

**Jefferson County Board of Health  
Meeting Minutes – September 21, 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 1:02 p.m.

**Roll Call/Establishment of a Quorum**

Quorum established.

**Board Members Present:** John McKenzie, Chair; Ed Morse, Secretary; Dick Schultz; Anna Hutchings

**Board Members Absent:** Don Williams, M.D.

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

**Guests Present:** Greg Farnham, Rock River Trail Initiative Coordinator

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

Meeting was properly noticed.

**Review of the Agenda**

No changes requested.

**Public Comment**

None

**Approval of July 20, 2011 Board Meeting Minutes**

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

**Correspondence**

None

**Rock River Trail Initiative**

Greg Farnham, Coordinator, gave a presentation on the Rock River recreation water trail used for boating, sailing, skiing and canoeing with connections to hiking and biking trails. The goal is to develop healthier communities and lifestyles. The Trail Initiative hopes to receive federal designation as a State and National recreation trail. They will solicit donations to pay for signage along the trail.

G. Scott reviewed a "Letter of Support" for the Rock River Trail Initiative. The Jefferson County Parks Committee will also be asked to support the initiative so it can go to the full County Board as a resolution.

*Motion by E. Morse to approve the "Letter of Support" for the Rock River Trail Initiative; second by D. Schultz; motion carried.*

**Financial Report**

G. Scott reported that a Car Safety Seat grant in the amount of \$1,000.00 was awarded to Jefferson County Health Department from the Bureau of Transportation Safety (BOTS) to purchase at least 20 car safety seats to be installed by the Health Department's three certified car safety seat technicians. The money must be spent by 09/30/2011.

**a.) Replacement of Copier/Printer:** G. Scott reported a Sharp color copier was purchased with Public Health Preparedness grant money from Northshore Business in Watertown. The grant that ended August 9, 2011 also covered previously approved expenses for Jefferson County Emergency Management for the Jefferson County Emergency Operations Center (EOC).

**b.) 2012 Budget:** The requested 2012 budget was approved by the Finance Committee with a tax levy request of \$829,497.00 reflecting a 2010 carryover of funds into 2012 in the amount of \$41,124.00 out of \$141,846.00 of carryover funds available. Since the initial approval, Dave Ehlinger suggested to the Finance Committee to add \$100,000.00 to the Health Department's tax levy request in an effort to create a separate contingency fund for the Health Department that would hold 2 – 3 months of reserve funds. This fund would be built up over the next 3 years. The revised Health Department tax levy request is

\$970,621.00. The county-wide budget was approved by the Finance Committee with a zero percent increase in total tax levy. *Motion by D. Schultz to support the 2012 budget and the concept of the Health Department building a contingency fund; second by E. Morse; motion carried.*

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

G. Scott reported that Tim Anderson resigned from the Watertown Health Department after 14 years of service and has accepted a position at the State Department of Agriculture in the food protection section as a supervisor. Interviews were held with 7 applicants for the vacant position and narrowed down to 2 prospects. The new employee must be a Registered Sanitarian or be able to obtain registration within one year of hire and live within 15 miles of Watertown.

### **Public Health Preparedness**

G. Scott reported on Consolidated Contract funding and proposed grant objectives; the CDC Technical Assistance Review (TAR) review of the Health Dept. Emergency Operations Plan to take place in October; and the Health Dept. Hazard Risk Assessment and Capabilities Assessment all required by the Public Health Preparedness Grant.

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

**a.) Communicable Disease Cases Reported:** G. Scott reviewed Public Health statistics in packet and reported the flu vaccine has arrived for adults and children.

G. Scott reported there is a measles outbreak in Milwaukee.

D. Nelson reported there will be a "Child Death Review Team" meeting on October 20, 2011. D. Nelson met today with police chiefs regarding this initiative and will meet with school superintendents on Friday. G. Scott reported the department currently has school nursing students from Edgewood College and U.W. Madison.

G. Scott reported that the department has been encouraged to apply for a Susan G. Komen grant. If the grant is received, the nursing students will do breast cancer screening outreach and education; a part-time grant coordinator will be hired to assist with case management of screenings, diagnostics and treatment plus assist with Wisconsin Well Woman Program follow-up/outreach.

**b.) Social Media Update (Facebook and Twitter):** G. Scott reported that the Health Department is on Facebook but not Twitter at this time. Updates are provided daily to Facebook with health information; announcements of health fairs and outreach to new moms.

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

G. Scott reviewed the program statistics in the packet.

### **Director's Report**

Report is available for review in the meeting packet.

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

G. Scott reviewed that the LPN position for the Rock River Free Clinic was initially voted down by the County Board. (D. Schultz offered clarification that the County Board needed 20 votes to pass the position and only 19 votes were received in support of the position with 4 Board members absent for the vote.) The Finance Committee passed a motion to include the LPN position in the 2012 Health Department Budget. The Rock River Free Clinic has approved the LPN position with D. Nelson and G. Scott to supervise when the Fort HealthCare physician is not on site. G. Scott informed the Board of Health that it is possible a budget amendment could be proposed by a County Supervisor(s) to pull the LPN position out of the 2012 budget.

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

The next meeting will be Wednesday, November 16, 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 2:08 p.m. by D. Schultz; second by E. Morse; motion carried.*

Respectfully submitted; Sandee Schunk, Recorder