

Jefferson County Board of Health
Meeting Minutes – Wednesday, May 8, 2013
Jefferson County Health Department Conference Room
1541 Annex Road Jefferson, WI. 53549

Call to Order

E. Morse, Chair, called the meeting to order at 1:01 p.m.

Roll Call/Establishment of a Quorum

Quorum established

Board Members Present: Ed Morse, Chair; Dick Schultz, Vice-Chair; Marie Wiesmann, RN, BSN, Secretary; John McKenzie; Don Williams, M.D.

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

Guests Present: John Molinaro, County Board Chair; Kathy Eisenmann, Family Living Agent, UW-Extension Jefferson County

Certification of Compliance with the Open Meetings Law: Meeting was properly noticed.

Review of the Agenda: No changes requested.

Public Comment: None

Approval of March 20, 2013 Board Meeting Minutes

Motion made by D. Schultz to approve the minutes as written; second by J. McKenzie; motion carried.

Communications

a.) G. Scott reviewed an invitation in the meeting packet from the Dodge-Jefferson Healthier Community Partnership, Inc. to attend a “Community Health Assessment Public Forum” planned for June 3, 2013 from 10:00 a.m. – 2:00 p.m. at the Windwood of Watertown. Those interested in attending the luncheon meeting must RSVP by May 24, 2013. A completed Community Health Assessment will be presented with open discussion on developing a Community Health Improvement Plan. The assessment identifies the complex health issues facing our citizens and is focused on obesity prevention, mental health, substance abuse prevention and healthy lifestyles.

b.) G. Scott reviewed a memo dated May 7, 2013 from Terri Palm, Jefferson County Human Resources Director, supporting the *Resolution creating one part-time, non-exempt, WIC Dietetic Technician position at the Health Department*. This item will be discussed later under item #12d on the meeting agenda.

c.) J. Molinaro announced that the County Administrator position has been offered to Benjamin Wehmeier. The County Board of Supervisors will be asked to approve the recommendation from the “Administrator Search Committee” at their meeting on May 14th with a July 1, 2013 start date.

Financial Report

a.) **Income Statement:** G. Scott reviewed the “Statement of Revenues & Expenditures Report ~ January – March 2013”.

b.) **Vehicle Usage Report:** G. Scott reviewed the report that compares annual mileage expenses paid to employees vs. fuel costs for the Health Department van and/or County vehicle use. J. Molinaro reported that the Finance Department has requested that departments provide both an Income Statement and Vehicle Usage Report on a regular basis for tracking purposes.

c.) **Plan Purchase of another Vehicle:** G. Scott reported that the Health Department van is reserved by staff on an online color-coded calendar with the WIC staff and employees with the longest distance to travel getting priority use. Any date the Health Department van is needed but not available is tracked to monitor if the purchase of an additional department vehicle would be cost effective in the future. This would be requested as a budgeted Capital Expenditure. G. Scott is recommending that a small SUV with four wheel drive be purchased.

Health Department Strategic Plan – Kathy Eisenmann, UW-Extension

G. Scott reported that a departmental strategic plan is required for the Infrastructure Grant.

K. Eisenmann presented a “Proposal for Departmental Strategic Planning Process” (handout disbursed) to the committee that will focus on the Health Department internally. The planning process would be held in two workshop settings with 3 or 4 strategic issues to be focused on. A set of strategies will be developed for each issue, with implementation in the next 3 – 4 years. The Board of Health and Health Department management will be setting goals for relationships internally (Jefferson County) and externally (the public being served). Health Department programs and mandates will be assessed to meet any upcoming changes expected within the next 4 – 5 years in areas such as healthy lifestyles and the Affordable Care Act.

J. Molinaro reported that the Health Department is fortunate to have Kathy at the Jefferson County UW-Extension office to assist with this strategic plan instead of paying an outside firm.

K. Eisenmann reported the strategic plan is expected to be completed by mid-June 2013 with an overview/results shared with the Board of Health at their July 17, 2013 meeting.

Motion by D. Williams to proceed with the Strategic Planning process with the assistance of the Jefferson County UW-Extension Office; second by M. Weismann; motion carried.

Operational Update of the Environmental Health Program

M. Schultz reported on the following items:

- ❖ Summer weekend events such as Farmers Markets and food stands will require additional inspections.
- ❖ Renewals for annual licensure are being sent out to food establishments and vendors.
- ❖ Inspections of restaurants and swimming pools are being completed.
- ❖ The Wisconsin Legislature adopted the 2009 FDA code that will become effective in September 2013 and all information will be updated and disbursed by the Department of Agriculture and Department of Health Services.

G. Scott reported that M. Schultz is working with new food establishments for permits and licensure. He communicates information and updates to her on a regular basis.

Public Health Preparedness

a.) 2013 Exercise: G. Scott reviewed the handout titled “*Operation Mayhem: Healthcare Emergency Preparedness Exercise*” scheduled on June 7, 2013 at the Alliant Energy Center in Madison. Eight people were chosen to represent Jefferson County from the following: Jefferson County Emergency Management, Jefferson County Health Department, Jefferson County Sheriff’s Department, Fort HealthCare, EMS and the Jefferson County Coroner. The exercise will simulate a severe winter weather scenario affecting the southern region of Wisconsin. They will be testing the ability to set up incident command, create an incident action plan and communicate with partners through public messages and internal situational awareness updates.

b.) Stakeholder Meeting and Review of Mass Clinic Plan: G. Scott reported that a meeting was held to meet the requirements that health departments meet with other emergency response and medical partners for reviewing and updating the Mass Clinic Plan. The State is offering a mini-grant to be expended by June 30, 2013 for updating plans, staff training or equipment purchases. Alex Lichtenstein (consultant) will create the mass clinic plan online (and on a thumb drive) to augment the hardcopy manuals that are currently in place.

Public Health Program and Review of Statistics

a.) Communicable Disease Cases Reported: G. Scott reviewed the handout in the meeting packet.

b.) Infrastructure Mini-Grant: G. Scott reviewed the handout in the meeting packet which outlined the grant standards and domains. By September 30, 2013 the Health Department must develop a Quality Improvement Plan addressing weaknesses identified in a department self-assessment and complete at least one Quality Improvement Project identified in the plan.

G. Scott reported that Jefferson County Human Services is making referrals for Prenatal Care Coordination (PNCC), parenting or protective services to a Waukesha County organization. Some of the referrals are mutual clients that are already being followed by, or could be followed by, Jefferson County Health Department staff. A meeting was held with the Waukesha County based organization and Human Services personnel to clarify the referral process.

c.) Flood Response: G. Scott reported the Health Department worked with local municipalities regarding information on the flood. The Fort Atkinson Fire Department went door-to-door to hand out flood information that was printed at the Health Department. It was reported that this was the 3rd highest flood in Jefferson County history. It was also noted that any sandbags used in floodwaters must be discarded correctly as they may be contaminated.

d.) Dietetic Technician Position for Fit Families Grant (WIC): G. Scott explained that this \$15,000 grant came up quickly and the request to create a part-time WIC Dietetic Technician position went before the Human Resources committee on the same day it went before the County Board for a vote. The position was declined by the County Board with a vote of 19 – 6. (A total of 20 votes were needed for approval of the position due to it being a budget amendment item.) A County Board member that voted “no” initially can bring it back to the County Board for reconsideration. G. Scott explained that the grant is for recruiting 50 Jefferson County families to receive education on preventing childhood obesity. Dr. D. Williams noted that the Health Department could partner with Heidi from the Fort HealthCare Pediatric clinic for an education/evidence based program to reduce children’s television time; increase children’s daily exercise and decrease children’s intake of sugary drinks. J. Molinaro supported offering education to the County Board members on this grant having an impact on decreasing health care costs in the future by teaching children and their families healthy lifestyles at a young age.

Motion by Dr. D. Williams that the Board of Health strongly supports forwarding the resolution (No. 2013-12) for creating the part-time Dietetic Technician position to work on the WIC Fit Families Grant to the County Board for reconsideration at their meeting scheduled on Tuesday, May 14, 2013; second by D. Schultz; motion carried.

Personal Care Program and Review of Statistics

G. Scott reviewed the handout in the meeting packet and reported that a new Managed Care Organization/MCO (Southwest Family Care Alliance) is coming into Jefferson County. This MCO has been deemed financially solvent by the State of Wisconsin and will be competition for Care Wisconsin. A meeting was held with representatives from the MCO regarding referrals of clients to the Health Department’s Personal Care Program.

Director’s Report

a.) Included in Packet

b.) 2012 Annual Report: G. Scott reviewed the “draft” of the Annual Report that is included in the meeting packet. The final 2012 Annual Report will be presented by G. Scott to the full County Board at their July 2013 meeting.

Status of Rock River Free Clinic and Community Dental Clinic

Rock River Free Clinic: G. Scott reported the clinic is working on keeping medication costs down; a person was hired on a trial basis to work on assisting patients with enrollment in the medication assistance programs; a fundraising committee will be set up; an increase of volunteers is needed.

Community Dental Clinic: G. Scott reported that a new dentist has started seeing patients; Dr. Turley continues to work 2 days per week; possibly 2 more dentists will be hired this summer.

Next Meeting Date/Time/Agenda Items: July 17; September 18; November 20, 2013

Next meeting will be held on Wednesday, July 17, 2013 at 1:00 p.m. in the Health Department Conference Room.

Adjourn:

D. Schultz motioned to adjourn at 2:15 p.m.; second by Dr. D. Williams; motion carried.

Respectfully submitted,
Sandee Schunk - Recorder