



# Jefferson County Health Department

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## Jefferson County – Board of Health Meeting Minutes – October 16, 2019

### Board Members

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

**Call to Order:** Don Williams, MD, Chair, called the meeting to order at 1:06 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:** Don Williams, MD, Chair, Dick Schultz, Secretary, Maria Dabel, Samantha LaMuro,

**Board Member Absent:** Conor Nelan, Vice-Chair

**Staff Present:** Gail Scott, Director, Sandee Schunk, Accountant II, Recorder, Benjamin Wehmeier, County Administrator

**Staff Absent:** Elizabeth Chilsen, Public Health Program Manager, excused for conference attendance.

**Approval of the Agenda:** No changes requested.

**Approval of Board of Health Minutes for July 17, 2019 Meeting:** *A motion was made by Schultz/Dabel to approve the July 17, 2019 meeting minutes. The motion passed 4-0.*

**Communications:** None

**Public Comment:** None

### Review of Health Department Financial Report

- a. **Review and Discussion of the Income Statement:** Sandee Schunk, Accountant II, reviewed the August 31, 2019 Statement of Revenue & Expenses included in the meeting packet. The report shows an estimated deficit of (\$42,153.41). The 2019 budgeted reserve funding available in the amount of \$158,723 will be used to offset a year-end deficit.
- b. **Review of the 2020 Budget:** Gail Scott, Director, reviewed the Health Department Financial Summary and the Health Department Program Summary included in the meeting packet. Discussion followed regarding \$124,809 of the Health Department Fund Balance being budgeted along with \$857,526 of Tax Levy in 2020 to cover department operations. The fund balance available at the end of 2019 will determine what is left to apply to future budgeting for 2021.
- c. **Bureau of Transportation Safety Grant:** Gail Scott, Director, reported that the grant in the amount of \$2,625 has been approved for the grant period of 10/01/2019 – 09/30/2020. This funding covers car seat purchases.

*A motion was made by Dabel/LaMuro to approve the financial reports listed above. The motion passed 4 – 0.*

**Operational Update of the Environmental Health Program:** Sanitarians not present. Gail Scott reviewed recent issues with housing and the Human Health Hazard Ordinance. A meeting is scheduled on October 22, 2019 with Blair Ward, Corporation Counsel, and the Sanitarians to set guidelines for who is responsible for following up on certain types of complaints – Health Department Environmental Health staff or appropriate municipality.

### Discussion of Public Health Preparedness Program

- a. **Recent Exercises and Meetings:** Gail Scott, Director, gave an update on recent activity.
- b. **Discussion of Plans for Closed Points of Dispensing Toolkit:** Gail Scott, Director, reviewed the objective to develop plans for closed Points of Dispensing (POD) for facilities/businesses during a Public Health emergency that requires medication administration for protection. There was an exercise and training for interested businesses, long term care facilities, hospitals, etc. to be able to support their staff, families, patients/residents with medication administration that would be supplied by the State Department of Health Services. Elizabeth Chilsen, Public Health Program Manager, attended a meeting on a free computerized system IMATS (Inventory Management and Tracking System) that will track inventory of medications, medical supplies, etc.

### Discussion of Public Health Program

- a. **Review of Statistics:** Gail Scott, Director, reviewed the handout included in the meeting packet and reported that the Health Department is working on a new Quality Improvement (QI) project to improve data collection as the current system is not always accurate. Summary: County jail census has increased nursing client visits and immunizations. (Hepatitis A vaccine is

offered to all inmates.) TalkReadPlay (TRP) program is steadily increasing and 67 home visits have been made as of 9/30/19. Maternal Child Health (MCH) program is focusing on promoting developmental screenings via ASQ (Ages & Stages Questionnaire) forms sent out with new birth letters and given to WIC parents. Dr. Williams explained that this is a scoring system of fine motor skills, problem solving, etc. at various ages to find developmental delays and Autism earlier. Dr. Williams would like customized information of Health Department services made available for the hospital to give to new moms. Human Services has requested an increase in hours for mental health nursing services by Nancy Schneider, Public Health Nurse. The Health Department is reimbursed by Human Services for expenses. There is a possibility of a Nurse Prescriber being hired by Human Services or the Health Department. Public Health Preparedness Mass School Clinics are scheduled through November 21<sup>st</sup> – school age children may receive an Influenza vaccination at no charge with vaccine supplied by the State Department of Health Services. WIC caseload has increased.

- b. Review of Communicable Disease Cases Reported:** Gail Scott, Director, reviewed the July – September 2019 report included in the meeting packet and handed out 2 reports: 2018 & January – September 2019 for comparison. Cases of vaping illness have been followed up on.
- c. Update on Dual Protection Services:** It has been decided that the Health Department and the Rock River Free Clinic cannot take on this program at this time due to staffing availability. The program would provide birth control, pregnancy testing and Sexually Transmitted Infection (STI) testing along with home visits.
- d. Update on Drug Free Communities Grant:** The Federal grant award in the amount of \$125,000, with possible annual renewal, has not been announced to date. Notification is expected by the end of October.
- e. Review and Possible Action on Resolution on Medicaid Expansion:** Gail Scott, Director, distributed an updated handout “Resolution to Ask the Wisconsin State Legislature and Governor to Accept Federal Medicaid Expansion”. Discussion followed regarding the benefit to an estimated 864 Jefferson County residents being eligible to receive healthcare and the investment in health programs that would build a healthier Wisconsin should the Federal Medicaid Expansion be accepted. *A motion was made by Schultz/Dabel to forward the resolution signed by Don Williams, MD, Chair, supporting expanded Medicaid for people on behalf of the Jefferson County Board of Health to the Jefferson County Board of Supervisors for consideration.*
- f. Community Dental Clinic and Rock River Free Clinic Updates including Federally Qualified Healthcare Center Model:** Gail Scott, Director, reported that Fort HealthCare is writing a grant with the Greater Watertown Foundation and the assistance of WIPFLI. They are applying to develop a Federally Qualified Healthcare Center (FQHC) to obtain better Medicaid funding, loan forgiveness for providers, provide one-stop services for residents which could include mental health services, Community Dental Clinic and Rock River Free Clinic services. The headquarters would need to be located in the southern part of Jefferson County to qualify. They are looking for a model with sustainability. Dr. Rutledge has retired from the Rock River Free Clinic and Mary Beck-Metzger has taken his place at the clinic.
- g. Staffing Update Health Department:** Gail Scott, Director, reported the clinic/jail weekend LPN position not being filled. Elizabeth Chilsen, Public Health Program Manager and Elizabeth (Beth) Alleman, Public Health RN are doing great learning their new roles at the Health Department.

**Discussion of Health Department Monthly Report:** Gail Scott, Director, reviewed the information included in the meeting packet. Dr. Williams commented on the “Darth Vader” vaping bulletin board located on the stairway of the Health Department and wondered if it could be shared with local high schools for their common areas. Vicki Gallardo, WIC staff, is the creator of the educational bulletin board. Elizabeth Chilsen, Public Health Program Manager, has become certified in vision screening for the Optix-Plus Vision Screener. Elizabeth Alleman, Public Health RN, has become certified as a car seat technician. Edgewood College nursing students are currently doing their Public Health clinical at the Health Department but have their own instructor.

**Future Agenda Items:** 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 2:26 p.m. The motion passed 4 – 0.*

**Next Scheduled Meetings:** Wednesday – January 15, April 15, July 15, October 21, 2020 at 1:00 p.m.

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