

**MINUTES OF BOARD OF HEALTH MEETING**  
**May 7, 2014**

Meeting was called to order by Chair Kraft at 6:03 p.m.

Board of Health Members Present: Chair Kraft, Supervisor Peer, Supervisor Bostwick (left at 7:00 p.m.), Supervisor Addie, Dr. Peterson, Dr. Winter, Mr. Gresens, R.PH., and Ms. Wade, WHNP.

Board of Health Members Absent: Dr. Konkol

Staff Members Present: Karen Cain – Health Officer; Timothy Banwell – Environmental Health Director; Janet Zoellner – Public Health Nursing Director; Sancee Siebold – Nursing Supervisor South Office; Deborah Erickson – Nursing Supervisor North Office; and Elizabeth LaBelle-Administrative Secretary.

**Adopt Agenda**

Supervisor Bostwick and Ms. Wade made a motion to adopt the agenda. MOTION APPROVED.

**Approval of Minutes 4/2/14**

Supervisor Peer and Dr. Peterson made a motion to approve the minutes of the 4/2/14 Board of Health meeting. MOTION APPROVED.

Page 3, paragraph 4 changed the following sentence to read: *Prior to town sampling, letters go out to everyone in the township with a well.*

**Citizen Participation**

None at this time.

**Unfinished Business**

None at this time.

**New Business**

**Administrative Division**

**Election of Vice Chair**

Supervisor Bostwick and Supervisor Addie made a motion to re-elect Supervisor Peer as the Board of Health Vice Chair. All board members answered yes to nominate Supervisor Peer. MOTION APPROVED.

**Set Meeting Date & Time**

Board Members discussed and all agreed that meeting date will continue to be the first Wednesday of the month at 6:00 PM.

## **Approval of Bills/Transfer of Funds**

Ms. Wade and Mr. Gresens made a motion to approve the bills for the month of April 2014. MOTION APPROVED.

Chair Kraft inquired what PSA the Health Department was paying to run on WCLO. Health Officer Cain explained that this was a PSA built into the Farm Safety Grant. By purchasing the air time, the PSA was able to run at specific times. Supervisor Addie asked what the water testing charge from the Wisconsin State Lab of Hygiene was for and why the Health Department Lab did not run the test. Environmental Health Director Banwell informed the Board of Health that the charge was to test for nitrites. The Health Department Lab is not set up for testing nitrites only nitrates. Nitrites are tested when a new well is dug. Supervisor Peer inquired what the diaper pamphlets were used for. Nursing Director Zoellner explained that the pamphlets were given to nursing moms by our public health nurses to provide information on stools.

## **Health Department Report**

Chair Kraft introduced Supervisor Addie to the Board of Health Members. Supervisor Addie was elected on April 1, 2014. The fellow Board Members then introduced themselves to Supervisor Addie.

Health Officer Cain shared that the Health Department is in the process of preparing for the State of Wisconsin 140 Review. The review will take place on September 9, 2014 from 9:00-12:00 PM. More information will be provided as the date approaches.

The two public health nurse positions have been filled. One nurse will start on May 12, 2014 and the other will start on May 27, 2014. Health Officer Cain announced that this week is National Nurses Week. The Health Department is celebrating with a pot luck lunch and nurses breakfast. The Board of Health Members were invited to attend.

Health Officer Cain announced that K&W Greenery donated 150 tomato plants to our community garden project at Edgerton School. This garden is a part of our Community Transformation Grant.

The Rock County Health Department is in the process of implementing a new nursing program. The goal of the new program is to improve the overall health of the elder population in Rock County. This program will work in conjunction with Rock County Council on Aging and will focus on support groups, elder depression, and target elders at risk. One of our public health nurses is currently at training for this. Currently, the Health Department has a program called *Stepping On*, which focuses on fall prevention for elderly. The new program gives us an opportunity to work with a different segment of the population in Rock County.

Health Officer Cain welcomed Supervisor Addie to the Board of Health. A summary was given on the services provided by the Rock County Health Department. The State of Wisconsin mandates that Counties have local health departments. The three levels of local health departments. The Rock County Health Department is a level 3.

To be a level 3 health department the following must be met:

- Meet all level 1 requirements.
- Have a communicable disease program.

- Health department must have a public health nursing program.
- Be an agent of the State.
- Have an active Board of Health.
- The Health Officer also must meet minimum credentials.
- The health department must have a minimum of 14 programs, in which 7 fit into the priority areas of Wisconsin Healthiest People 2020.

The Rock County Health Department has 3 divisions: Health Education, Public Health Nursing, and Environmental Health. Health Officer Cain gave the Board of Health a summary on each division.

Health Education:

Primarily funded by grants. Rock County Health Department grants include Brownfield grant, Community Transformation grant, and STI Coalition. The Health Educator also works with Emergency Preparedness to ensure the Health Department is meeting goals and objectives with federal funding. Last month, the Health Department participated in a food borne illness outbreak preparedness exercise.

Public Health Nursing:

This division focuses on communicable disease prevention. There are more than 90 communicable diseases the Health Department public health nurses are required to follow up on to prevent spread. Supervisor Addie inquired if about Tuberculosis (TB). Nursing Director Zoellner stated that follow up is done with TB and in some cases TB could be reported, but not have the actual infection. Health Officer Cain explained that this division also provide adult and child immunization, immunization outreach, and travel immunizations. Public health nurses also work with high risk mothers and families to help create a healthier birth outcome and child growth. The public health nurses provide school nursing services at St. Paul's, Edgerton, Orfordville/Parkview, and Head Start.

Environmental Health:

This division has a septic program (current and new systems), public facility inspections (restaurants, pools, beaches, etc), prescription drug program, and water testing. Supervisor Addie inquired if the Health Department deals with perk testing and if the DNR is involved. Environmental Health Director Banwell explained that a certified soil tester will complete the test and results will be shared with the Health Department. It is required for a well to be located a certain distance from a septic system. This is regulated by the State of Wisconsin DSPS.

A 2013 Annual Report, County Health Rankings, Health Department Immunization Outreach Newsletter, and a Health Department brochure were given to Supervisor Addie by Health Officer Cain to help him learn more about the Rock County Health Department. The Annual Report measures the charter objectives and will be presented to the Board of Supervisors at a later date. Health Officer Cain then gave brief explanation to the Board of Health on County Health Rankings. The data is measured nationwide and common data must be used, so results from data used may not directly affect the Health Department services being provided to the community. There was discussion among Board Members on how poverty and income affects the rankings.

Supervisor Peer mentioned that the Health Department is very active in the community and the County Health Rankings do not directly reflect the Health Department's work and effort to work with the cards dealt with. Supervisor Addie shared with the Board of Health that he would like to see arsenic testing incorporated into our *Water Quality* program and to encourage this at the state level with the DNR.

## **Public Health Nursing**

Nursing Director Zoellner presented on the expanding outbreak of measles and mumps in the United States. The Rock County Health Department values parents' individual choices in regards to vaccination, but encourage study, discussion with health professionals, and looking at what is going on in the community before making a decision to vaccinate or not.

Supervisor Addie asked Nursing Director Zoellner if the Health Department reaches out to home school children for immunizations and what the regulations are for in home day cares. Nursing Director Zoellner explained that day cares (including in home day cares) have a report that must be filled out and submitted to the Health Department. The report shows how many children are enrolled at the day care and how many are immunized for each vaccine preventable disease.

In regards to home school children, this is a different population with unique sensitivities, so the Health Department must keep this in mind when educating parents. In regards to public schools, all schools must comply with immunization requirements; however, parents can sign waivers to opt their child out of required immunizations.

The following slides are a summary from the Measles & Mumps Expanding Outbreak in the US.

## **Environmental Health**

Environmental Health Director Banwell gave a presentation on public facility inspections and violations. Department of Public Instruction (DPI), school lunch rooms, is inspected twice each year. This includes schools that subcontract their lunch room food service. Lunch room food service that is subcontracted is regulated by the Department of Health Services (DHS)

Critical violations are noted if observed or found when interviewing the food workers. The following graphs explain critical violation trends over the years. In 2012 and 2013, the Health Department focused on formal training, facility education when completing inspection and reviewing the inspection report with the facility.

Supervisor Addie inquired how the Health Department handles public complaints from a restaurant. Environmental Health Director Banwell explained that the complaints are addressed right away and critical violations are reported to the state. The public can submit a complaint through our website or call our office. When a complaint is received, the inspector will go out and inspect the facility. The inspector will then get back to the person who issued the complaint on the status.

The Health Department has a Food Safety Advisory Committee that meets one-two times per year. Items such as food code and educating staff are discussed. New items the Health Department will be working with facilities on include flash cards and display signs for food safety to help educate employees. High turnover can create a gap in education on food safety. The Health Department hopes the educational materials will help bridge that gap.

### **Communications and Announcements**

Chair Kraft announced that the three semi finalists for the County Administrator position will be at the Pontiac Convention Center, next Thursday (5/15/14) from 6:30-8:30. This is an opportunity for the public to meet the candidates. There will be forms to include your comments after meeting the candidates and all comments will be reviewed.

### **Adjournment**

Supervisor Addie and Ms. Wade made a motion to adjourn the meeting. MOTION APPROVED. Meeting adjourned at 7:20 p.m.

Respectfully submitted,

Elizabeth LaBelle, Recorder

Not Official Until Approved by the Board of Health