

**Jefferson County Board of Health  
Meeting Minutes – May 18, 2011  
Jefferson County Health Department Conference Room  
1541 Annex Road, Jefferson, WI. 53549**

**Call to order**

John McKenzie, Chair, called the meeting to order at 1:00 p.m.

**Roll call/Establishment of a Quorum**

Quorum established.

**Board Members Present:** John McKenzie, Chair; Ed Morse, Secretary; Dick Schultz; Don Williams, M.D., Vice-Chair; Anna Hutchings, RN

**Staff Present:** Gail Scott, Director; Diane Nelson, Public Health Program Manager; Tim Anderson, Environmental Specialist; Sandee Schunk, Clerical/Recorder

**Guests Present:** Gary Petre, County Administrator; Donna Haugom, Jefferson County Emergency Management

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

Meeting was properly noticed.

**Review of the Agenda**

Agenda item “Status of Rock River Free Clinic - LPN Position for Rock River Free Clinic” will be moved ahead of “Correspondence” per request of G. Petre.

Agenda item “Public Health Preparedness - Update on Request for Funding from Emergency Management” will be moved behind LPN position per request of D. Haugom.

**Public Comment**

None

**Approval of the March 23, 2011 Board Meeting Minutes**

*Motion by D. Schultz to approve the minutes as written; second by Dr. D. Williams; motion carried.*

**Status of Rock River Free Clinic and Community Dental Clinic**

LPN Position for Rock River Free Clinic:

G. Scott reported that Mike Wallace, CEO of Fort HealthCare, has requested that the Health Department hire an LPN to work with a physician that will be funded by Fort HealthCare to work at the Rock River Free Clinic 4 days per week. It is being requested to use the \$50,000.00 of annual county funding budgeted for the Rock River Free Clinic for the wages and benefits of the LPN position. It was suggested that the Rock River Free Clinic Board be asked to cover any expenses for the position above and beyond the \$50,000.00 allotment. The Health Department will bill the Rock River Free Clinic monthly for the cost of the LPN wages and benefits. A hand-out of estimated expenses for the position was reviewed, ranging from 30 hours to 40 hours per week. The LPN would assist the physician as needed; work on medication refills for patients; answer/return telephone calls; provide data management; follow-up on lab results; assist patients in applying for medication assistance programs, assist in patient referrals, etc.

G. Scott reported that the LPN could also be used as back-up coverage for the Health Department if needed.

G. Scott reported that a clerical position may be filled through the “Experience Works Program” at no cost to the county or Rock River Free Clinic.

Dr. D. Williams reported that Fort HealthCare has decided to place a fully funded physician at the Health Department in an attempt to decrease the use of their Urgent Care and Emergency Room for uninsured clients. The hospital writes off approximately 2 million dollars per year for unnecessary use of these services.

The Rock River Free Clinic will still operate on Thursday evenings to better serve clients that work during the day.

The physician and LPN will have an office on the lower level of the Health Department.

Fort HealthCare will provide their electronic medical records program for the Rock River Free Clinic.

G. Scott reported that small medication co-pays may be requested and fundraising by the Free Clinic may be needed to replenish the money used to cover the LPN position. Fort HealthCare has also offered to assist in fund raising.

G. Petre reported that the Rock River Free Clinic does not have the infrastructure to hire and pay benefits like the county does. It was discussed if it would be more cost effective to hire two LPN positions at 19 hours per week to avoid payment of benefits. There was general consensus that a full time position would be preferred for continuity of care and benefits.

Employment guidelines will be discussed with the Rock River Free Clinic Board of Directors.

*A motion was made by D. Schultz to create a Licensed Practical Nurse position for Jefferson County Health Department for the Rock River Free Clinic with wages and benefits to be invoiced to the Rock River Free Clinic and not to exceed \$50,000.00 per year; second by E. Morse; motion carried.*

### **Public Health Preparedness**

Update on Request for Funding from Emergency Management (Donna Haugom):

D. Haugom presented information on the purchase of a motor for the Jefferson County Zodiac boat. The dive team sergeant had reported to her that the motor will be used for practicing and performing rescue and recovery. The estimated cost of the motor is \$6,647.00 and will be paid with Preparedness funding.

G. Scott reported that an additional \$17,319.00 was just received for Preparedness funding that was split among Southern Region counties. The current grant will end August 9, 2011.

*A motion was made by Dr. D. Williams to approve the purchase of the boat motor with Public Health Preparedness funding; second by D. Schultz; motion carried.*

### **Correspondence**

None

### **Financial Report**

G. Scott reviewed the Statement of Revenue and Expenditures Report for January – March 2011.

*A motion was made by Dr. D. Williams to approve the financial report; second by D. Schultz; motion carried.*

Replacement of Copier/Printer (Lease vs. Purchase):

G. Scott reviewed hand-out of a lease-to-own proposal from NorthShore Business Technology for a new Sharp copier/printer. The current machine in the business office was purchased in 2005 and is expected to have problems with obtaining replacement parts in the near future. A lease-to-own option with a maintenance agreement to cover repairs and toner cartridges was estimated to save the department \$74.55 per month.

G. Petre reported that a purchase of equipment over the cost of \$5,000.00 needs to have quotes from three vendors. The Veterans office is also looking for a new copier and it was decided the MIS department should work on obtaining quotes for both departments.

The issue to lease or purchase a new copier was tabled until three quotes are obtained.

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

T. Anderson reported ongoing follow-up of nuisance complaints such as dead carcasses; property issues; burning issues; complaint from a county resident of outside burning causing breathing problems.

T. Anderson reported that all restaurant and Department of Ag inspections need to be completed by June 30, 2011; required well water samples will be completed this week and three beaches will be inspected in July and August.

### **Public Health Preparedness**

Health Officer Exercise:

G. Scott reported on the Public Health Preparedness Southern Region Health Officer exercise held in Madison regarding an alleged mass exposure to Anthrax and the group response. This exercise will meet the Preparedness grant objective.

Vigilant Guard Exercise:

G. Scott reported the exercise consisted of an alleged ruptured ammonia tank near a walking path exposing 50 victims on Saturday, May 14th. Response teams consisted of the National Guard, Civil Support Team, Jefferson County Emergency Communications, Jefferson County Health Department, Jefferson County Emergency Management, EMS, Boy Scouts (victims), State Department of Health, Fire Department, Police Department, Fort HealthCare and Watertown Memorial. The exercise went well.

Update on Request for Funding from Emergency Management (Donna Haugom):

This item was previously discussed on the agenda.

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

Communicable Disease Cases Reported:

G. Scott reported on cases of communicable disease.

D. Nelson reported that the active TB case has had Public Health Nursing visits decreased to 2 times per week.

Public Health Infrastructure Grant and Community Health Assessment with DJHCP:

G. Scott reported the funding of \$12,000.00 will be used for some of the Director's salary and has paid the Grant Coordinator, per invoice, in the amount of \$6,494.00.

Application for NACCHO Community Health Assessment and Community Health Improvement Plan Demonstration Site Grant and Letter of Support:

G. Scott reviewed the letter of support and reported that she is writing the grant regarding community health assessment and community health improvement plan. Fifteen grants will be awarded nationwide in the amount of \$35,000.00.

*A motion was made by D. Schultz to approve the letter of support for the NACCHO grant application; second by E. Morse; motion carried.*

Creation and Recognition of the Jefferson County Child Death Review Team:

D. Nelson reported on the creation of the Jefferson County Child Death Review Team. Currently 36 Wisconsin counties have a team. The purpose of the team is to get a complete picture of the death including situation, environment, risk factors and possible prevention.

D. Nelson reviewed a hand-out that listed 10 years of data for children deaths in ages 0 – 17.

D. Nelson reported the goal of the team is to work with partners on policy and procedures, increase health and safety and prevent untimely deaths of children. The team will consist of the Sheriff's Department; Deputy Coroner; Public Health and two specialists from the Milwaukee Children's Hospital as well as other participants as needed. Confidentiality will be a key issue with anyone present at a team meeting to sign a confidentiality statement. The Children's Health Alliance will be present at the County Board meeting in case there are questions. Dr. D. Williams will check to see if a Fort HealthCare physician could be assigned as a member of the review team. Any child death certificates will be reviewed on a monthly basis with the team meeting quarterly. It was recommended to collect and compile data up to age 25.

*A motion was made by E. Morse to forward the recommendation from the Board of Health to form a Jefferson County Child Death Review Team on to the Jefferson County Board; second by Dr. D. Williams; motion carried.*

#### **Personal Care Program and Review of Statistics**

G. Scott reviewed the statistic hand-out and reported that Family Care was undergoing a state audit that was to assess the program and decide if it is successful in meeting the program guidelines. Currently, waiting lists for clients to receive services still exists under Family Care.

#### **Director's Report**

The Director's activity report is available for review in the meeting packet.

Approval of 2010 Annual Report:

G. Scott reviewed the Annual Report. G. Scott will present the 2010 Annual Report to the County Board in June.

*A motion was made by D. Schultz to approve the 2010 Annual Report; second by E. Morse; motion carried.*

#### **Status of Rock River Free Clinic and Community Dental Clinic**

LPN Position for Rock River Free Clinic: This item was previously discussed on the agenda.

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

Next meeting will be Wednesday, July 20, 2011 at 1:00 p.m. in the Jefferson County Health Department Conference Room.

Any requests for agenda items should be submitted to G. Scott at [gails@jeffersoncountywi.gov](mailto:gails@jeffersoncountywi.gov).

#### **Adjourn**

*Motion to adjourn meeting at 2:30 p.m. by D. Schultz; second by Dr. D. Williams. Motion carried.*

Respectfully submitted;

Sandee Schunk  
Recorder