

PROCEEDINGS OF THE BOARD OF HEALTH MEETING
Wednesday, August 12, 2009
5:30 PM

Present: Audrey Murphy, Joe Van Deurzen, Mary Scray, Harold Pfothenhauer, J. Tibbetts, MD

Absent: Don Murray

Staff Present: Ricki Krautkramer, Judy Friederichs, John Paul

1. CALL TO ORDER & BOARD STATUS UPDATE

Judy stated that she has spoken with a leader in the Hmong community regarding a potential board member to fill the current vacancy.

2. APPROVAL / MODIFICATION OF THE AGENDA

MOTION: To approve the agenda. Van Deurzen /Pfothenhauer

MOTION CARRIED

3. APPROVAL OF MINUTES OF JUNE 9, 2009

MOTION: To receive and place on file. Van Deurzen Pfothenhauer

MOTION CARRIED

4. APPROVAL OF DEPARTMENT PROPOSAL FOR 2010 BUDGET

Several budget documents were mailed to board members prior to the meeting.

Judy discussed the Budget 2010 Levy Changes document. .60 FTE of a .80 FTE nurse position was "un-funded", but left on the Table of Organization for possible future use. A 2% increase in salaries was included in the salary and fringe calculations made by Administration. Total fringe benefit cost was reduced by \$32,000 from 2009 due to various discounts applied from the county's insurance fund.

Several items in Operation and Maintenance were decreased. Information Services added "Supplies Technology" to update the phone system and "Software Cost" to replace an out-dated client data base.

Joe asked about the \$980.00 maintenance agreement charge. Ricki said that I.S. had encouraged the department to purchase the agreement for a software program that was purchased in 2008. This software is used to send reminders to people who are scheduled for immunization clinic appointments.

Judy distributed and discussed a handout about I.S. chargebacks. There was a decrease in Total Utilities because of reduced phone usage. The Professional Contracts category includes contracts for veterinary services, the Sharps program, N.E.W. Community Clinic and the state licensing program consultant fee.

The department's levy target was decreased by 1.3% from 2009. License fee rates for 2010 were increased by 3%. John Paul said the fee for late-payment of license fees will be changed from a flat rate of \$218 to \$100.00 plus 10% of the establishment's total license fee. Grant Fund Balance will be used for replacing computers and purchasing a new client database. Audrey asked about the Carryover and Transfer In amounts, and Judy explained that it is this refers to the Grant Fund Balance account.

Judy and managers will meet with the county executive August 18th to discuss the 2010 budget.

MOTION: To approve the 2010 budget as presented.

Van Deurzen /Tibbetts

MOTION CARRIED

5. UPDATE ODOR ISSUES

John distributed and discussed an odor issue handout comparing the number of sites, the total number of complaints, and the percentage of odors verified from January through July 15th in 2008 and 2009. In 2008, 75% of 42 complaints were verified in three sites; and in 2009, 60% of 25 complaints were verified in eight sites. Two plants have made improvements causing the complaint number to decrease.

Health Department staff met with representatives from Sanimax and DNR staff to discuss future improvements. An on-site meeting will be scheduled at Sanimax to help Health Department staff become more familiar with their operation.

One complaint regarding Sanimax was made by another company in the area. John has consulted with John Leutscher, Corporation Counsel

regarding this complaint because the ordinance states that individuals may make complaints regarding odors that affect their enjoyment of their property. John Leutscher stated that the Health Department does not have jurisdiction over one company complaining about another company.

Audrey and Dr. Tibbetts expressed concern that the ordinance wasn't enforced in this situation. The Board decided to invite Corporation Counsel to the next meeting to clarify the ordinance.

6. NOVEL H1N1 (SWINE) INFLUENZA A PLANNING

Updated informational sheets were distributed and discussed.

Judy stated that vaccine trials will determine the number of doses needed, dosage strength, and other factors. Vaccine availability is projected for October. CDC has targeted the following groups to receive vaccine: pregnant women, individuals six months to 24 years, health care and emergency medical service workers, individuals who are 25 – 64 with health conditions putting them at higher risk for complications and individuals who live with or care for infants younger than six months. Vaccine will be distributed to public and private providers. Judy does not yet know where clinics will be based or how surveillance will be handled. The newest recommendation is to isolate individuals for 24 hours after fever resolution.

Judy stated that she is referring to the department's pandemic plan as well as her experience with the H1N1 response this past spring for planning. She will be looking at mass community clinic sites, talking with health care providers, and meeting with Emergency Management at the new EOC facility about volunteer management and press conference locations. Regional public health agencies are planning a seminar with at-risk providers to explain what public health does in emergencies and ask them how we can help. State webcast updates will be scheduled bimonthly. The department will receive \$64,000 in funding to help with H1N1 preparation. Other department activities have been scheduled earlier, so staff can concentrate on H1N1 activities.

Audrey asked if the public should receive regular flu shots before H1N1 shots and if staff could handle mass clinics. Ricki said recommendations are to give regular flu vaccine earlier. She is not concerned about mass clinics, but is concerned about school-based clinics because of staffing, the number of students and schools involved, volunteers, scheduling, data entry and parents' consent forms. Ricki and the Board discussed school-based clinic challenges. Mary asked if the school has any clinic responsibilities. Ricki said they don't have any legal responsibilities, but we do need their cooperation. Judy and Ricki have a meeting scheduled

with school superintendents to discuss clinic needs. Harold asked about the present number of swine flu cases. Judy said influenza-like activity is low state-wide.

7. DIRECTOR'S REPORT

There have been nine cases of Lyme Disease reported recently which is above average, but there were no links among the cases. Lyme Disease handouts were distributed.

The Department of Administration has instituted a "Voluntary Unpaid Leave" program. Staff may request time off without pay which is subject to supervisor approval. Four staff members have requested time off.

The state conducts an audit of all public health agencies every five years to determine whether the agencies remain compliant with state statutes. The Brown County Health Department is due to complete its audit in 2009. The new audit format is an electronic version of the survey that was submitted five years ago – agencies are asked to report any changes to their operations from the last time the survey was submitted. The department's report will be submitted by the end of the summer.

The department will be conducting a community assessment in cooperation with the De Pere Health Department starting in January. A community assessment is a process of evaluating the health status of our community and making recommendations for improvement. When Judy, Mary Dorn from the De Pere Health Department, and the state nursing consultant met to explore options for doing the assessment; the group decided to invite local partners to meetings to review our jurisdictions' health data manual, have them fill out an important issues input sheet, have the consultant summarize the input sheets, meet with our partners to decide which priorities should be worked on, and form response groups to work on those priorities. Adolescent pregnancy prevention, cardiovascular health, and tobacco cessation and control have been our prior priorities from previous assessments.

Judy met with a safety consultant who was hired by the county to assess departments' safety needs, develop a safety policy, designate staff to work with a safety program and start needed training programs for all county departments. Judy stated that the consultant was impressed with the department's personal protective equipment and active safety committee. Audrey asked if money was involved, and Judy said the only expenditure would be people's time.

Ricki completed a childhood lead grant application for outreach and education.

2008 annual reports were distributed. They were sent to municipalities and County Board members. The report was also posted on the department's website.

MOTION: to receive the report and place on file Van Deurzen / Scray

8. ADJOURNMENT/NEXT MEETING

The next meeting will be scheduled tentatively for September 9th at 5:30 PM.

MOTION: To Adjourn at 6:45 PM.

Scray / Van Deurzen