

Jefferson County Health Department
1541 Annex Road
Jefferson, WI. 53549
Jefferson County Board of Health Minutes
July 16, 2008 – 9:00 a.m.

Members Present: Julie Nelson, Gail Towers-MacAskill, Robert DeWolfe, Ann Hutchings, Don Williams, M.D.
Others Present: Sharon Schmeling
Staff Present: Gail Scott, Ann Lynch, Tim Anderson, Sandee Schunk
Staff Absent: Barbara Dehnert, Linda Langholff

- 1.) **Call to Order:** The meeting was called to order by J. Nelson at 9:00 a.m.
- 2.) **Roll Call/Establishment of a Quorum:** Attendees introduced themselves. Quorum established.
- 3.) **Certification of Compliance with the Open Meetings Law:** Meeting was properly noticed.
- 4.) **Review of the Agenda:** G. Scott explained some agenda items were carried over from canceled meetings in April & June. The June meeting was canceled due to the flooding and the EOC being opened.
- 5.) **Public Comment:** None
- 6.) **Board Business**
 - a.) **Election of Officers: Chair, Vice Chair, Secretary**

Floor opened for nominations. Motion by G. Towers-MacAskill to nominate J. Nelson as Chair and R. DeWolfe as Vice Chair. Second by Dr. D. Williams. Motion carried.
Motion by G. Towers-MacAskill to nominate Dr. D. Williams as Secretary. Second by R. DeWolfe. Motion carried.
 - b.) **Set 2008 Meeting Dates**

G. Scott reported the following dates and times: August 20, 2008 at 9:00 a.m.; October 15, 2008 at 9:30 a.m.; December 17, 2008 at 9:30 a.m. In 2009, meetings will be scheduled every other month on the third Wednesday at 9:00 a.m.
- 7.) **Approval of February 20, 2008 Board Meeting Minutes:**

Dr. D. Williams motioned to approve minutes as printed; second by J. Nelson. Motion carried.
- 8.) **Financial Report**
 - a.) **Review of 2008 First Quarter Financial Statement**

G. Scott disbursed financial handout and reported net surplus of \$26,452.25.
G. Scott reported the Medicaid Deficit Reduction money is not available at this time.
 - b.) **2009 Annual Budget Planning**

G. Scott reported the budget preparation has been delayed due to the flood, vacations, etc.
G. Scott reported the RN wages are being reviewed for possible increase to a step 8 at a rate of \$23.00 per hour for hiring new staff. This will have to be negotiated with the Union.
Countryside Nursing Home has also experienced a problem in hiring RN's at the current level of pay.
G. Scott reported grants for 2009 will remain the same with an increase in the Wisconsin Well Woman Program (WWWP) grant.
G. Scott reported the Family Care implementation has many unknowns, with hopes of keeping current Health Department staff employed.
G. Scott reported the 2009 Annual Budget will be reviewed at the August 20, 2008 meeting.
G. Scott reported that the Health Department is currently in the Southeast Region for Public Health and shares some grants with the City of Watertown and Dodge County. The State is pushing for Public Health Preparedness Consortia to consolidate and the Health Department will have to request to be moved back into the Southern Region with meetings in Madison. This will be put on the agenda for the August 20, 2008 meeting.
J. Nelson asked if funding would be affected by moving to the Southern Region; G. Scott reported that the Public Health Preparedness funding would go to the Southern Region.

9.) Program Updates

a.) Environmental Health

T. Anderson reported that the Agent Program started six years ago for inspections of hotels, restaurants, campgrounds, etc. and inspect a minimum of 500 facilities per year. In 2007, 744 inspections were completed.

T. Anderson reported that flood issues at Riverbend Resort located in the Town of Milford have caused the closing of the resort due to health issues which upset property owners. Inspections found roads covered with debris and sewage; electricity and water shut off. The water was 6 – 8 feet deep in some areas with 4 – 6 feet of water in trailers. WE energies has had problems with reestablishing electricity and owners are being assessed a fee for Carroll Electric Company to make necessary repairs. FEMA does not consider trailers at a campground to be primary residences even though 30 – 50 of the residents live there year round. Phil Ristow, Jefferson County Corporate Counsel, is involved regarding Conditional Use permits and issues regarding trailers that have built on rooms that are not permitted per code for campgrounds. The DNR wants trailers that need to be destroyed checked for asbestos/mercury. Property owners are being allowed into the resort for clean-up only and must sign in and out with management.

T. Anderson reported that flooded businesses were given information regarding guidelines for mold, sewage and flood clean up. T. Anderson and E. O'Brien have been making visits to offer clean up advice. Some businesses will be closed for months yet and any business wishing to re-build will have to meet new codes.

T. Anderson reported the Transient Well Program (privately owned that serves the public – 25 people x 60 days/year.) There are 160 facilities/parks in Jefferson County that need testing with 40 facilities needing re-testing.

T. Anderson reported that well water test kits have been given out free to private households affected by the flood waters.

T. Anderson reported many calls have been received asking if lakes in the area are safe to be in. Generally, E-coli decreases within 48 hours after a heavy rainfall. People are advised to stay out of water that has blue-green algae, is bright red or looks like pea soup.

T. Anderson reported that 3 beaches in the county are inspected each week and results posted on the DNR website.

T. Anderson reported a high volume of calls to the Health Department during the flood crisis.

T. Anderson reported he will have inspection statistics available at the next meeting on August 20th.

T. Anderson reported the Asbestos Contract ended which is a loss of \$6,000.00 for 12 inspections.

T. Anderson reported an increase in Radon calls along with the mold clean up calls.

T. Anderson reported the Department of Agriculture provides inspections for snack vendors while the Health Department is responsible for inspecting facilities that serve meals. At events such as the County Fair, both departments provide inspections dependent on what food is being sold at the vendor.

T. Anderson reported it will be requested that the Health Department take over some of these Inspections from the Department of Agriculture which would result in an additional 130 inspections per year. It will be requested at the August 20th meeting to include another agent position in the 2009 Budget.

R. DeWolfe questioned who does home occupant flood inspections. T. Anderson reported that the Zoning Department does inspections for substantial damaged properties. Property owners have been hiring mold removal and clean up companies. Handouts have been given to the general public regarding repairing flooded homes.

S. Schmeling asked about the inspection of the flooded concession stand at Riverfront Park in Jefferson. T. Anderson reported that youth sponsored sporting events do not need to be licensed. These facilities are given food safety booklets and advised on health safety issues.

G. Scott reported that the State Toxicologist accompanied T. Anderson and herself to Renew Energies on the north side of Jefferson regarding odor issues. State air samples taken were negative. The facility is using treatment pumps and chemicals to curtail the odor problem. A return visit will be made in a few weeks.

b. Public Health Preparedness

1.) Acceptance of Additional Funding: G. Scott reported on the acceptance of an additional \$30,110.00.

2.) Plan for Spending Carryover Funding:

Installed electric system for satellite telephone at the Emergency Operations Center (EOC); Laptop Computer for the Director with wireless internet access; Updated computer equipment for Public Health Nurses; two satellite telephones with equipment for Emergency Management at a cost of \$8,540.00; Purchase of two First Aid kits for the courthouse; Preparedness training for schools at Milford Hills Hunt Club; Supplies for approximately \$4,000.00 for the consortium with Watertown; Meal catering for meetings for Voluntary Organizations Active in Disasters (VOAD) and Preparedness meetings; updated desk areas for Health Department clerical staff; Emergency Operations Center training in June prior to the flood; EOC expenses; Cell telephone amplifier installed at EOC during flood; future purchase of blackberry telephone for Emergency Government Director; ACU 2000 communication radios; AED for Fair Park; half of cost of curtain partition for Fair Park; Phone headset for WIC clerk.

G. Scott reported there is \$40,000.00 that must be spent by 12/31/08.

G. Scott explained the Preparedness Coordinator position and funding that is split with the consortium.. The Coordinator (A. Huebner) is responsible for monitoring that grant objectives are being met.

G. Scott reported the VOAD staffed the telephone bank at the Emergency Operations Center during the flood crisis. Nestlé's Purina provided numerous volunteers, along with the Health Department, Optimist Club of Jefferson and other VOAD. participants.

c. Public Health Program and Review of Statistics

1.) Communicable Disease Cases Reported

Reviewed handout "Public Health Statistic Report 2008"

A. Lynch reported that five Tetanus clinics were held during the flooding with Tdap available for 11 – 64 year olds. This vaccine covers Whooping Cough and Tetanus. Jefferson EMS and the Fort HealthCare School Nurse assisted with the clinics with 700 boosters being administered.

A. Lynch reported that a new computerized charting program is being used that will have the ability to pull Public Health statistics.

2.) Introduction of New Office/CD Nurse, Sarah Born, RN, BSN

Due to a Well Child Clinic, Sarah was not available to attend the meeting. She is working out well. U.W. School of Nursing students will be assigned to the Health Department again in the fall.

d. Long Term Care Program and Review of Statistics

G. Scott reported Care Wisconsin will contract with the Health Department for Long Term Care RN staff positions.

G. Scott reported the Personal Care Program Medical Assistance billing service is phasing out as client's transition to Family Care. This will result in a \$200,000.00 short fall for Home Health. Long term referrals for Home Health are not being accepted and current clients will be transferred to other area agencies. Three Certified Nursing Assistant positions will be lost. RN's will remain as County employees but be contracted by Care Wisconsin.

Dr. D. Williams agrees it is not feasible to keep the Home Health program with loss of revenue From the Personal Care Program but is concerned that services are still available for residents.

G. Scott reported the issue of ending the Home Health program will be on the August 20th agenda. It is estimated the Home Health program will end on 12/31/08.

G. Scott reported L. Langholff, Long Term Care Manager is on medical leave.

13.) Request for Out of State Travel for Tuberculosis Training

Motion by J. Nelson to allow \$500.00 for Sarah Born to attend TB training in Minneapolis; second by Dr. D. Williams. Motion carried.

12.) Review, Discussion and Approval of 2007 Annual Report

Dr. D. Williams moved to approve 2007 Annual Report; second by R. DeWolfe. Motion carried.

9.) e. Director's Report

G. Scott reviewed handout and information regarding time spent at Emergency Operations Center during the flood crisis, with 56.5 hours of overtime worked.

S. Schmeling reported the Health Department staff did a good job during the flood crisis.

G. Scott reported she has been asked to join the Wisconsin Quality Improvement Project which will work on accreditation and quality improvement of health department services.

G. Scott, A. Lynch and A Hutchings will attend a meeting in Stevens Point on 07/17/08.

G. Scott reported she will attend a training 07/18/08 for a Delinquency Prevention Council grant regarding youth suicide prevention. Suicide and attempted suicides are higher in Jefferson County than the state average. A community suicide prevention seminar will be offered.

10.) Discussion and Response to Trinity Health Care's Contract Concerns

G. Scott reported that Trinity Health Care is the largest staffing agency for Personal Care Workers. This agency had concerns contracting with Care Wisconsin regarding reimbursement rates. Care Wisconsin has agreed to keep the system and rates intact and will meet with Trinity Health Care to be sure concerns are resolved.

11.) Family Care Planning

a. Care Wisconsin Contract

Phil Ristow, Jefferson County Corporate Counsel, is assisting G. Scott and B. Dehnert with response to questions on the pending contract.

14.) Next Meeting Date

August 20, 2008 at 9:00 a.m.

Motion to adjourn by G. Towers-MacAskill; second by R. DeWolfe. Motion carried.

Respectfully submitted,

Sandee Schunk
Recorder