

**Jefferson County - Board of Health  
Meeting Minutes – Wednesday, August 29, 2018**

**Committee Members:** Don Williams, MD, Chair Marie Wiesmann, Secretary Conor Nelan, Vice Chair  
Maria Dabel Dick Schultz

**Call to Order:** Don Williams, MD, called the meeting to order at 1:02 p.m.

**Roll Call/Establishment of a Quorum:** Quorum established by Gail Scott, Director.

**Board Members Present:** Don Williams, MD, Chair, Marie Wiesmann, Secretary, Dick Schultz, Maria Dabel

**Board Member Absent:** Conor Nelan, Vice-Chair, not available and was excused prior to the meeting.

**Members of the Public Present:** Anita Martin, Ronni Monroe (Agenda Item #12 – Pipeline Safety), Sam LaMuro, Samuel Thimmesh, Troy Barnett, Dodge-Jefferson-Waukesha American Lung

**Staff Present:** Ben Wehmeier, County Administrator, Gail Scott, Director, Diane Nelson, Public Health Program Manager, Kaylie Wroblewski, Environmental Health Specialist, Tyler Kubicek, Environmental Health Specialist, Emi Reiner, Public Health RN, Katrina Wichlacz, Public Health RN, Jennifer Gaal, WIC Registered Dietician, Sandee Schunk, Accountant II/Recorder

**Certification of Compliance with the Open Meeting Law:** Gail Scott, Director, certified compliance with the Open Meeting Law.

**Approval of the Agenda:** *A motion was made by Schultz/Wiesmann to accept the agenda with no changes. The motion passed 4-0.*

**Approval of Board of Health Minutes for May 30, 2018 Meeting:** *A motion was made by Schultz/Wiesmann to approve the May 30, 2018 minutes. The motion passed 4-0.*

#### **Communications**

- a. **WIC Gold Loving Support Award of Excellence:** Gail Scott introduced Jennifer Gaal, WIC Registered Dietician, and congratulated her (and WIC staff) on receiving this award as one of 3 WIC projects chosen in Wisconsin. Jennifer Gaal informed the Board about the award and the Breastfeeding Peer Counselor program.

**Public Comment:** Ronni Monroe addressed the Board of Health as a citizen advocate for pipeline safety.

#### **Potential Tobacco Free Fair Park Presentation:**

Emi Reiner, Public Health RN, reported on a survey taken during the Jefferson County Fair regarding tobacco usage, second hand smoke and support of creating a tobacco-free Fair Park. A handout was disbursed with the survey results. Youth smoking has increased with vaping/e-cigarettes. Samuel Thimmesh, Intern, American Lung Association reported on a 30 minute pick-up of cigarette butts during the County Fair and reported they do not decompose for 10 years. Troy Barnett, Manager, Health Promotions – Tobacco Control, American Lung Association in WI, reported that the Jefferson County Drug Free Coalition is in the forefront to make important changes regarding smoking. If the Jefferson County Fair Park was “smoke-free” it would be the first in Wisconsin. Ben Wehmeier reported that Fair Park and Building/Grounds committees would have to support a smoke-free County Fair Park and forward their request to the Jefferson County Board for approval. *A motion was made by Wiesmann/Schultz to have Gail Scott send a letter to the Fair Park and Building/Grounds committees to consider going smoke-free for all events held at the Jefferson County Fair Park including the annual County Fair. The letter should reflect smoking hazards posed to humans and animals plus the threat of flammable products posing safety risks. The decision to have a smoke-free County Fair Park would be a move in the right direction for increasing better health for citizens. The motion passed 4-0.*

**Update and Possible Action on Community Health Improvement Plan and Process:** Gail Scott reviewed a draft handout of “Community Health Improvement Plan & Process: Dodge and Jefferson Counties of Wisconsin 2017 – 2020”. This is a partnership with Dodge County, Jefferson County and City of Watertown. The focus of the CHIPP is on obesity, nutrition, mental health and substance abuse and was based on a Community Assessment, survey, and a Town Hall meeting. *A motion was made by Schultz/Wiesmann to approve the Community Health Improvement Plan and Process report with the final version of the report to be emailed to Board of Health members. The motion passed 4-0.*

#### **Review of Health Department Financial Report:**

- a. **Review and Discussion of Income Statement:** Sandee Schunk reviewed the July 31, 2018 Statement of Revenue & Expenditures Report included in the meeting packet that shows an estimated deficit of \$63,693.29. The 2018 budgeted reserve funding available in the amount of \$154,545 will be used to offset any year-end deficit. *A motion was made by Schultz/Wiesmann to approve the financial report. The motion passed 4-0.*
- b. **Review and Possible Action for 2019 Budget:** Sandee Schunk reviewed the initial “draft” of the 2019 budget. The balances will be adjusted pending any changes to wages and health insurance rates.

Gail Scott introduced Maria Dabel, new member of the Board of Health and Tyler Kubicek, new Environmental Health Specialist.

#### **Operational Update of the Environmental Health Program:**

- a. **Review and Discussion of Abated Human Health Hazard:** Kaylie Wroblewski reported on a hoarding issue in a home in Lake Mills. Annual inspections are due 7/1/18 – 6/30/19 with 659 licensed facilities to inspect - 25% completed with a goal of completing 8% per month. School kitchen inspections begin in September, and then food record reviews in the spring. Inspections of food vendors during the County Fair were successful with just a few issues. Met with organizers of the Wizards & Warriors event scheduled in October regarding food vendors.
- b. **Review and discussion of Declared Human Health Hazards:** Gail Scott reported on a mobile home that was considered a human health hazard and was condemned at the Tremain Mobile Home Park in Dousman. Ben Wehmeier authorized the removal of the trailer by Valia Excavating, LLC in the amount of \$9,425.00. The cost was forwarded to the lienholder but they were uncooperative in being held responsible. It was requested of the County Finance Committee to have the cost reimbursed to the Health Department - transaction is pending.

**Discussion of Public Health Preparedness Program:** Gail Scott reviewed the handout “2018 Public Health Emergency Preparedness Meetings and Training” included in the meeting packet. Ronni Monroe, member of the public, voiced concern that there are not enough volunteer firefighters in case of a pipeline emergency and Enbridge should provide payment for services.

#### **Discussion of Public Health Program:**

- a. **Review of Statistics:** Diane Nelson reviewed the handout included in the meeting packet.
- b. **Review of Communicable Disease Cases Reported:** Diane Nelson reviewed the handout in the meeting packet.
- c. **140 Review process and Date of Review:** Gail Scott reviewed an e-mail included in the meeting packet from Department of Health Services (DHS) requesting that the Health Department 140 Review be completed this year. This review is completed every 5 years. We are a Level II Health Department. An onsite visit will be Thursday, November 29, 2018 and Board of Health members are encouraged to attend. Much preparation needs to be completed including updating policies & procedures, and a description of evidence based programs & services.
- d. **Review and Possible Action on Medical Advisor Policy and Procedure:** Gail Scott reviewed the updated “Medical Advisor (Voluntary) Policy & Procedure” included in the meeting packet. *A motion was made by Schultz/Dabel to approve the updated policy & procedure as written. Motion passed 4-0.*
- e. **Appointment of Dr. Williams as Medical Director:** Gail Scott reviewed Dr. Williams’ credential information included in the meeting packet. *A motion was made by Schultz/Wiesmann to appoint Donald L. Williams, M.D. as Medical Director for the Jefferson County Health Department. Motion passed 4-0.*
- f. **Proposal to Combine Board of Health and Human Services Board:** Gail Scott explained that the Jefferson County Strategic Plan has a goal to reduce the County Board size and possibly combine committees as appropriate. James Schroeder, County Board Chair, listed the combination of the Board of Health and Jefferson County Human Services Board as an option. This will be discussed at the January 2019 County Board meeting. Gail Scott did research at the State level and found there are 4 counties with combined boards and only 1/3 of Health Departments are combined with Human Services Departments. Our department works closely with Jefferson County Human Services but the Board of Health objected to combining into one Board previously due to concerns of losing focus on Health Department issues, meetings would have to be held monthly and be lengthy. Don Williams, M.D. asked if Human Services staff should attend a Board of Health meeting to see what they think of combining or have Health Department staff attend a Human Services Board meeting. Gail Scott will talk to Kathi Cauley, Director at Human Services for ideas regarding this issue.
- g. **Community Dental Clinic and Rock River Free Clinic Services:** Gail Scott reported that the Community Dental Clinic received a \$100,000 grant from the Greater Watertown Community Health Foundation. Rock River Free Clinic had an open house celebrating their 15<sup>th</sup> anniversary on August 23<sup>rd</sup>.
- h. **Review and Possible Action on Rural Opioid Response Grant:** Gail Scott and Emi Reiner, Public Health RN, met with Fort HealthCare Administration, Rock River Free Clinic and Human Services on the submission of a national grant request for Opioid prevention and intervention submitted by Dwight Heany, Fort HealthCare. It is pending at this time.
- i. **Strategic Plan Update and Request for Active Input:** Gail Scott reported that the Health Department Strategic Plan is in process with staff input and assistance from the State Public Health Regional Office as facilitators. Participation will be requested from Board of Health members and questions will be disbursed in the near future.

**Discussion of Health Department Monthly Report:** Gail Scott reviewed the reports for May, June and July 2018.

**Future Agenda Items:** Gail Scott requests any agenda items be sent to her in advance of future Board of Health meetings.

**Adjourn:** *A motion was made by Wiesmann/Dabel to adjourn at 2:30 p.m. Motion passed 4-0.*

**Next Scheduled Meeting: Wednesday, November 28, 2018.** 2019 Board of Health meetings: 3<sup>rd</sup> Wednesday of the month: January 16, 2019, April 17, 2019, July 17, 2019 and October 16, 2019 at 1:00 p.m. in the Health Department Conference Room.

Minutes prepared by: Sandee Schunk, Accountant II/Recorder, Jefferson County Health Department