ Meeting with Fort HealthCare President Mike Wallace ❖ Board of Health ❖ WIC outreach meeting ❖ PHN Staff meeting ❖ Meeting with Dean Health Plan ❖ Meeting with Dwight Heaney from Fort Hospital Foundation
Personnel/Administration	<ul style="list-style-type: none"> ❖ Follow-up on Rushing Waters restaurant fire ❖ RRFC Survey and correspondence ❖ Development of WWWP letter with S. Schunk ❖ Student follow-up ❖ Completion of 360 evaluation ❖ Goal setting meeting with PHN staff
Strategic Plan/QI	<ul style="list-style-type: none"> ❖ Community Health Improvement Plan meeting with Watertown and Dodge County Health Departments
Reports	<ul style="list-style-type: none"> ❖ Revision of Car Seat flyer ❖ Development of 2013 Consolidated Contract report ❖ Development of 2013 Health Department Annual Report
Projects/Grants	<ul style="list-style-type: none"> ❖ WWWP teleconference ❖ Morning Magazine for MCH Systems building (CDRT and Fix It or Ticket)
Public Health Preparedness	<ul style="list-style-type: none"> ❖ Prep for multi-jurisdictional exercise ❖ Child Care providers seminar prep and revision of PowerPoint ❖ Mass Fatality Management meeting ❖ Childcare Preparedness Seminar in Fort Atkinson
Trainings	<ul style="list-style-type: none"> ❖ Adobe Connect training for PH Preparedness
Media	<ul style="list-style-type: none"> ❖ Updated Website

April 2014

Meetings	<ul style="list-style-type: none"> ❖ WALHDAB/Preparedness ❖ Mumps Teleconference ❖ Worked at Jefferson County Clean Sweep ❖ Meeting with Fort HealthCare regarding Jail ❖ State Death Data Teleconference ❖ Department Head Meeting ❖ Rock River Free Clinic Board of Directors meeting ❖ Jail Strategic Plan Management meeting ❖ Jefferson County Interagency meeting
Personnel/Administration	<ul style="list-style-type: none"> ❖ PHN Staff meeting
Strategic Plan/QI	<ul style="list-style-type: none"> ❖ Worked on further development of QI Plan
Reports	<ul style="list-style-type: none"> ❖ Development of 2013 Health Department Annual Report
Public Health Preparedness	<ul style="list-style-type: none"> ❖ Prep for multi-jurisdictional exercise ❖ Operation Mayhem Mass Clinic Exercise
Media	<ul style="list-style-type: none"> ❖ Updated Website

May 2014

Meetings	<ul style="list-style-type: none"> ❖ WALHDAB/Preparedness ❖ Heroin Summit ❖ Meeting with Becky Bertram, UW Madison School of Nursing ❖ Prevention Block Grant Advisory Committee Teleconference ❖ Community Dental Clinic Board meeting ❖ Jail Strategic Plan meetings ❖ Meeting with Human Services regarding physicals ❖ Meeting with County Board Chair Jim Schroeder ❖ Department Head meeting ❖ Rock River Free Clinic Board of Directors meeting ❖ Meeting with Aurora Summit OB Department
Personnel/Administration	<ul style="list-style-type: none"> ❖ PHN Staff meeting
Strategic Plan/QI	<ul style="list-style-type: none"> ❖ Worked on further development of QI Plan
Reports	<ul style="list-style-type: none"> ❖ Completed 2013 Health Department Annual Report ❖ Operation Mayhem AAR/IP
Public Health Preparedness	<ul style="list-style-type: none"> ❖ Prep for multi-jurisdictional exercise ❖ Operation Mayhem Mass Exercise ❖ Tri-County Exercise
Trainings	<ul style="list-style-type: none"> ❖ Environmental Health Hazard Training ❖ Presentation to Day Care Programs regarding Health Department Services
Media	<ul style="list-style-type: none"> ❖ Updated Website