

Jefferson County Board of Health
Meeting Minutes – Wednesday, January 18, 2017
Jefferson County Health Department – Conference Room
1541 Annex Road, Jefferson, WI. 53549

Call to Order: M. Wiesmann, Chair, called the meeting to order at 1:00 p.m.

Roll Call/Establishment of a Quorum: Quorum established.

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

Staff Present: Gail Scott, Director; Diane Nelson, Public Health Program Manager; Sandee Schunk, Clerical/Recorder

Staff Excused Prior to Meeting: Jeff Larkin, Environmental Health

Certification of Compliance with the Open Meetings Law: Confirmed by G. Scott, Director.

Approval of the Agenda: No changes requested.

Approval of Board of Health Minutes for November 16, 2016: *Motion by D. Schultz to approve the minutes as written; second by J. McKenzie; motion carried unanimously.*

Communications: G. Scott reviewed a letter of appreciation in the meeting packet from Tracie Davis, UW Green Bay nursing student and an e-mail from a parent reporting her positive experience working with Katrina Waldron, Public Health RN.

Board of Health and IRS Ruling – Karen Mundt: G. Scott explained that committee members that are not on the County Board (M. Wiesmann, J. McKenzie and Don Williams, M.D.) were asked to complete IRS required paperwork with Karen from Human Resources prior to the meeting.

Review of Health Department Financial Report

a. Review and Discussion of Income Statement

G. Scott reviewed the November 2016 “Statement of Revenues & Expenditure Report” included in the meeting packet. The reserve funds available in the 2016 budget, in the amount of \$ 114,973, will be applied to cover any deficit at year end. It was noted that WIMCR (Wisconsin Medicaid Cost Report) funding is expected to net \$15,210.71 after final adjustments are received and payment made to St. Coletta for their portion of the Personal Care Program funding.

Motion by D. Williams, M.D. to approve the financial report; second by D. Schultz; motion carried unanimously.

G. Scott reviewed the “2016 Grant Activity Report” included in the meeting packet. Grant funding was maximized in 2016 with the exception of the WIC Peer Counselor grant, which is used dependent on caseload.

Operational Update of the Environmental Health Program

a. Registered Sanitarian Resignation

G. Scott reported that Ted Tuchalski, Registered Sanitarian, resigned and will be working for the State Department of Ag from his home. The Watertown Health Department is advertising to fill the vacant position and there are 4 interviews scheduled this Friday that G. Scott will participate in.

J. Larkin was unable to attend today’s meeting due to work load but had submitted a summary to G. Scott for reporting to the committee: Environmental Health is following up on 2 childhood lead abatements, ongoing restaurant complaints, a serious hoarding case that involved that city’s Police Department and Human Services; ongoing inspections.

b. Discussion of Lake Mills Informational Meeting Regarding Lead

G. Scott reported that she, D. Nelson and E. Morse attended the meeting on December 7th. The meeting was well attended with good presentations on the city water issue. The city is helping by replacing water mains and assisting residents, as much as possible, with replacing their home laterals with funding available from a grant. Residents must apply for the grant funding which is awarded on a first-come-first-serve basis by priority. There is no overall plan for school water testing for lead, as that is up to each individual school. The Health Department sent guidelines to all schools in Jefferson County.

Discussion followed on a recent newspaper article in the Milwaukee Journal Sentinel critical of the State for not requiring follow-up on children's blood level results between 5 – 9 mcg/dL. Our Health Department is on the cutting edge by already providing follow-up on these blood lead levels - although not mandated by the State. It is a department goal to start providing lead testing on pregnant women in hopes of catching elevated lead levels that could impact their baby.

Discussion of Public Health Preparedness Program

G. Scott reported that she has been attending South Central HealthCare Coalition meetings. Last Friday, she attended a multi-county workshop in New Berlin pre-planning for an electric outage. Multiple response agencies and utilities were present.

Discussion of Public Health Program

- a. Review of Statistics:** D. Nelson reviewed the report included in the meeting packet and highlighted the following: 20 blood lead levels in the 5-9 mcg/dL range received nursing follow-up with education, telephone contacts and home visits if needed; Fluoride Varnish numbers have increased due to one RN promoting this program and working with the Children's Health Alliance to obtain referrals for pregnant moms to see a dentist; increased jail nurse visits due to the complexity of problems with drug and alcohol abuse; WIC client caseload averaged 1,270 at the end of 2016 which is down from the 1,340 caseload goal that WIC funding is based on.
- b. Review of Communicable Disease Cases Reported:** D. Nelson reviewed the report included in the meeting packet. Discussion followed on the various incident counts including Hepatitis C, Shigellosis, Pertussis (Whooping Cough) and Elizabethkingia Disease.
- c. Greater Watertown Community Health Foundation Grants:** G. Scott reviewed the handout in the meeting packet. Funding is available as a "Spark Health Grant" up to \$ 5,000 or a "Changemaker Health Grant" \$ 5,000 to \$ 100,000. The grant would focus on a common parenting program with Jefferson County Human Services, Jefferson County Head Start, Watertown Health Department and the Jefferson County Literacy Council. There is an interest in applying for funding for training staff in an evidence-based program called "Parents as Teachers". It is estimated that training costs for each registered nurse would be \$850. The grant would focus on immunizations, reading to children, physical activity, nutrition and emotional well-being of children with outcomes based on the intensity of services provided.
Motion by D. Williams, M.D. to pursue the grant process for the Greater Watertown Community Health Foundation grant for the "Parents as Teachers" program; second by D. Schultz; motion carried unanimously.
- d. Public Health Registered Nurse Resignation:** G. Scott reported that a Public Health Nurse resigned with her last date of employment on January 17, 2017. The newspaper advertising has started with no applicants to date.

Discussion of Monthly Health Department Report: G. Scott reviewed the report included in the meeting packet. Future reports will include shorter versions of work on relevant issues and the budget section will be more numeric with updates to department finances each month. G. Scott reported that she had not written a "letter of commendation" to the jail nursing staff as she felt the letter should be addressed to all staff for their ongoing dedication and hard work. The committee agreed to this and asked that the letter be compiled and brought to the next committee meeting for signing. D. Nelson reported on a recent meeting with the Public Health nursing staff reflecting on their accomplishments in 2016 and their excitement for their goals in 2017. The nursing staff takes pride in their work and the positive impact they have on residents of Jefferson County.

Adjourn: *Motion by D. Schultz to adjourn the meeting at 2:10 p.m.; second by J. McKenzie; motion carried unanimously.*
Next Scheduled Meetings: All Wednesdays at 1:00 p.m. – March 22, 2017, May 17, 2017, July 19, 2017, September 20, 2017, November 15, 2017, January 17, 2018 and March 21, 2018

Respectfully submitted;
Sandee Schunk, Recorder