



Jefferson County Health Department

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Jefferson County – Board of Health Meeting Minutes – July 17, 2019

Board Members

Don Williams, MD, Chair; Conor Nelan, Vice-Chair, Dick Schultz, Secretary, Marie Dabel, Samantha LaMuro, R.T.

Call to Order: Conor Nelan, Vice-Chair, called the meeting to order at 1:00 p.m.

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

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

Board Members Present: Conor Nelan, Vice-Chair, Dick Schultz, Secretary, Maria Dabel, Samantha LaMuro

Board Member Absent: Don Williams, MD, excused prior to the meeting.

Members of the Public Present: Anita Martin, Lake Mills, regarding agenda item #8 – Public Comment

Staff Present: Gail Scott, Director, Elizabeth Chilsen, Public Health Program Manager, Tyler Kubicek, Environmental Health, Kaylie Wroblewski (Mason), Environmental Health, Elizabeth Alleman, Public Health Nurse, Sandee Schunk, Accountant II, Recorder

Approval of the Agenda: No changes requested.

Approval of Board of Health Minutes for January 16, 2019 Meeting: *A motion was made by Schultz/LaMuro to approve the January 16, 2019 meeting minutes. The motion passed 4-0.*

Review of April 17, 2019 Meeting Notes (No Quorum): Summary reviewed, no action needed.

Communications: Gail Scott, Director, introduced Elizabeth Chilsen, the new Public Health Program Manager and Elizabeth Alleman, the new Public Health RN. They gave the Board a report on their backgrounds and a round-table introduction was held.

Public Comment: Anita Martin, guest from Lake Mills, spoke on clean, safe water being a Public Health issue.

Review of Health Department Financial Report

- a. **Review and Discussion of Income Statement:** Sandee Schunk, Accountant II, reviewed the May 31, 2019 Statement of Revenue & Expenditures Report included in the meeting packet shows an estimated deficit of (\$20,236.32). The 2019 budgeted reserve funding available in the amount of \$158,723 will be used to offset any year-end deficit. The 2020 budget is in the initial entry stage.
- b. **Update and Possible Action on Women’s Health/Family Planning & MCH Funding:** Gail Scott, Director, explained that the State applied for Title X funding that used to go to Planned Parenthood. Due to the lack of family planning services in Jefferson County, grant funding in the amounts of \$6,168 (for outreach to low-income pregnant women and referral for Medicaid benefits) was awarded. This grant period ended on 6/30/2019 - the short timeline did not allow it to be used – DHS Fiscal is aware of this. “Dual Protection Services” funding in the amount of \$12,000 was added to the existing State Consolidated Contract for Maternal Child Health Block Grant (MCH). This funding will be used in 2019 as long as Rock River Free Clinic’s new Nurse Practitioner will be able to partner with the Health Department to provide these services. A meeting is set onsite for Monday, July 22nd with the State.
- c. **Review and Possible Action on United Way Pillar Grant, United Way Grant and Randy Schopen Grant** Gail Scott, Director, reported on the United Way Pillar grant in the amount of \$2,000 that was awarded to defray the cost of having the Opiate/Heroin Awareness toolkits translated to Spanish. A United Way grant in the amount of \$2,500 is being used to purchase children’s books for the TalkReadPlay program. A \$500 donation from the Randy Schopen Memorial Foundation is also designated to the TalkReadPlay Program for the purchase of books for children.
- d. **Review and Possible Action on Drug Free Communities Grant Budget/Staffing:** Gail Scott, Director, reviewed the information included in the meeting packet. Emi Reiner, Public Health Nurse and the head of the Jefferson County Drug-Free Coalition wrote and submitted the grant that focuses on youth prevention/education related to alcohol and drug abuse. The initial grant amount is \$125,000 and if

awarded can be requested annually for 5-10 years. The grant award notifications will be released in September. If the grant is awarded, Emi will be the main staff member working on the grant objectives and the Health Department may contract for an entry-level position to assist her.

A motion was made by Dabel/Schultz to approve the financial reports listed above. The motion passed 4-0.

Operational Update of the Environmental Health Program: Kaylie Wroblewski (Mason) and Tyler Kubicek, Environmental Health Specialists, updated the board on the Environmental Health program.

Discussion of Public Health Preparedness Program

- a. **Recent Exercises and Meetings:** Gail Scott, Director, reviewed the handout included in the meeting packet. Samantha LaMuro, Board of Health committee member, attended a free FEMA training on behalf of Fort HealthCare in Anniston, AL for 5 days of intense training. She reported it was a great experience.

Discussion of Public Health Program

- a. **Review of Statistics:** Elizabeth Chilsen, Public Health Program Manager, reviewed the report included in the meeting packet.
- b. **Review of Communicable Disease Cases Reported:** Elizabeth Chilsen, Public Health Program Manager, reviewed the report included in the meeting packet. A total of 29 communicable diseases were confirmed cases. Discussion followed on Planned Parenthood having only 6 facilities left in the state making a barrier for family planning services and Sexually Transmitted Infection (STI) testing.
- c. **Update on Executive Committee Discussion on Combining Boards/Committees:** Ben Wehmeier, County Administrator, reported that the combination of the Board of Health and Humans Services is not moving forward.
- d. **Dual Protection Services Update:** Gail Scott, Director, reviewed the handout included in the meeting packet. Health Department management and Katrina Wichlacz, Public Health RN, will be reviewing this check-off list with Rock River Free Clinic staff regarding providing emergency contraceptives, prevention of pregnancy, screenings by their new Nurse Practitioner and being able to meet the objectives of the MCH \$12,000 new grant funding addressed in agenda item 9b.
- e. **Community Dental Clinic and Rock River Free Clinic Updates:** Gail Scott, Director, reported that Dr. Rutledge at the Rock River Free Clinic is retiring in September 2019. Mary Beck-Metzger, Nurse Practitioner, will be taking over his role. Community Dental Clinic Director, Barb Gudgeon, will be retiring in December 2019. Fort HealthCare is writing a grant looking at organizing a Federally Qualified Health Center (FQHC). A FQHC facility can obtain funding from Medicare, Medicaid and health insurance. Clinic staff would be eligible for fringe benefits and tuition reimbursement. It would be a one-stop service clinic for eligible clients.
- f. **Staffing Update Health Department:** New staff members were introduced during Communications under Agenda item 7. Gail Scott, Director, reported that Elizabeth Alleman, new Public Health RN, will be helping at the jail on weekends when needed.
- g. **Update on Falls Prevention Program with EMS:** Gail Scott, Director, reported that this is in progress.
- h. **Review of Fort HealthCare/UW School of Pharmacy Opioid Stewardship Across the Care Continuum Grant:** Gail Scott, Director, reviewed the handout included in the meeting packet. The Health Department will work with the UW Madison School of Pharmacy and Fort HealthCare on provider education.

Discussion of Health Department Monthly Report: Gail Scott, Director, reviewed the 2019 monthly reports included in the meeting packet.

Future Agenda Items: Update on implementation of Women's Health/Family Planning grant, update on 2020 budget, possible Board of Health resolution regarding personal conviction waivers for immunizations. Please email Gail Scott any requested agenda items for the next meeting.

Adjourn: *A motion was made by Schultz/Dabel to adjourn the meeting at 2:35 p.m. The motion passed 4-0.*

Next Scheduled Meeting: Wednesday, October 16, 2019 at 1:00 p.m.

Minutes recorded and prepared by: Sandee Schunk, Accountant II, Jefferson County Health Department.