



JEFFERSON COUNTY HEALTH DEPARTMENT

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Jefferson County Board of Health Meeting Minutes – Wednesday, February 28, 2018

Call to Order: M. Weismann, Chair, called the meeting to order at 1:02 p.m.

Roll Call/Establishment of Quorum: Quorum established per G. Scott.

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

Board Members Excused Prior to Meeting: Dick Schultz

Guests Present: Benjamin Wehmeier, County Administrator, Blair Ward, Corporation Counsel, Anita Martin, Sally Jones

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

Certification of Compliance with the Open Meetings Law: Confirmed by B. Wehmeier, County Administrator

Approval of the Agenda: *Motion by J. McKenzie to approve the agenda; second by E. Morse; motion carried unanimously.*

Approval of Board of Health Minutes for November, 29, 2017 Meeting: *Motion by J. McKenzie to approve the minutes as written; second by D. Williams, M.D.; motion carried unanimously.*

Communications: None

Public Comment: Anita Martin handed out to committee members a copy of an e-mail dated Tuesday, February 27, 2018 that she had sent out to Board of Health committee members, Gail Scott, Ben Wehmeier, Sandee Schunk, Christa Westerberg and Ronni Monroe requesting changes to the draft of the November 29, 2017 Board of Health meeting minutes.

Motion by D. Williams, M.D. to reconsider “approved” November 29, 2017 Board of Health meeting minutes; second by J. McKenzie; motion carried unanimously.

Motion by D. Williams, M.D. to amend the November 29, 2017 Board of Health meeting minutes to include: “Correspondence from Mr. John Holevoet, identified as an attorney, regarding the Proposed Public Health Ordinance, sent by email to D. Schultz and E. Morse, was distributed and discussed”. Second by J. McKenzie; motion carried unanimously.

Motion by J. McKenzie to approve the amended minutes; second by E. Morse; motion carried unanimously.

Review of the Health Department Financial Report

- a. **Review and Discussion of the Income Statement:** S. Schunk reviewed the November 2017 Statement of Revenues & Expenditures Report included in the meeting packet that shows an estimated deficit in the amount of (\$80,457.83). The budgeted reserve funding available in the amount of \$130,199 will be used to offset any year-end deficit. *Motion by J. McKenzie to approve the November 2017 Statement of Revenues and Expenditures Report; second by D. Williams, M.D.; motion carried unanimously.* Finance is working on closing out 2017. A rough estimate is that the Health Department may not need to use approximately \$43,700 of the budgeted reserve funding available. The Vehicle Usage/Cost Log was reviewed and it was noted that the committee does not need to review these reports in the future unless there is an issue with staff utilizing the 2 department vehicles.

- b. **Review and Discussion of MOU with Jefferson Veterinary Clinic and Approval of Fees:** G. Scott reviewed the draft Memorandum of Understanding (MOU) between the Health Department and the Jefferson Veterinary Clinic for fees of head removal of a wild animal (\$50.00) for rabies testing and delivery fee to the State Lab of Hygiene in Madison (\$29.00) or the humane euthanizing of a live bat for rabies testing (\$28.75). *Motion by J. McKenzie to approve the Memorandum of Understanding with the Jefferson Veterinary Clinic; second by E. Morse; motion carried unanimously.*
- c. **Discussion and Possible Action to Amend the Budget to include \$1,000 funds from the Children’s Health Alliance of Wisconsin for the Healthy Smiles for Moms and Babies Project:** G. Scott reported that B. Wehmeier confirmed (after the meeting agenda was disbursed) that a budget amendment was not necessary since this is a continuation of an existing program. The additional \$1,000 will be used for staff payroll costs to make referrals to the Community Dental Clinic for Prenatal Care clients and track how many referrals were made to the dental clinic and how many moms received dental care from those referrals. A copy of the Memorandum of Understanding (MOU) is included in the meeting packet. Some of the funding will be used to purchase dental varnishes. No action taken.
- d. **Discussion and Possible Action on Fees for Injections:** G. Scott reported that the Health Department nursing staff provides Vivitrol injections to clients referred by Human Services to aid in getting off of Opioids and gives injections every two weeks or monthly to clients referred by Dr. Haggert at Human Services for mental health treatment. Human Services currently pays the Health Department \$10.00 per Vivitrol injection that is invoiced to them monthly. It is estimated that the RN/LPN spends a minimum of ½ hour per injection with the client. G. Scott had proposed a \$20.00 per injection fee to K. Cauley, Human Services Director, and it was accepted to implement the fees on January 1, 2019 so this could be included in both department budgets. *Motion by D. Williams, M.D. to raise Vivitrol injection fees from \$10.00 to \$20.00 per injection and add a \$20.00 fee for each mental health injection - effective January 1, 2019; second by E. Morse; motion carried unanimously.*

Discussion of Public Health Environmental Health Program: J. Larkin reported that as an agent for DATCAP they have 575 – 600 facilities that they inspect annually. In 2017, they completed 919 total inspections including pre-inspections, swimming pools, restaurant and special event food vendors, etc. Their reporting year runs from July 1, 2017 – June 30, 2018. They are a little behind with 60% of inspections completed. Schools are inspected twice per year (Spring & Fall). They are now starting the 2nd inspection at 40 plus schools. They do not license schools as they are DPI (Department of Public Instruction) funded. K. Wroblewski reported that parochial schools can request a kitchen inspection for a fee. If a school has a swimming pool, that is inspected 1 time per year.

D. Williams, M.D. inquired about testing of water supplies in older schools in Jefferson County for elevated lead. G. Scott reported that there is no current direction from the State regarding this issue. If a child has lead poisoning and no source of contamination is found in the place of residence, the school water could be tested. Educational information on lead testing was sent to the schools by the Health Department with no responses received. G. Scott will check again with Roy Irving, Toxicologist at the State, to see if there is any new information on this issue. D. Williams, M.D. requested that once contact has been made, it should be discussed and documented in the Board of Health meeting minutes to show this step was taken. G. Scott reported water testing is done by the cities and reports are forwarded to residents with the water test results.

Discussion of Public Health Preparedness Program

- a. **Recent Exercises and Meetings:** G. Scott reported on the UW Whitewater exercise with Rock and Walworth counties on February 8th based on a Meningitis outbreak. The exercises focused on who would need a vaccine and follow-up vaccine. The after-action report has not been received to date. D. Nelson shared that the Marketing Department at the University did a good job with contacts via social media during the exercise. G. Scott reported that there is an exercise scheduled on March 20, 2018 with Jefferson County Emergency Management, Administration, Red Cross, Human Services and the Health Department on setting up a “Family Assistance Center” involving family and friends for a mock train derailment. Our department would work closely with the Red Cross. G. Scott reported that she serves on the South Central Wisconsin Healthcare Emergency Readiness Coalition which includes Jefferson County, Dodge County and the City of Watertown and 12 other counties. They held a

surprise 90 minute surge test exercise today with UW Hospital needing to plan and track evacuation of 399 patients. The exercise went well with the biggest challenge being the evacuation of pediatric patients - especially those with critical medical needs. An Emergency Operations Center (EOC) was set up with Dane County Public Health.

Discussion of Public Health Program

- a. **Review of Statistics:** D. Nelson reviewed the Public Health Program Statistics handout in the meeting packet and reported that car seat inspections have increased. D. Williams, M.D. reported that the hospital does not have a car seat program any longer. Immunization rates have decreased due to only being able to serve uninsured or BadgerCare clients. TB Skin Tests have decreased as employers are no longer testing annually and inmates are not tested unless screening questions warrant a test. WIC ended 2017 at 93% of their caseload requirement and funding is based on caseload. WIC Breastfeeding Peer Support Visits have increased as the 2 counselors make home visits along with telephone and text contacts with nursing moms.
- b. **Review of Communicable Disease Cases Reported:** D. Nelson reported there have been 97 pediatric deaths nation-wide from influenza with zero reported in Wisconsin. D. Williams, M.D. reported that Fort HealthCare conducted 811 influenza tests with 273 positive results.
- c. **Parents as Teachers Program Update:** D. Nelson reported that there was a meeting this a.m. with the Greater Watertown Community Health Foundation. In May, the coalition will be working with agencies in the communities to promote “talk/read/play” at grocery stores, laundromats, libraries, parks, gas stations, hair salons, etc. promoting reading to and playing with children. Boosting parenting skills interacting with their children aids in the progress of children’s success in school and later in life applying and qualifying for jobs. Ages and Stages Questionnaires (ASQ) are completed at ages 9, 18 and 24 months at medical providers. WIC does the ASQ at age 18 months. Public Health RN’s are planning to complete the ASQ at ages 2, 4, 6 and 12 months. B. Wehmeier reported that there is an article on the front page of today’s Milwaukee Journal encouraging parental involvement in children’s development with statistics from Milwaukee to surrounding areas including Jefferson County.
- d. **Fort HealthCare Summit Presentation:** G. Scott reported that Fort HealthCare presented their Community Health Assessment, it was well attended and she did a PowerPoint presentation on Health Department services.
- e. **Community Health Improvement Plan Update:** G. Scott reported that the focus of the plan is on nutrition, obesity prevention, promoting WIC and breastfeeding, mental health and substance abuse. Emi Reiner, Public Health RN, works on the Drug Free Coalition which is providing Narcan trainings, free drug deactivation kits (disbursed to local pharmacies) and Town Hall Alcohol Summits. Emi is working with Craig Holler in writing a drug-free communities grant. Drug drop-off bins are available at area Police Departments and the Sheriff’s Department.

Discussion of Health Department Monthly Report: G. Scott reviewed the information in the meeting packet and reported staff are updating the Health Department Strategic Plan which caused some juggling of duties for lead areas of nursing staff, the department Mission and Vision Statements are being updated, jail stats reviewed, staff recertified in CPR/AED training by Jefferson EMS, County classification and comp study is in process for all County employees. D. Nelson reported that the Child Death Review Team (CDRT) studies preventable deaths and Adverse Childhood Events (ACES) that shows a score of greater than a 4 has been proven to shorten life expectancy. G. Scott reported that the Health Department is partnering with Fort HealthCare in applying for County designation as a “Healthy Community”. A letter of interest has been submitted by Traci Wilson, Fort HealthCare.

Board of Health Meeting Date Changes – May 30, 2018 and Schedule November Meeting: Next meetings will be scheduled at 1:00 p.m. on Wednesday, May 30th, Wednesday, August 22nd and the November meeting date will be decided at the next meeting.

Adjourn: *Motion by J. McKenzie to adjourn at 2:25 p.m.; second by D. Williams, M.D.; motion carried unanimously.*

Respectfully submitted;
Sande Schunk Clerical/Recorder