

**Jefferson County Board of Health**  
**Meeting Minutes – July 20, 2011**  
**Jefferson County Health Department Conference Room**  
**1541 Annex Road Jefferson, WI. 53549**

**Call to Order**

Ed Morse, Secretary, called the meeting to order at 1:00 p.m.

**Roll call/Establishment of a Quorum**

Quorum established.

**Board Members Present:** Ann Hutchings, RN; Dick Schultz; Ed Morse, Secretary

**Board Members Absent:** John McKenzie, Chair; Don Williams, M.D.

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

**Guests Present:** John Molinaro, County Board Chair; Jennifer Bagley, AHEC Intern; 4 Edgewood College Nursing Students

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

Meeting was properly noticed.

**Review of the Agenda**

No changes requested.

**Public Comment**

None

G. Scott introduced the four Edgewood College nursing students whom are receiving their Public Health clinical at the Health Department under the instruction of Ann Lynch. Jennifer Bagley, AHEC Intern, was also introduced.

**Approval of May 18, 2011 Board Meeting Minutes**

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

**Correspondence**

None

**Financial Report**

G. Scott reviewed the five month Revenue and Expense report. It was reported that the Public Health Preparedness grant received an additional \$17,900 in revenue and an Infrastructure grant in the amount of \$12,000 was received.

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

G. Scott reported that additional Preparedness funding will be used to purchase a new Sharp copier/printer from NorthShore Business Technology in Watertown. Three bids were obtained per County protocol and Finance Committee approved the purchase in the amount of \$9,225.00.

2012 Budget

G. Scott reported that the 2012 Budget is in process. A few issues have delayed the final draft of the requested budget: a glitch in the online budget reporting system; awaiting the annual rent amount from the Human Services Department and questioning a computer support fee for the WIC Peer Counselor grant.

G. Scott reported that replacement of flooring with VCT composite tile on the lower level of the department and carpeting in some offices on the upper level will be completed in 2011 and 2012 dependent on funding available.

G. Scott reported the requested 2012 budget will meet the County Administrator's goal.

**Operational Update of the Environmental Health Program**

T. Anderson was unavailable. G. Scott reported the agents were busy at the County Fair. A meeting will be held with the Fair Park Director regarding complaints received about food handling in some of the vendor booths. Other items reported: follow-up is ongoing on a raccoon bite; beach inspections are in process.

## **Public Health Preparedness**

### Update on Request for Funding from Emergency Management:

To date, all approved purchases have been processed for the items requested from D. Haugom, Emergency Management Director with the exception of the boat motor for the Zodiac boat. The Preparedness grant will be billed for all of these items. G. Scott reported four cooling centers have been opened in Jefferson County. The Health Department's lower level has been designated as one of the centers.

### Update on Funding Ending August 9, 2011:

The grant funding will be expended with wages, benefits, the new Sharp copier and copier maintenance fees.

### August 2011 – August 2012 Funding & Grant Objectives:

G. Scott reported that the grant (\$54,660.00) requires local planning/training; local exercises; local Public Health risk hazard assessment; local capabilities assessment and local budget. The Emergency Operations Plan will be reviewed; a Technical Assistance Review (TAR) assessment completed; Preparedness exercises will be done with other counties in the region; a Public Health Risk Hazard Assessment and Capabilities Assessment will be completed. Emergency Management will be included in the assessments. The CDC is using Public Health as a model to look at capabilities. A budget must be submitted by October 1, 2011.

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

### Communicable Disease Cases Reported:

D. Nelson reviewed the hand-out of statistics showing a decrease of communicable diseases in June.

### Grant Application Update:

G. Scott reported a national grant for accreditation was applied for but not received.

### Grant Funding Updates:

G. Scott reported an expected 6% decrease in 2012 WIC funding; a 10% decrease in the 2012 Lead grant; a 10% decrease in the 2012 MCH grant; level funding in the Wisconsin Well Woman Program.

### Social Media Update (Facebook and Twitter):

G. Scott reviewed a hand-out on a social media proposal.

J. Bagley, AHEC Intern, did a verbal presentation on the Health Department activating Facebook effective July 1, 2011. The use of Facebook is to reach younger generations and to increase awareness of the services provided by the department. The Facebook site refers the public to the County website along with providing health and safety information and education. The Center for Disease Control (CDC) uses Facebook as a social media tool. Twitter is not being used by Jefferson County to date. Discussion followed regarding the availability of the public to receive notices of updates from the Health Department on Facebook if they choose to.

### Child Death Review Team Update:

D. Nelson reported that the committee is moving forward and will hold a training on August 4, 2011. A physician has not been recruited to join the team to date. The Sheriff's Department and Coroner will be involved with the team. The target age group has been raised to 25 years. Confidential case reviews are done at meetings with the goal of the team to improve and prevent premature deaths. A State data base is used with annual summary reports showing state and local information.

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

G. Scott reported the Personal Care Program remains busy coordinating patient care with staffing agencies. The statistics hand-out was reviewed. The program coordinator has helped out at the ADRC office at Human Services up to 10 hours per week this year but that has ended. The coordinator has been budgeted with the Personal Care Program at 100% in 2012 due to the workload involved with the program.

## **Director's Report**

G. Scott reported that she had her annual review with the County Administrator.

G. Scott reported that the WIC program received \$5,019.00 in Infrastructure funding. Wiring for Internet services at the Watertown WIC site will be paid at a cost of \$680.00 with the balance being used for new healthcare grade vinyl chairs for the downstairs Health Department clinic rooms and waiting room. The chairs will be purchased from Jonas Office Products in Fort Atkinson.

G. Scott reported she has a Viterbo College student for 40 hours of clinical this summer.

D. Nelson reported the Health Department is working to give State supplied Hepatitis B vaccines to Jefferson County inmates that opt to receive the vaccine. The company that provides the M.D. for the jail for one hour per week is based in Illinois and does not support this effort, although the State of Wisconsin does. The Public Health RNs will administer the vaccine to the inmates. The Illinois based company is concerned that the inmates may have a reaction to the vaccine after hours when a nurse is not present at the jail. It was proposed that the vaccines would be administered in the a.m. with a jail nurse being present until 7:00 p.m. Dr. D. Williams approves the idea of immunizing the inmates. J. Molinaro suggested having Corporate Counsel submit a letter to the Illinois based company regarding this issue.

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

#### **LPN Position for Rock River Free Clinic**

G. Scott reported that the LPN position request went to the Human Resources Committee for approval and then to the County Board. The County Board tabled the issue until a meeting was held with attorneys from the Rock River Free Clinic and Fort HealthCare. Discussion followed regarding hiring an LPN or RN as an LPN would need to be supervised by an RN. A question was raised about liability issues if the position is an LPN. The Fort HealthCare doctor or Nurse Practitioner would be present at the Rock River Free Clinic 32 hours per week to supervise the LPN and G. Scott or D. Nelson would be available to supervise the other 8 hours/week. It was reported that many Fort HealthCare clinics use LPNs or Medical Assistants to support their physicians.

J. Molinaro reported that the hiring of an LPN by the Health Department would be a joint community partnership with Fort HealthCare. D. Schultz and J. Mode have requested to have the LPN position placed on the next County Board agenda for a vote.

G. Scott reported the cost of an RN would be worked up for the Rock River Free Clinic Board to show the difference in expenses between hiring an LPN or RN.

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

Next meeting will be Wednesday, September 21, 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 2:35 p.m. by D. Schultz; second by A. Hutchings; motion carried.*

Respectfully submitted;

Sandee Schunk  
Recorder