

Jefferson County Board of Health
Meeting Minutes – Wednesday, May 21, 2014
Jefferson County Health Department Conference Room
1541 Annex Road, Jefferson, WI. 53549

Call to Order:

Benjamin Wehmeier, County Administrator, called the meeting to order at 11:00 a.m.

Roll Call/Establishment of a Quorum:

Quorum established.

Board Members Excused Prior to Meeting: Ed Morse, Chair; Don Williams, M.D.

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

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

Guests Present: Benjamin Wehmeier, County Administrator

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

Review of the Agenda: No changes requested.

Public Comment: None

Election of Officers:

B. Wehmeier opened the floor for nominations for Board of Health Chair: *Motion by J. McKenzie to nominate D. Schultz as Chair; second by M. Wiesmann; motion carried.*

D. Schultz took over leadership of the meeting and accepted nominations for Vice-Chair: *Motion by J. McKenzie to nominate Ed Morse as Vice-Chair; second by M. Wiesmann; motion carried.*

D. Schultz accepted nominations for Secretary: *Motion by J. McKenzie to nominate Marie Wiesmann to continue as Secretary; second by D. Schultz; motion carried.*

Approval of March 19, 2014 Meeting Minutes:

Motion by J. McKenzie to accept the minutes as written; second by M. Wiesmann; motion carried.

Communications: None

Financial Report:

- a) **Income Statement:** G. Scott reviewed the handout of the March 2014 "Statement of Revenue & Expenditures". G. Scott reported that Care Wisconsin MCO revenue is being watched closely due to contracted rates that were lowered effective January 1, 2014. A written proposal will be sent to Care Wisconsin this week requesting consideration of an increase in the reimbursement rate for two service codes. Approximately 60 – 70 Personal Care Program clients are covered under Care Wisconsin funding.
- b) **Vehicle Usage Report:** G. Scott reported that the new Jeep Cherokee arrived last week. The new vehicle will be added to the "Vehicle Usage Report" to monitor savings in staff mileage reimbursement. The jeep has 4-wheel drive which will be useful for staff when making home visits in winter driving conditions.

- c) **Budget Amendment Policy:** G. Scott reviewed the handout that was adopted by the Jefferson County Board on Tuesday. This policy requires completion of a request form for budget adjustments/amendments and lists four levels of approval required, dependent on the dollar amount.
- d) **WIC/Public Health Emergency Preparedness (PHEP)/Public Health Improvement Grant Amendments:**
 - G. Scott reviewed two handouts that show an increase of \$46,976 in WIC grant funding; \$600 increase in the PH Improvement grant funding and \$500 increase in Public Health Emergency Preparedness grant funding for **2014**. G. Scott explained that the \$500 increase in Public Health Emergency Preparedness was a stipend for completing an agenda for a “Mass Fatality Plan” meeting. The Preparedness grant ends on June 30, 2014 and still has funding to be used. G. Scott and Donna Haugom from Jefferson County Emergency Management have been in discussions with a consultant who will develop a Mass Fatality Plan and facilitate the meeting for a contracted amount of \$1,000.
 - G. Scott explained that in December 2013, WIC 2014 funding was listed at \$295,726; in April 2014 it was announced that actual funding would be released in May when sequestration dollars would be released at the Federal level. On May 2, 2014 the WIC amendment was received for a total contracted amount of \$342,702.
 - G. Scott reported that WIC has 5 desktop computers that are due for replacement. Due to the additional funding received, these will be replaced in 2014.
 - G. Scott reported that the 2014 WIC budget was submitted to the State WIC Fiscal office yesterday for approval. B. Wehmeier advised that the “Budget Amendment Policy” form would need to be filled out and it will be presented to the County Board for approval per the new policy that requires its completion for increased (or decreased) funding of \$25,000 or more. Per M. Wiesmann, she will speak to the County Board if need be, to help obtain their support of accepting the increased WIC funding.
- e) G. Scott reported that the Health Department 2015 budget preparation will be starting soon and is scheduled for presentation to the County Finance Committee on September 8th at 10:45 a.m. Board of Health members are welcome to attend the Budget Hearing.

Operational Update of the Environmental Health Program

J. Larkin reported that 2nd inspections required at schools are completed. The first visit is a routine inspection of the kitchen; the second visit makes sure there is a food safety program in place.

J. Larkin reported that routine service inspections of restaurants, food stores and swimming pools are ongoing.

G. Scott reported that a complaint was received from a food vendor about the \$187.00 license fee for the annual “Fort Atkinson Rendezvous – Buckskinners” event. J. Larkin reported this is the standard one year licensure fee. Inspections of all food vendors for this event will be completed this Friday, May 23rd.

J. Larkin reported he is in the process of obtaining a “Lead Risk Assessment Certification” by late August. Should a blood lead level greater than 15 micrograms be reported in a child 6 years of age or under, they will do a risk assessment at the residence. At this time, someone from the State makes those visits due to no one being certified in Dodge and Jefferson Counties.

Once certified, he will obtain samplings, assess the residence to identify lead impact areas, check for chipped lead-based paint, use XRF equipment readings, analyze values from the State Lab of Hygiene and make a summary report of the findings to determine if lead abatement process is needed.

G. Scott reported that WIC and Well Child Clinics provide finger pokes for lead testing. If an elevated lead level is found, the child is referred to their physician.

D. Nelson reported that if a blood lead level is greater than 10 micrograms, the Health Department provides follow-up and follows the State Lead Program protocol. If a lead level is greater than 15 micrograms, Environmental Health steps in to provide follow-up.

D. Nelson reported that any amount of lead has an impact on a child and would like follow-up done on blood lead levels of 5 – 9 micrograms with education of the parents in ways to prevent increased lead exposure.

J. Larkin reported that follow-up on nuisance complaints are ongoing. Yesterday a visit was made to a motel in Watertown for a bed bug inspection. Bed bugs can be found in electrical outlets, behind bed head boards, on mattresses, behind pictures on the wall, etc. and can live one year after feeding. Specially trained dogs can be used to “sniff” out bed bugs.

B. Wehmeier reported that there is \$200,000 of Economic Development grant money available for low-to-moderate income residents in Jefferson County for abatement funding, septic repair, wells, window replacements, etc. Owners of rental properties can apply for grant money but there is a lot of paperwork involved for the renter and owner.

Public Health Preparedness

a) Special Needs Population Task Force

G. Scott reported that 100 participants attended the Fort HealthCare disaster preparedness training for daycare providers. A follow-up seminar may be provided in the future.

b) Operation Mayhem Exercise

G. Scott reported on the virtual (Adobe Connect) exercise that was a follow-up to last year’s mock ice storm. The State set up the exercise with the southern region counties. The exercise was held in the Health Department conference room which served as the Emergency Operations Center – EOC. One complaint was related to the use of too many systems making communication cumbersome. The participants involved in the exercise included the Fort Atkinson Fire Department, Fort Atkinson Police Department, Ryan Brothers Ambulance Service, Jefferson County Emergency Management, Benjamin Wehmeier acting as Public Information Officer (PIO), Jefferson County Health Department staff and the Jefferson County Coroner. Fort HealthCare had someone participate via telephone and the Jefferson County Sheriff’s Department did not have anyone available to attend. On May 20th, G. Scott met with Donna Haugom from Emergency Management to develop an “after-action plan” listing the strengths and weaknesses of the exercise. An outcome of the exercise is the need to further develop a Fatality Management Plan. Health Department staff will attend future trainings when they are available.

c) Tri-County Exercise

G. Scott reported that she was in attendance along with Donna Haugom and her program assistant from Jefferson County Emergency Management and Captain Duane Scott from the Jefferson County Sheriff’s Department at an exercise held at the Country Springs Hotel in Waukesha. The exercise was a mock tornado that hit Walworth County, Milwaukee County and the Johnson Creek Outlet Mall. The exercise went well although it was difficult to hear parts of the conference. An after-action meeting was held yesterday with a group plan to work on a Memo of Understanding (MOU) to share equipment between Departments of Public Works.

Public Health Program and Review of Statistics

a) Communicable Disease Cases Reported

D. Nelson reviewed the handout of “Monthly Disease Incident Counts” included in the meeting packet. She reported that the confirmed case of Pertussis was in a family that was not up-to-date on vaccines. It was also reported that Pertussis cases have decreased. A mumps outbreak in Madison included 56% cases related to the University with 63% having had 2 doses of the Measles, Mumps Rubella (MMR) vaccine.

D. Nelson reported that the Middle East Respiratory Syndrome (MERS) has shown up in Indiana, Florida and Illinois. At this time, the Center for Disease Control (CDC) is not worried and surveillance is being done.

M. Wiesmann asked that a report of month-to-month or yearly disease trends would be helpful to the Board of Health. It was decided that a quarterly report would be run and shared with the Board. G. Scott reported that the trends are watched internally in the Health Department. A report of a 3 year trend will also be run for a future meeting.

b) 140 Review

G. Scott reported that every 5 years a Chapter 140 Review is completed to comply with State statutes and Administrative Rules to be certified as a Level 1, 2 or 3 Health Department. The Health Department signed up for the review in September 2014. One Public Health RN is assisting G. Scott in updating department policies and manuals in preparation of the review. It was noted that paper manuals are hard to keep up-to-date and information will be updated and put on a shared drive instead of on paper in 3-ring binders.

c) Wisconsin Well Woman Program

G. Scott reported that the restructuring of this breast and cervical screening program has been delayed until mid-year 2015. The program's participating medical providers will be able to complete a "Request for Application" (RFA) in December 2014 to be considered for continued participation in the revised program. A statewide committee of Public Health Department Directors and Well Woman Program Coordinators will be meeting to plan the restructuring details with the State WWWP office.

d) Public Health Nurse Resignation

G. Scott reported that Public Health Nurse, Sarah Born, has submitted her resignation effective July 31, 2014. Sarah has served as the Health Department's clinic, immunization and communicable disease nurse and is very knowledgeable in these areas. Sarah will be missed by the Health Department and local medical providers whom rely on her for her expertise. The open position will be advertised locally and this position must be filled as a State mandate of the Health Department. D. Schultz suggested a bi-lingual Spanish speaker be considered to fill the open position. It will be requested that the new staff member be allowed to over-lap one month with Sarah for training purposes.

Personal Care Program and Review of Statistics

G. Scott reported the statistic report was not available for the meeting packet and she will send it out via e-mail.

Director's Report

a) 2013 Annual Report

G. Scott disbursed copies and reviewed the highlights of the 2013 Annual Report.

M. Wiesmann stated she was impressed with the report and requests an update on the "Quality Improvement Plan" in a future meeting.

b) Director's Report Included in Packet

G. Scott reported that the monthly report for the Jefferson County Board and her Director's Report are available for review in the meeting packet.

G. Scott reported that Serena Jahnke-Berg, Public Health RN, has received training and certification as car seat installation technician.

G. Scott reported that the Health Department is working with the Jefferson Police Department and Jefferson County Sheriff's Department to educate and improve child passenger restraint compliance.

G. Scott reported that CPR classes have been held for inmates at the Jefferson County jail and future training will include "safe sleep" classes.

G. Scott reported that 270 postcards have been sent to teenagers regarding the Human Papilloma Virus (HPV) vaccine.

G. Scott reported that benchmarking is done to look at the immunization statistics of children at 24 months of age.

G. Scott reported that a meeting was held with the Aurora Summit Hospital in Oconomowoc regarding increasing WIC and Prenatal Care Coordination referrals.

Status of Rock River Free Clinic and Community Dental Clinic

G. Scott reported there was not an update available on the Rock River Free Clinic as a quorum was not met at their last Board meeting.

G. Scott reported that the Community Dental Clinic received a \$90,000 State Oral Health Grant that will allow for replacement of outdated equipment and the hiring of another dentist.

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

Next meeting will be on Wednesday, July 16, 2014 at 1:00 p.m. in the Health Department Conference Room.

Adjourn

Meeting ended at 12:20 p.m. by default as M. Wiesmann had to leave before adjournment so quorum not established for a motion to adjourn.

Respectfully submitted,
Sandee Schunk - Recorder