

Jefferson County Health Department
1541 Annex Road
Jefferson, WI. 53549
Jefferson County Board of Health Minutes
August 20, 2008 – 9:00 a.m.

Members Present: Julie Nelson, Gail Towers-MacAskill, Robert DeWolfe, Ann Hutchings, Don Williams, M.D.

Staff Present: Gail Scott, Ann Lynch, Tim Anderson, Adam Huebner, Sandee Schunk

Staff Absent: Barbara Dehnert, Linda Langholff (medical leave)

Call to Order: The meeting was called to order by J. Nelson at 9:00 a.m.

Roll Call/Establishment of a Quorum: Quorum established.

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 16, 2008 Board Meeting Minutes:

R. DeWolfe made a motion to approve minutes as printed; second by A. Hutchings. Motion carried.

Financial Report:

2009 Annual Budget Review and Approval

G. Scott reviewed summary of 2009 proposed budget per line item:

Home Health Program – no revenue budgeted for 2009 due to pending closure of the Home Health Program as of 12/31/08. Eliminated Account Clerk position in 2008, did not fill: Public Health Secretary position. Elimination in 2009 of the following positions: Home Health Program Manager, 3 Home Health Aides.

Long Term Care Program – Family Care implementation started in August 2008. Health Department Long Term Care Registered Nurses have started with the Care Wisconsin – the Managed Care Organization (MCO) responsible for Family Care in Jefferson County - with an estimated transition period to be completed by March 2009. Decrease in revenue and expenses due to Family Care implementation. Private Pay and Elderly Services to continue with an approximate caseload of 50 clients. Care Wisconsin will contract for up to 10 RN's and two Long Term Care Coordinators and will cover salary, benefits, plus administrative costs. The Health Department will lose the Medical Assistance billing administrative fee which will moderately impact the 2009 budget and majorly affect the 2010 budget and beyond.

Pump Rental Program – No longer provided. Breast pumps available for WIC clients.

WIC Program – Revenue slightly shy of expenses for 2009. Funding may be adjusted due to client caseload during the year.

Public Health Program – Decrease in 2009 revenue due to decrease in flu shots given. Medicare HMO's do not pay for flu vaccines through the Health Department and many medical clinics provide flu vaccines to their patients. Increased expenses in 2009 due to administration and clerical salaries being moved to the Public Health budget and no longer split between Home Health and Personal Care Programs. Vacant clerical position not eliminated at this time. Listing of Public Health Programs available if needed by committee members. G. Scott explained that Jefferson County Health Department is a Level II Health Dept. and must have at least seven distinct programs that address five health priorities in the current state health plan (Wisconsin 2010) to attain this Level II status. Funding with Federal grants and State funding is based on formulas that include risk factors, population, Health Dept. Level, etc. Some of the programs provided under a Level II status: WIC; Communicable Disease; Lead Program; Maternal and Child Health; TB follow-up; Public Health Preparedness, Environmental Health, WI Well Woman Program, Tobacco Free Coalition. Grant funds do not cover entire program costs and the State does not pay for generalized Public Health services. Funding is expected to be at the local level through the tax levy.

TB Dispensary – Small amount of funding received for uninsured clients with positive TB skin test or active TB to cover TB case management, sputum testing, x-rays, lab work, etc.

Head Start Nursing – Head Start contracts with the Health Department for RN and nutrition services.

Foot Clinic – Eliminated in 2009 due to no longer having Home Health staff (RN, CAN) available.

Tobacco Grant – Revenue equals expenses. Contract with a Tobacco Free Coalition coordinator.

Environmental Health Program - \$20,000.00 budgeted for Environmental Health including nuisance complaint follow-up.

Mental Health Program – Revenue equals expenses. Human Services contracts with the Health Dept. for nursing services such as blood draws and medication monitoring. Decreased expenses and revenue in 2009 due to decrease in RN hours related to transition to Family Care.

Pandemic Influenza Grant – Eliminated by the Federal Government in 2009.

Public Health Preparedness Grant – Federal funding decreased. Grant to include: required objectives such as staff training, exercising, revision of Emergency Operations Plan, etc.

WINS Grant – Revenue equals expenses. State mandated program for compliance checks with local tobacco retailers with the goal of decreasing youth access to tobacco products. Education and follow-up provided with citations issued for non-compliance. The Health Dept. contracts with a police officer to coordinate this program.

Applied Reserve Revenue - \$101,747.00 surplus from 2006 set aside in 2007 but applied to 2008 tax levy per auditor's request.

2009 Proposed Tax Levy

2008 estimated surplus of \$182,961.00 with a proposed 2009 tax levy of \$278,957.00 – an increase of 9% with the county goal being 2%. This is \$19,391.00 over the goal. Tax levy review of other counties showed counties comparable in size to Jefferson County have tax levies of \$300,000.00 - \$1,000,000.00.

Dr. D. Williams asked if the County Board will approve budget as printed and asked what would be cut if \$20,000.00 excess is not approved. G. Scott explained that the implementation of Family Care has had a major impact on the 2009 Health Department budget and 6 positions have been eliminated to cut costs. Because salaries and benefits are the main portion of the budget, another position would have to be eliminated. Jefferson County Health Dept. is at the state average for public health staffing. Dr. D. Williams requests a budget summary be e-mailed to Board of Health members. G. Scott requested that Board members be present at Budget Hearing to support the budget. The Board will have to carefully plan for the 2010 budget when there will be even less revenue due to the full implementation of Family Care.

Motion to approve 2009 Proposed Budget as printed by Dr. D. Williams; second by R. DeWolfe. Motion carried.

Program Updates

Environmental Health Program

Agent of the State for Department of Agriculture

T. Anderson reported that a lot of time has been spent on flood follow-up with some areas still closed. Blackhawk Island has 3 campgrounds and 2 bars closed until clean up and inspections are completed. T. Anderson reported complaints on closed homes that have out-of-state owners due to odor, rats, insects and no clean up initiated to date. T. Anderson reported that one area restaurant was closed on a normal inspection for unacceptable food temperatures, improper food handling and cleanliness violations. The facility was closed for one week. T. Anderson requests a motion to work with Phil Ristow, Jefferson County Corporation Counsel, to write an ordinance to become an Agent of the State for the Department of Agriculture food inspection program. Dr. D. Williams motioned to proceed with the process of becoming an Agent of the State for Department of Agriculture; second by G. Towers-MacAskill. Motion carried. T. Anderson reported the State Department of Health Services has proposed to raise fees for facility licensing. T. Anderson will request an increase in inspection and licensing fees at the next Board of Health meeting once the State fees are known. It is allowable to charge a fee that covers the expenses of the program with 10% of the fee going to the State. License fees can not be used for any other Health Dept. programs. Currently the Health Department charges the State fee plus 10%. Increase of fee will be based on increase decided on at State level. T. Anderson reported the fee for school inspections was raised 2 years ago.

Public Health Preparedness

Public Health Consortium Coordinator

A. Huebner reported the current Southcentral Wisconsin Public Health Preparedness Coordinator moved out of the area and he has taken over the position at this time. Adam will remain a contracted employee with the City of Watertown Health Dept. and Madison/Dane County Health Dept. will remain as fiscal agent for now. This may change in the future with Jefferson County taking over as fiscal agent and contracting employer. This has to be decided by the Consortium. A. Huebner reported preparedness packets will go to the Literacy Council for disbursement at the Jefferson County Literacy Council "Ride the Rock" biking event.

Decision Regarding Public Health Region

G. Scott reported that Jefferson County used to be in the Department of Health Services Southern Region but was moved to the Southeast Region a few years ago. While the Health Dept. is pleased with the services from the Southeast Region there is now a few reasons for the Health Dept. to request to move back into the Southern Region. G. Scott reported there is an objective to reorganize the Public Health Preparedness consortiums to match the Department of Health Services five Regional Offices. The Jefferson County Health Department is currently in the Southeastern Region and can formally move into the Southern Region to remain with the current Southcentral consortium health departments. The move back to the Southern Region would save travel time and money due to most meetings being in Madison instead of Milwaukee. And lastly, the City of Watertown is currently in the Southern Region. J. Nelson motioned to request the Department of Health Services move Jefferson County Health Dept. back into the Southern Region; second by G. Towers-MacAskill. Motion carried. G. Scott reported she has a letter drafted to request this transfer and a copy of the letter will be shared with Board of Health members.

Evaluation of Emergency Operations Center – Flood Response

A. Huebner reported that Voluntary Organizations Active in Disaster (VOAD) is in the early stages of development of getting groups, businesses and civic organizations to learn how to respond in local disasters. A. Huebner reported the VOAD handled the telephone bank during the flood. A. Huebner reported that he is working on the emergency operations plan and anti-viral medication disbursement. A. Huebner is working with Fort Memorial Hospital to set up treatment centers to dispense anti-viral medications. The State has asked for medical clinics to be the dispensing centers, but there has been a problem getting responses from the clinics. It has been suggested that the Watertown Free Clinic and the Jefferson Rock River Free Clinic be used with volunteer physicians to diagnose and dispense anti-viral medications. G. Scott reported the Emergency Operations Center (EOC) operated well and supported the field operations during the flood. The Highway Department did a great job meeting the needs of the county during the flood. Dissemination of public information was also a strength. Suggestions for improvement include increased communication. G. Scott reported the phone bank relieved calls to other county departments. G. Scott reported the EOC was a great location at the UW-Extension office. G. Scott reported the Emergency Management Dept. will issue a report related to the flood and flood response.

Public Health Program and Review of Statistics

Communicable Disease Cases Reported

A. Lynch reported corrections to the Public Health Statistics Report to include: 663 immunizations given in June with 517 immunization clients; 530 immunizations given in July with 260 immunization clients. A. Lynch reported the new ECS data entry program for Public Health is being utilized. A. Lynch reported that the State has new immunization requirements for ages 11, 12 and college entry students regarding Varicella and Tdap. Meningitis vaccine is available to children up to age 18 free of charge. G. Scott reported that extra Well Child Clinics have been added due to requests for increased appointments. A. Lynch reported that four U.W. nursing students will start their clinicals in September.

Long Term Care Program and Review of Statistics

Decision Regarding Continuing the Home Health Program

G. Scott reported that the Home Health Program does have enough revenue to cover expenses without the Medical Assistance billing fee. Tax levy funding would be needed to continue the program with the implementation of Family Care and associated loss of funding. The Health Dept. has determined that it is no longer financially feasible to continue the Home Health Program. G. Scott reported a decrease in Home Health clients due to transfers of Medical Assistance clients to Family Care. Scott reported that letters have been sent to non-Medical Assistance clients with an offer to help the clients obtain care from another Home Health agency. G. Scott reported the Certified Nursing Assistants are upset over the loss of their positions. G. Scott reported the newly hired RNs and current Long Term Care RNs are excited about working with the MCO. G. Scott reported the transition to Family Care is very time

consuming with the hiring of new staff and ongoing communication with Care Wisconsin. G. Scott reported a meeting will be held later today with staff to review MCO contract issues. Dr. D. Williams questioned how oversight will be provided under the MCO. G. Scott responded that the coordinators will work with the staffing agencies to make sure visits are made to clients and the MCO will be overseen by the State. Motion by G. Towers-MacAskill to discontinue the Home Health Program by the end of 2008; second by Robert DeWolfe. Motion carried.

Director's Report

Wisconsin Quality Improvement and Accreditation Project

G. Scott reviewed the "Institute for Wisconsin's Health, Inc." hand-out regarding Public Health quality improvement, program for accreditation of Public Health Departments. G. Scott reviewed the Director's report for July and August which included working with Zoning and Corporation Counsel in inspections of flooded areas including campgrounds, homes and licensed facilities throughout the county. R. DeWolfe questioned who decides the condemning of personal properties. G. Scott reported the Zoning Department is responsible for this and bases their decision on the assessed value of the homes.

Family Care Planning

Care Wisconsin Contract

G. Scott reported that Phil Ristow, Jefferson County Corporation Counsel, is working on the Care Wisconsin contract. Unemployment Insurance issues are being clarified regarding the possible termination of the contract by the County or MCO. G. Scott reported the contract will be reviewed at the next Board of Health meeting.

Long Term Care Registered Nurse Staffing

G. Scott reported a current Long Term Care Nurse has been on an extended medical leave and will not be returning to her position. The Human Resource Committee did not extend her leave beyond the initial grant period. A request to fill this position was granted by Administration. G. Scott reported 3 additional RN positions will go before the County Board on 10/15/08 for approval after approval by the Human Resources Committee. Another new hire offer has been made to another RN to begin 10/15/08. Motion by Dr. D. Williams to recommend 3 additional positions for Long Term Care RNs; second by Robert DeWolfe. Motion carried.

Next Meeting Dates:

Wednesday, October 15, 2008 at 9:30 a.m.

Wednesday, December 17, 2008 at 9:30 a.m.

Motion to adjourn at 10:15 a.m. by R. DeWolfe; second by G. Towers-MacAskill. Motion carried.

Respectfully submitted,

Sandee Schunk, Recorder