

Jefferson County Board of Health
Meeting Minutes – Wednesday, November 20, 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 2:00 p.m.

Roll Call/Establishment of 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/Health Officer; Diane Nelson, Public Health Program Manager; Marc Schultz, Environmental Specialist; Sandee Schunk, Clerical/Recorder

Guests Present: Benjamin Wehmeier, County Administrator; John Molinaro, County Board Chair

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

Review of Agenda: No changes requested.

Public Comment: None

Approval of September 18, 2013 Board Meeting Minutes

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

Communications: None

Financial Report

- a. **Income Statement:** G. Scott reviewed the September 2013 "Statement of Revenue & Expenditures".
- b. **2014 Budget:** G. Scott reported that the WIC grant will be down \$12,000 in 2014. Brian Lamers from Finance was notified and it was decided it was not a significant amount to adjust the budget. To offset the decrease in funding, the wages/benefits for G. Scott/Director will be moved out of WIC and charged to Public Health.
- c. **Vehicle Usage Report:** G. Scott reviewed the handout which reflects a mileage reimbursement savings of \$14,558.09 since the van was purchased in 2011.
G. Scott reported that \$30,000 was budgeted in 2014 to purchase another department vehicle.

Operational Update of the Environmental Health Program

M. Schultz reported that the fall school inspections are almost completed.

M. Schultz reported that the source of a Cryptosporidium outbreak reported on 11/04/2013, at a function with a combination of facility provided food and donated potluck food, was not determined by the State Epidemiologist. The final report from the State is not in to date.

D. Nelson reported that 21 interviews were held with attendees and samples were sent to the State Lab of Hygiene.

G. Scott reported that at times restaurants close and re-open under new management without contacting Environmental Health for inspections/licensure. The owners seem to think that the permits can transfer to the new owner.

Public Health Preparedness

- a. **Special Needs Population Task Force:** G. Scott reported that the Task Force is focusing on daycare centers. The Task Force consists of Dodge County Public Health; City of Watertown; Jefferson County Health Department; Emergency Management, local hospitals and local daycare centers. A seminar is to be held on a Saturday in the future in each county.
- b. G. Scott reported that the Nestle Purina Company offered 24 cases (200/case) of N-95 particulate filter masks for Public Health Preparedness. Donna Haugom, Emergency Management, will distribute the masks to local EMS, fire and police departments.

Public Health Program and Review of Statistics

- a. **Communicable Disease Cases Reported:** D. Nelson reported that the nurses have been busy giving immunizations with approximately 900 influenza vaccinations and 150 childhood vaccinations administered as of 10/31/2013.
D. Nelson reported in October that a Norovirus outbreak resulted in 31 people being interviewed and in November the Cryptosporidium outbreak resulted in 21 people being interviewed.
G. Scott reviewed the statistical handout in the meeting packet.
G. Scott reported that the Public Health RNs are working with Jefferson County Human Services to obtain more parenting referrals. The Quality Improvement Plan is looking at mutual referrals with new forms for inter-department use. This will be tracked long term to see if referrals increase. The Health Department is also working with local hospitals for prenatal and post-partum referrals.
- b. **Public Health Improvement Grant New Grant Submission:** G. Scott reported that the Quality Improvement grant ended September 30, 2013. D. Nelson. and G. Scott completed the domain assessment. A new \$10,000 grant has been written for but our department may not be considered for it due to it being the third year we applied for it. The grant application is scheduled for review in early December 2013.
- c. **QI Plan and QI Project:** G. Scott reported that the Jefferson County Health Department is certified as a Level 2 which requires certain services be provided; Health Department policies and procedures need updating; a performance management system will be implemented as part of the QI Plan for 2014.
Dr. Williams suggested that parenting fliers with a tear-off section at the bottom should be targeted to parents that have children with special needs such as Attention Deficit Disorder (A.D.D.). Make effective parenting a priority with increased referrals from Human Services.
- d. **2014 Consolidated Contract Grant Funding:** G. Scott reported that the 2014 Consolidated Contracts (WIC; Immunization; Lead; Maternal Child Health; WWWP) grant information has been entered online. The contracts are locked and have been signed and submitted to the State.
- e. **Car Safety Seat Grant Submission:** G. Scott reported that the Bureau of Transportation Car Safety Seat Grant was approved in the amount of \$6,000 for the period of 10/01/2013 – 09/30/2014.

Personal Care Program and Review of Statistics

- a. **Care Wisconsin Rate Change Request:** G. Scott reported that the Personal Care Program does coordination of in-home Personal Care Workers for the Care Wisconsin Managed Care Organization (MCO). Care Wisconsin has started to contract directly with staffing agencies as they feel the Health Department rates are too high. The Health Department sent Care Wisconsin a proposal for decreased rates at approximately \$1.50 per hour lower than the current rates. To date, Care Wisconsin has not responded to the adjusted rate proposal for the Board of Health to approve at today's meeting. Discussion followed regarding appointing a sub-committee to vote on the rates when it is received from Care Wisconsin or allow Ben Wehmeier, County Administrator and Gail Scott, Health Department Director, to approve or disapprove of the rates from Care Wisconsin.

- b. **Update on Staffing Agency Contracts:** G. Scott reported that one of the staffing agencies would not sign a new contract at last year's rates. This agency requested an average of a 9% increase in their rates. This staffing agency has the most Personal Care Program clients. Due to the rate increase requested, the clients may have to be moved to the other contracted staffing agencies that did sign new contracts at last year's rates. Phil Ristow has been reviewing the contract with the new rate requests and reports the main concern is protecting the Personal Care clients so they receive the services needed.
- c. *Motion by Dr. Williams that if "Care Wisconsin MCO" and "Source Point Staffing Agency" agree to the proposed Health Department rates, the County Administrator and Health Department Director may sign the contracts within the proposed parameters (approved by Phil Ristow, Corporation Counsel); second by D. Schultz; motion carried.*

Director's Report

- a. **Board of Health Terms (Ed Morse, Dick Schultz and John McKenzie terms expire in 2013):** G. Scott reported this agenda item is non-applicable as Gary Petre, former County Administrator, already made these appointments before he left. B. Wehmeier will check to make sure this was done.
- b. **Director's Report Included in Packet:** G. Scott reported that the upstairs business office will have bullet-resistant glass installed in the service window; all department doors will have proximity card or key pad code entry.
B. Wehmeier, County Administrator, reported that the Sheriff's Department assessed the safety of the Health Department/Human Services building and recommended the security updates. The Human Services Capital budget will cover the cost of the updates.
G. Scott reported the "Active Shooter Training" and "Distracted Driver Training" were attended by staff.
G. Scott reported that the Health Department staff attended another Strategic Planning meeting led by Kathy Eisenmann, U.W. Extension. The meeting discussed department communication, decision making and staff flexibility. A separate Strategic Plan will be completed at the jail to address jail health services.

Status of Rock River Free Clinic and Community Dental Clinic

G. Scott reported that the Rock River Free Clinic is updating their policy for proof of income eligibility for clients attending the clinic. Jefferson County budgeted \$50,000 in 2014 for the Rock River Free Clinic.

G. Scott reported that the Community Dental Clinic is in the process of hiring more dentists. The clinic takes referrals from Fort Memorial Hospital and the Rock River Free Clinic for dental emergencies. Jefferson County budgeted \$7,500 in 2014 for the Community Dental Clinic.

Next Meeting Date/Time/Agenda Items: January 15; March 19; May 21; July 16; September 17; November 19, 2014

Next meeting will be on Wednesday, January 15, 2014 at 1:00 p.m.

J. McKenzie reported he will not be in attendance at this meeting.

Adjourn

D. Schultz motioned to adjourn the meeting at 3:04 p.m.; second by M. Wiesmann; motion carried.

Respectfully submitted,
Sandee Schunk - Recorder