

**Jefferson County Board of Health  
Meeting Minutes – May 19, 2010  
Jefferson County Health Department Conference Room  
1541 Annex Road  
Jefferson, WI. 53549**

**Call to Order**

J. Molinaro, County Board Chair, called the meeting to order at 9:01 a.m.

**Roll Call/Establishment of Quorum**

Quorum established.

Board Members Present: Ed Morse; Dick Schultz; John McKenzie; Dr. Don Williams; Anna Hutchings

Guest Present: Debra Gatzke, Dodge, Jefferson, Waukesha Tobacco Free Partnership, Assistant Coordinator

Staff Present: Gail Scott, Director; Barbara Dehnert, Office Manager; Tim Anderson, Environmental Health Specialist; Sandee Schunk, Clerical/Recorder

Others Present: John Molinaro, County Board Chair, Jan Rouou, County Board Supervisor

**Certification of Compliance with the Open Meeting Law**

Meeting was properly noticed.

**Review of the Agenda**

Environmental Health Program – Update of the Environmental Sanitation Ordinance moved up to follow item #6 on printed agenda.

**Public Comment**

None.

**Introduction of Board Members and Election of Officers**

G. Scott referred the Board to the packet that was prepared for the meeting. The Jefferson County Board of Supervisors' Rule of order for 2010-2012 was included in the packet. Information on the County Board of Health is in section 3.06(c) County Board of Health.

Round-table introductions were held.

Election of officers to include: Chairperson; Vice-Chair and Secretary.

D. Schultz nominated J. McKenzie as Chairperson; second by A. Hutchings. *Motion carried by common consent.*

J. McKenzie nominated D. Williams for Vice-Chair; second by D. Schultz. *Motion carried by common consent.*

J. McKenzie nominated E. Morse as Secretary; second by D. Schultz. *Motion carried by common consent.*

**Program Updates**

**Environmental Health Program**

**Update of the Environmental Sanitation Ordinance**

T. Anderson gave a summary of the Environmental Health Program and explained that the Environmental Health Consortium consists of the City of Watertown Health Department and Jefferson County Health Department.

Tim Anderson reviewed the current Jefferson County Environmental Sanitation Ordinance with the Board and the proposed changes. In the Ordinance, State of Wisconsin fees are followed. There will be fee increases in 2011/2012 and the revisions in the Ordinance are aligned with the new State fees. Routinely, 2 inspections are provided per facility per year and are education based. An Environmental Health Tech samples pools for compliance; a 24 hour closure rule is still in effect for violations. The Environmental Sanitation Ordinance will be presented to the City of Watertown Board and the Jefferson County Board. Any changes to the draft of the Ordinance or concerns should be directed to G. Scott as soon as possible. The Ordinance will be voted on at the next Board of Health Meeting.

### **Set 2010 Meeting Dates**

G. Scott reviewed that Board of Health meetings have been held on an every other month schedule unless there is not enough business to warrant a meeting. G. Scott announced that Board of Health members are eligible to attend the WALHDAB (Wisconsin Association of Local Health Departments and Boards) and WPHA (Wisconsin Public Health Association) conferences. The annual WPHA/WALHDAB conference is scheduled for 05/26/10 and 05/27/10 at the Madison Marriot West Hotel. Members may see Gail S. for more information. Board members were also invited to attend the Southern Region WALHDAB monthly meetings held at the U.W. Extension Office at 1 Fen Oak in Madison.

G. Scott reported the proposed Board of Health meeting dates as July 21<sup>st</sup>; September 15<sup>th</sup> and November 17<sup>th</sup>. The meetings will be held in the Health Department Conference Room at 9:00 a.m. D. Williams motioned to accept these dates for 2010; second by D. Schultz. *Motion carried by common consent.*

### **Approval of March 17, 2010 Board Meeting Minutes**

Motion by D. Williams to accept the minutes as written; second by A. Hutchings. *Motion carried by common consent.*

### **Presentation of July 5, 2010 Smoke Free Wisconsin Implementation**

G. Scott introduced D. Gatzke, Assistant Coordinator for the Dodge, Jefferson, Waukesha Tobacco Free Partnership. D. Gatzke reported that the new Smoke Free Air law, Wisconsin Act 12, was established to protect the public and hospitality employees from second-hand smoke.

It has been noted that bars/restaurants are adding outside facilities to accommodate customers who wish to smoke and currently the new law does not have uniform policy of what constitutes outside vs. inside for enforcement. More information will be forthcoming.

The general public has shown excitement over implementation of the new law.

The intent of the law is a long term strategy to decrease the number of people that will continue to smoke or start to smoke.

G. Scott reported that 3 entities have been selected in the State of Wisconsin for a Healthy Lifestyles Pilot Project Grant including the Dodge-Jefferson Healthier Community Partnership. D. Gatzke is assisting G. Scott in writing grant objectives and a workplan for Phase 2 of this pilot project that is working on integrating tobacco control and healthy lifestyles. D. Gatzke and G. Scott will be working with a Post-Doctorate Fellow from the UW-Madison School of Nursing to apply for a Wisconsin Partnership Program grant to develop and implement a Healthy Lifestyles comprehensive program in the City of Fort Atkinson. The Letter of Intent is due June 18, 2010. After review of the Letter of Intent, the Partnership Program will determine if they will invite the Health Dept. to submit a full grant proposal.

### **Board of Health Orientation Manual**

G. Scott reviewed the new manual that was compiled as a reference tool for Board of Health members.

## **2009 Annual Report**

G. Scott corrected the agenda to read the Annual Report is for 2009 not 2010. The report was reviewed.

Discussion followed regarding programs and statistics.

J. Molinaro commended T. Anderson and the Environmental Services staff for doing a good job.

D. Schultz requested a clarification on the HIV Infection totals. G. Scott clarified that this is tracked by a State initiated electronic reporting system for all reported cases.

J. Molinaro requested a department acronym listing be compiled for committee members to refer to.

Motion by D. Schultz to approve the 2009 Jefferson County Health Department Annual Report; second by E. Morse. *Motion carried by common consent.*

## **Financial Report**

B. Dehnert reviewed the financial statistics and explained the 3 programs are Public Health; PCW (Personal Care Worker Program); WIC (Women, Infants & Children).

The PCW program has lost revenue due to the State contracting out services to Care Wisconsin, Inc. in 2009. The 2010 tax levy funding increased from \$250,000.00 to \$712,000.00 due to this change made at the State level.

The St. Coletta billing services has decreased from the budgeted 37 clients down to 16 clients. (The Health Department collects 15% of their monthly Medical Assistance revenue for providing billing services.)

On 12/31/09, Care Wisconsin Inc. ended the contract with the Health Department for Long Term Nurses.

Due to decreasing caseload and poor reimbursement by the State Medical Assistance Program, the Jefferson County PCW MA program may phase out by the end of 2011 or early 2012 unless changes are made at the State level.

Discussion followed regarding the issues of the tax levy supporting programs that take care of County residents after the State decides to contract services out to private companies that try to make a profit in the business.

B. Dehnert reported that due to her June 1, 2010 retirement, 6 months of her salary will not be used as budgeted.

## **Program Updates**

### **Environmental Health Program – Update of the Environmental Sanitation Ordinance**

This item was reviewed earlier in this meeting.

### **Public Health Preparedness**

Status of MOU with Southern Region Preparedness Consortium

There are currently 5 Public Health Regions. Jefferson County Health Department is in the Southern Region and is rated as a Level II Health Department.

The Public Health Preparedness MOU will be presented to the Board of Health in the near future and then submitted to the County Board for approval.

Upcoming Trainings and Exercises

Many Public Health Preparedness trainings are scheduled for Health Department staff.

Staff is in training for multiple levels of ICS (Incident Command System) training.

An upcoming exercise is scheduled for a mock long term power outage.

G. Scott noted that Grant Objectives are included in the Annual Report.

### **Public Health Program and Review of Statistics**

Communicable Disease Cases Reported:

Statistical reports reviewed.

G. Scott reported on new legislation passed to curb the spread of STD's (Sexually Transmitted Disease). "Expedited Partner Therapy" will facilitate getting medications to the partners of infected persons and stop re-infection.

D. Williams reported the lowest cases of seasonal influenza in years, which may be related to the H1N1 vaccinations.

In 2010, the seasonal flu vaccine will be combined with the H1N1 vaccine.

Approximately 10% of Jefferson County residents received the H1N1 vaccines.

The Health Department provides nurse clinicals to students from UW-Madison School of Nursing; Edgewood College and Viterbo College. Edgewood College will have students at the Health Dept. this summer with a Clinical Instructor and G. Scott will have a Viterbo College student shadow her. The Health Dept. also applied and will be getting an AHEC (Area Health Education Centers) intern. The ECS (Electronic Charting System) used for tracking Public Health data has been looked at by the State as a model.

**Public Health Program Manager Position:**

A position has been approved for a Public Health Nursing Manager to manage staff and assist the Director. Public Health RN's have taken lead roles in the absence of a program manager. Two interviews are scheduled the week of May 24, 2010.

### **Long Term Care Program and Review of Statistics**

The PCW (Personal Care Program) revenue is decreasing.

Payments from Care Wisconsin, Inc. for Personal Care Worker services are overdue in the amount of \$67,000.00. Phil Ristow of Corporation Counsel has had contact with the company and has set a two week deadline for payments to be made.

### **Director's Report**

G. Scott reviewed her activity report and spoke of the VOAD (Voluntary Organizations Active in Disasters) committee meetings for follow-up of the 2008 flood; jail nurse staffing with J. Molinaro commenting that the jail nursing services keeps a cap on medical expenses for the County and they do a wonderful job; Public Health RN, Sarah Born, volunteered in Haiti for nearly a month and cared for people with vaccine preventable diseases; discussion regarding a drop-off site for unused medications at the Sheriff's department with direction from the Solid Waste Department.

### **Next Meeting Date/Time/Agenda Items**

**2010 Meeting Dates:** July 21<sup>st</sup>; September 15<sup>th</sup>; November 17<sup>th</sup> at 9:00 a.m. in the Health Department Conference room.

### **Adjournment**

D. Schultz motioned to adjourn the meeting at 10:45 a.m.; second by J. McKenzie.

Respectfully submitted;

Sandee Schunk/ Recorder