

Minutes are provided for informational purposes only. The official record can be obtained for the County Clerk's office. All minutes are unofficial until approved. Minutes are generally approved at the following meeting.

Pierce County Board of Health Minutes – January 11th, 2005

Present: Dale Hines, Rich Purdy, Paul Barkla, Peter Carr, Bill Gilles, Donna Miller, Scott Mulhern (Committee Members); Dave Geske (La Crosse County); Ron Anderson (Chairperson-Board of Supervisors); Caralynn Hodgson, Michele Mohn & Becky Johnson, (Staff Members)

Chairperson D. Hines called the meeting to order at 6 pm.

1. Minutes from December 14th, 2004 Board of Health (BOH) meeting were reviewed.

S. Mulhern moved to approve the minutes, B. Gilles seconded; motion carried.

2. Dave Geske, Vector Control Manager, La Crosse County Health Department gave a presentation on LaCrosse Viral Encephalitis including the background, symptoms, control management, prevalence and goals. Much discussion and questions took place. Mr. Geske provided a handout regarding a Pierce County Mosquito Control program including the surveillance and control steps involved in the program. Mr. Geske also left several different pamphlets for future reference.

3. Chairperson Report:

- Announced Laura Krech as new Environmental Health Clerk
- Announced Janet Holtz as new Public Health Secretary
- All general public is now welcome to receive a flu vaccine.

4. Director/Health Officer Report-C. Hodgson reported on the following:

- Part time Reproductive Health Secretary position has been advertised and we received 60+ applications. Screening and interviews will take place in the near future.
- Pertussis report–89 confirmed cases in the county in 2004 and 3 confirmed cases in 2005.
- C. Hodgson distributed an announcement and invited all to attend the Wisconsin Association of Local Health Departments & Boards-Western Regional Boards of Health Update on Wednesday, March 16 from 9:30am-2:30pm at the Best Western Inn & Suites in Eau Claire, WI.

- C. Hodgson distributed an agenda and invited all to attend the Legislative Event on Monday, January 17th from 9am-11am at St. Croix County Health and Human Services Board Room in New Richmond, WI.

5. Financial reports, vouchers and monthly workshops were reviewed.

6. New Business

A. Requested approval of additional Bioterrorism/Emergency Preparedness funds totaling \$9,347 and carryover of unused funds into 2005. Discussion took place regarding the possibility of using a portion of these carryover funds for mosquito control if needed. Board requested this be an agenda item for next meeting. P. Barkla moved to approve accepting these funds and carrying over unused funds into 2005, D. Miller seconded; motion carried.

B. At the December 17th, 2004 Finance and Personnel Committee meeting the Director/Health Officer of Public Health and Home Care position and the Assistant Director Public Health position grade placements was approved at a pay grade 20 and a pay grade 17, respectively. P. Barkla spoke for R. Purdy in his absence. P. Barkla mentioned that R. Purdy felt the Director/Health Officer of Public Health and Home Care position and the Assistant Director position should have been placed at higher pay grades. Discussion took place. D. Hines mentioned that applications for these positions are being accepted until February 1st. D. Hines recommended having Larry Gilbertson, Regional Director-Division of Public Health facilitate the interview process for the Director/Health Officer position and then once the Director/Health Officer position is filled they will inturn assist with the hiring of the Assistant Director position. R. Purdy arrived 7:30pm. R. Purdy stated he felt these positions should be set at a higher pay grade due to the overwhelming responsibilities and magnitude of duties. S. Mulhern voiced he felt the Director/Health Officer should be at a pay grade 19 versus pay grade 20. D. Miller stated in setting these pay grades she felt the it should be determined on the responsibility, qualifications, degrees held, experience and number of people they supervise. P. Carr agreed. D. Miller also questioned what other counties are paying for similar positions. R. Anderson departed at 7:38pm. P. Barkla mentioned the money isn't there for a higher pay grade. R. Purdy then explained that he is not necessarily asking for more money. A high step in a grade 20 would pay the same as a low step at a grade 26. C. Hodgson mentioned that Sandy Langer, Personnel Coordinator, provided her with a "Recruitment Worksheet" for the Director/Health Officer position and it states that the Board of Health is to prepare the questions for the interviews.

C. No items were properly brought before the committee for discussion only.

D. Future agenda items:

- Pierce County Mosquito Control

E. Future meeting dates were confirmed as follows all held in conference room C:

- Tue Feb 8th, Tue Mar 8th, Tue Apr 12th, Tue May 10th, Tue, Jun 14th, Tue, Jul 12th, Tue Aug 9th, Tue Sep 13th, Tue Oct 11th, Tue Nov 8th, Tue Dec 13th

7. P. Barkla moved to adjourn, S. Mulhern seconded. Motion carried and the meeting adjourned at 7:58pm.

Pierce County Board of Health Minutes – February 8, 2005

Present: Dale Hines, Rich Purdy, Peter Carr, Bill Gilles, Donna Miller (BOH Members) Ron Anderson (Chairperson-Board of Supervisors); Caralynn Hodgson & DiAnn Fuchs (Staff Members)

Chairperson D. Hines called the meeting to order at 6:03 pm.

1. Minutes from January 11, 2005 Board of Health (BOH) meeting were reviewed.

Bill Gilles moved to approve the minutes, Donna Miller seconded; motion carried.

2. Board of Health Chairperson's Report:

- Passed letter of endorsement from Christopher Tashjian, M.D. for Caralynn Hodgson to be hired as Director of Health Department.
- Status on Physician replacement on Board of Health – still seeking M.D.
- Dale presented an article from County Association Magazine on Birth to Three and how Tabor may affect. Asked that a copy be made for next Board of Health packet.

3. Director/Health Officer Report-C. Hodgson reported on the following:

- Reminder that the joint Director/Board of Health meeting will be held 2/16/05 in Eau Claire. Encouraged BOH members to attend.
- Caralynn will be attending "Hoarding" conference in Tomah in March.
- February 1, there was a 2 hour web cast from the State of Wisconsin on the 140 Review Tools the State will be using to assess our PHD level status. The state will come on June 10th, at 9:00 am to Pierce County for our review and all Board Members are invited to come. This will take approximately 3-5 hours.
- Birth to Three State review is expected the same week (June 10th), but we will be asking for an extension due to the State 140/Level 3 review.
- We are also anticipating a Home Care surveyor in the months to come.
- Announced we are losing Karen Grumstrup, Nurse Practitioner. We will be looking for a new contracted employee and have actually had quite a few inquires.
- Interviews for the Reproductive Health clerical position took place and Teresa Matzek has

accepted the position. She will begin on February 14, 2005.

- Caralynn invited all Board of Health Members to attend our Public Health Valentine Luncheon and Silent Auction on February 14th and passed around information on Grace Place.
- Public Health will be holding a mass clinic exercise on Thursday, March 24th at the Ellsworth Senior High. Again, all Board Members are invited to attend. Asked that this be on next month's agenda as well.
- Flu like illness is at its peak in our Region and is considered moderate in volume.
- Caralynn closed on the WIMCR (Wisconsin Medicaid Cost Report) and happily announced the funds received. Home Care received \$101,339.62, Birth-to-Three case management received \$1,263.62 and Prenatal Care Coordination received \$2,697.33. This is funding only County agencies may apply for.

4. Financial reports, vouchers and monthly workshops were reviewed.

5. New Business

A. Discuss and take action on attendance and development of questions for the Director/health Officer Interviews.

- Dale conferred with Corp Counsel and since Caralynn is a candidate, they cannot discuss/develop questions at this meeting. Dale Hines, Rich Purdy, Becky Johnson and Donna will hold a small meeting and discuss/develop these questions. If Donna is unavailable, she will review them. Due to conflict with State Employees attending a meeting next Wednesday, Dale will be rescheduling the interviews with Larry Gilbertson or other person from State regional office being asked to participate.

6:35p.m. Bill Gilles dismissed

B. Request approval of an increase in wage for Spanish Interpreters.

- Our Spanish interpreter has been with us since 2002 without a wage adjustment. Time study was done showing her working no hours in 2003 and only 14 hours in 2004. Her visits average to be approximately 1-2 hours in length and she is currently at \$15.00 hour. Motion made to increase Spanish Interpreters wages from \$15.00/hour to \$30.00/hour by Miller and Purdy seconded. Motion carried. This will be called over to Sandy to be added to the next Personnel and Finance Committee meeting.

C. Request approval to fund a mosquito control program.

- Motion made by Peter Carr, that up to \$3,500.00 from the 2004 carryover of preparedness monies is to be used for mosquito control in collaboration with LaCrosse County PHD. Donna Miller seconded. Motion carried. Comment made by Peter Carr "Good buy for the money".

This too was asked to be called and added to the amended agenda for Friday's Personnel and Finance Meeting.

D. Discuss and take action on the remodeling of the Reproductive Health Office

- Handout from Caralynn showed the initial remodeling costs for Reproductive Health Office in River Falls to add space for new staff. Informed the members that the rent has not been raised in years and will eventually be adjusted, although nothing has been received formally. Asbestos tests are being done on the wall we want removed and once we know the results of those tests, we will know more of the actual costs to this minor renovation. Purdy moved to approve up to \$5,000.00 for Reproductive Health Building remodeling project. Peter Carr seconded. Caralynn and Dale to discuss once results are back. Dale will inform Building Committee Chair as a courtesy. Motion passed as given.

7:00p.m. Peter Carr dismissed

E. No items were properly brought before the committee for discussion only

F. Future agenda Items

- Building Maintenance Issue (Reproductive Health)
- Interpreter (May be in Caralynn's Report)

G. Confirm future meeting dates and times:

- Tue Mar 8th, Tue Apr 12th, Tue May 10th, Tue, Jun 14th, Tue, Jul 12th, Tue Aug 9th, Tue Sep 13th, Tue Oct 11th, Tue Nov 8th, Tue Dec 13th

All meetings held at 6pm in conference room C

6. Donna Miller moved to adjourn, Rich Purdy seconded; motion carried and the meeting adjourned at 7:03 p.m.

Pierce County Board of Health Minutes – April 11th, 2005

Present: Dale Hines, Rich Purdy, Paul Barkla, Peter Carr, Bill Gilles, Donna Miller, Dr. David Woeste (BOH Members); Caralynn Hodgson, Lisa Raethke, Jennie Borst & Becky Johnson (Staff Members);

Chairperson D. Hines called the meeting to order at 6:01pm.

1. Minutes from February 8th, 2005 Board of Health meeting were reviewed. P. Barkla moved to approve the minutes, D. Miller seconded; motion carried.

P. Carr arrived at 6:04pm

2. Staff report and handout on the 6 month pilot-Preventative Dental Program was presented by Lisa Raethke including dental needs, other public health dental clinics, outreach activities for the clinic, services offered, appointments and revenue, Elmwood schools sealant clinic, Public Health fluoride varnish program and the dental health cash donations received. D. Miller suggested that we contact Midwest Dental in River Falls to see if they are accepting any medical assistance referrals. C. Hodgson distributed the current dental program revenue and salaried expenses. Discussion took place. C. Hodgson also discussed the volunteer dentist liability insurance.
3. Board of Health Chairperson Report- D. Hines reported on the following:
 - Announced Caralynn Hodgson as new Public Health Director/Health Officer
 - Wisconsin Livestock Identification Consortium

4. Director/Health Officer Report-C. Hodgson reported on the following:

- Mass Clinic Exercise
- Announced Sue Galoff as new Public Health Assistant Director
- Reproductive Health Reconstruction of the front office and client waiting room
- Reproductive Health staff needs, seeking new candidate for refill
- Applications will be screened soon for the vacant Home Health Aide position
- Wisconsin WINS Tobacco Compliance Investigations were held. Caralynn regretfully informed all that there were 4 tobacco sales in Ellsworth and 1 tobacco sale in Prescott. Citations by police

Pierce County Board of Health Minutes – May 16th, 2005

Present: Dale Hines, Rich Purdy, Paul Barkla, Bill Gilles, Donna Miller, Scott Mulhern & Dr. David Woeste (BOH Members); Caralynn Hodgson, Sara Sabelko & Becky Johnson (Staff Members)

Chairperson D. Hines called the meeting to order at 6:07pm.

1. Minutes from April 11th, 2005 Board of Health meeting were reviewed. B. Gilles moved to approve the minutes, D. Miller seconded; motion carried.
2. Staff report and handout on the Birth to Three program was presented by Sara Sabelko including a thorough background and awareness of the Pierce County Birth to Three program, program statistics, programs challenges and strengths, guiding principles and why early intervention is important. P. Barkla arrived at 6:28pm. Sara also discussed the Birth to Three state review process and invited all Board of Health members to attend the wrap up session of this review being held June 29th at 2pm. Much discussion took place regarding the Birth to Three program. C. Hodgson reiterated the invitation to all Board of Health members to attend the final wrap up of the Birth to Three state review.
3. Board of Health Chairperson Report- D. Hines reported on the following:

Dale gave an update on the Dental Health Program. Finance & Personnel committee had a lengthy discussion and took action on the Dental Health Program Friday, May 13th. The word “pilot” was not in the Dental Health motion last fall, therefore, it is not a pilot program but it is a full fledge program. Dale also mentioned that Finance & Personnel moved to County Board the funding of the dental program. C. Hodgson handed out a packet with information and background including budgets, donation information and previous meeting minutes on the Dental Program. D. Hines read an article in the Red Wing Republican Eagle regarding the Dental Program. R. Purdy explained that the motion to County Board was to pay for the 2004 Dental Health deficit with a county dollar transfer. S. Mulhern suggested that all individuals that have donated dental funds or dental equipment be contacted to request their presence at the County Board meeting May 24th at 7pm, in the county board room, to show their support for the Pierce County Preventative Dental Program. C. Hodgson handed around a letter from a Pierce County Social Worker, Margaret Hinrichs, supporting the Preventative Dental Health Clinic for children in Pierce County.

4. Director/Health Officer Report-C. Hodgson reported on the following:

- Completed the Home Care Licensure Report
- Interviewed, completed reference checks and offer made for a Home Health Aide
- Announced new part-time Reproductive Health Secretary, Heidi Dahl, starting employment May 31st
- Wisconsin Medicaid Cost Reporting has been a very confusing procedure. The State Public Health, local Human Services and Public Health agencies are meeting in the near future regarding the funding confusion
- Dental Liability Insurance has been reinstated with a 90 day extension
- C. Hodgson and S. Galoff attended the Health Officer training
- Pertussis on Plum City senior class trip school bus in Washington D.C.. Due to no phones at the county offices on Friday, May 13th the Public Health nurses needed to make use of cell phones and also traveled to the Plum City schools and used the schools phones for calls such as contacting doctors, parents and contacts of the positive case. A doctor ordered and the state requested that the class trip end and the children on this trip need to return home immediately. S. Galoff was attending the Plum City school board meeting on Monday evening to help them better understand the situation.

5. Financial reports, vouchers and monthly workshops were reviewed.

6. New Business

- A. C. Hodgson discussed some office movements now that our department reorganization is complete. Hodgson passed around a floor plan and discussed purchasing some new ergonomic office furniture. Funds were budgeted in the maintenance budget for Public Health office furniture in 2005. It was suggested that once we have our quotes, C. Hodgson write a memo to Al Huppert-Maintenance Supervisor and Don Nellessen-Chair of the Building committee to notify them that we will be utilizing some of our office furniture budget.
- B. C. Hodgson invited all Board of Health members and encouraged members to speak at the Public Health 140 Review held June 10th at 9am. The 140 Review determines our Public Health level of I, II or III. C. Hodgson distributed Wisconsin Public Health Statutes including Responsibilities and Authority for Local Health Departments. A sheet was passed around for all board members to list their credentials to be used in the 140 review.
- C. P. Barkla expressed his concerns of recording the Board of Health meeting minutes. Discussion took place as to how long these tapes would be kept. Concern was shown as to if it was really necessary for our committee to have the meetings taped. After discussion, P. Barkla moved to table the issue indefinitely, B. Gilles seconded; motion carried.

D. R. Purdy wished to go back to the dental program issue. P. Barkla asked that we do not discuss this any further because it was not at this point on the agenda. No further discussion.

P. Barkla departed 8:27pm

E. Future agenda items:

- Follow up on dental clinic
- Discuss and take action to look at the Human Health Hazard

F. Confirm future meeting dates and times:

- Monday, June 20th, 2005 at 6pm in conference room C
- Monday, July 19th, 2005 at 6pm in conference room C
- Monday, August 15th, 2005 at 6pm in conference room C

7. R. Purdy moved to adjourn, D. Miller seconded; motion carried; meeting adjourned at 8:30p.m.

were issued.

- Reorganization of the Public Health department offices
- Commended staff member, Dianne H-Robinson, for assisting in saving one's life with an Automated External Defibrillator at a hockey game in River Falls
- Invited all Board of Health members and distributed the agenda to the Legislative Event held Monday, April 18th, 2005 from 9-11am at the St. Croix County Department of Health and Human Services Board Room in New Richmond, WI

5. Financial reports, vouchers and monthly workshops were reviewed.

6. New Business

- A. P. Barkla made a motion to continue the Preventative Dental Program as an ongoing program and to discontinue the pilot status, due to the fact of the great need of the program, at a minimal cost, D. Miller seconded; motion carries.
- B. C. Hodgson welcomed Dr. David Woeste to our Board of Health meeting. R. Purdy moved to approve Dr. David Woeste as the new physician Board of Health member, P. Barkla seconded; motion carried.
- C. Board of Health members commended Caralynn and the department staff on the 2004 Annual Report. P. Barkla gave a special commendation to staff member, J. Holtz, on the creation of the cover of the annual report. Caralynn also commended the staff for all their very hard work comprising the annual report.
- D. C. Hodgson explained that the state had not been going for the full 60% of the federal share on the previous years Community Services Deficit Reduction Benefit (CSDRB) tool. They now have switched to the Wisconsin Medicaid Cost Reporting (WIMCR) tool and are going for the full 60% of federal share. Public Health received a total of \$105,300.57 for services in 2003, of which \$101,339.62 belonged to the Home Care Program, and then at a later date were told they had to transfer \$58,678.06 to the Human Services Department. The state Public Health department does not agree with this fund transfer and they are in discussions at the regional and state level as to which department the monies should be given to. The services we provided under Home Care and Public Health were used solely to come up with the dollar figures for our department, so the extra funds we received actually belong to our department, not Human Services. Polk and Dunn County Home Care departments are keeping all funds until all is settled. D. Hines asked that the Board of Health be updated on this issue at next months meeting.
- E. The Pierce County Human Health Hazard Ordinance was in the Board of Health packets and C. Hodgson distributed Zoning Regulations from Eau Claire County. Both items were discussed. Concerns were voiced on new subdivisions, groundwater concerns and water hazards.
- F. C. Hodgson shared a resolution she drew up to reduce youth smoking including the increase of the Wisconsin excise tax on cigarettes by \$1.00 per pack. This resolution has been given to Pierce County Corporation Council for approval. Discussion took place. P. Barkla made a motion to approve the resolution to reduce youth smoking as presented to Corporation Council if Corporation Council approves resolution as is with no substantive changes, D. Miller seconded; 6 in favor, 1 opposed (P. Barkla); motion carried.

G. No items were properly brought before the committee for discussion only.

H. Future agenda Items

- Wisconsin Medicaid Cost Reporting
- Human Health Hazard Ordinance
- Dental Liability Insurance

I. Confirm future meeting dates and times:

- Monday, May 16th, 2005 at 6pm in conference room C
- Monday, June 20th, 2005 at 6pm in conference room C

7. P. Barkla moved to adjourn, P. Carr seconded; motion carried; meeting adjourned at 8:09p.m.

Pierce County Board of Health Minutes – June 20th, 2005

Present: Rich Purdy, Paul Barkla, Peter Carr, Bill Gilles, Donna Miller & Scott Mulhern (BOH Members); Ron Anderson (Chairperson-Board of Supervisors); Sue Galoff & Becky Johnson (Staff Members) and two members of the public

Vice Chairperson R. Purdy called the meeting to order at 6:05pm.

R. Purdy asked if any members from the public wish to speak. Mr. Duane Mattison, member of the public, commented on the “pilot” dental program and questioned whether it was a pilot program or a full program. He questioned whether the dental program would be running indefinitely or if this program could still be discontinued. R. Purdy stated that the dental program is still under review and that there is still the possibility that the Preventive Dental program could be discontinued.

1. Minutes from May 16th, 2005 Board of Health meeting were reviewed. S. Mulhern moved to approve the minutes, B. Gilles seconded; motion carried.
2. Board of Health Chairperson was absent, therefore, Vice Chair asked S. Galoff, Health Officer II for a update on the dental program. Galoff gave a brief update as follows:
 - A chronological report of dental program development and community member letters of support are being comprised and will be included in the County Board packets for all supervisors review. P. Carr asked that an updated donation list be included as well.
 - Hugh J. Andersen grant was submitted last week to help cover dental salary costs and capital equipment costs
 - Seal-a-Smile grant is being comprised and will be submitted in the near future
3. Health Officer Report-S. Galoff reported on the following:
 - Thank you to all Board of Health members that attended the 140 State Review. Rewrites are being completed per the regional office recommendations before submitting to the state.
 - New Employees
 - Heidi Dahl, Reproductive Health Secretary started May 31st

- Renee Linse, Home Health Aide started June 6th
 - Will be readvertising for the Public Health Nurse position
- Communicable Disease Update
 - Pierce County had 1st positive West Nile virus bird in the state this year
 - Distributed and discussed county graphs on Pertussis statistics
- Reproductive Health Update
 - In need of more clinically focused file system in the River Falls office
 - Data Processing department is looking into upgrading the River Falls office phone system
- Invited all Board of Health members to the Birth to Three State Review wrap-up in the WIC room June 29th at 2pm.
 - Notified board members of the upcoming Women, Infants & Children program monitoring meeting July 6th
 - Encouraged Board of Health members to attend the Legislative Breakfast Monday, July 18th at St. Croix County Health and Human Services Board Room in New Richmond
 - Pierce County Public Health department has been included in a Cities Readiness Initiative grant which is a Public Health Preparedness effort. It will require attendance at planning meetings in the Twin Cities. More information will be available in the near future.

4. Financial reports, vouchers and monthly workshops were reviewed. A question arose regarding an invoice for the Fluoride Mouth Rinsing program. S. Galoff explained the invoice and the background of the Mouth Rinsing program. Duane Mattison spoke with strong concerns of the dental program and voiced he did not agree with this program.

5. New Business

A. S. Galoff explained that due to the recent reorganization in the Public Health department the need arose to revise the Acting Director Policy. P. Barkla moved to approve the Acting Director/Health Officer Policy, D. Miller seconded; motion carried.

B. S. Galoff explained the need for a more clinically focused file system in the River Falls Reproductive Health office. Discussion took place. B. Johnson explained that the Family Planning Reproductive Health trial balance fund has accumulated some funds over that past few years and would like approval to

utilize \$2,904.60 of those funds for this new file system. P. Carr moved to approve the purchase of the new Reproductive Health file system utilizing funds that have accumulated in the Family Planning trail balance fund over the past few years and to move forward to Finance and Personnel committee for approval, D. Miller seconded; 4 in favor, 1 opposed (B. Gilles); motion carried.

C. S. Galoff explained the interest in the creation of a project status or limited-term employee position. The current status of the position does not allow benefits to be paid and the individual is interested in receiving some benefits. R. Anderson gave a background of past actions on this issue. R. Anderson disagrees with the change in the employee's status. S. Galoff mentioned the current employee would not be eligible to change to a contract employee due to contract rules. P. Barkla moved to defer action until the employee comes back with feedback, S. Mulhern seconded. Further discussion took place. P. Barkla withdrew his previous motion, as did S. Mulhern. B. Gilles made a motion to deny this position request, P. Barkla seconded; motion carried.

D. Other items properly brought before the committee for discussion only were as follows:

- S. Mulhern questioned the dental donations. S. Galoff mentioned we have not received any dental donations recently but she will include an updated list in the County Board packet. Two members of the public, Duane and Sharon Mattison again voiced concern of the dental program. S. Galoff gave additional detailed specifics for a better understanding of the dental program.
- Board of Health asked that the Public Health department request all offices be reviewed and checked for ergonomics by the county insurance company.

E. No future agenda items mentioned at this time

F. Confirm future meeting dates and times:

- Monday, July 18th, 2005 at 6pm in conference room C
- Monday, August 15th, 2005 at 6pm in conference room C

6. P. Barkla moved to adjourn, P. Carr seconded; motion carried; meeting adjourned at 7:28p.m.

Pierce County Board of Health Minutes – July 18th, 2005

Present: Dales Hines, Rich Purdy, Bill Gilles, Donna Miller & Dr. David Woeste (BOH Members); Sue Galoff & Becky Johnson (Staff Members)

Chairperson D. Hines called the meeting to order at 6:06pm.

1. Minutes from June 20th, 2005 Board of Health meeting were reviewed. R. Purdy moved to approve the minutes, B. Gilles seconded; motion carried.
2. Board of Health Chairperson Report – D. Hines reported on the following:
 - Reproductive Health Clinical File System was approved at the Finance/Personnel level
 - Update on Reproductive Health remodeling project
3. Health Officer Report-S. Galoff reported on the following:
 - Birth to Three State Review was a success. The state completed home visits and also spoke with clients. Excellent review.
 - WIC State Review was also a success. The state viewed our Ellsworth clinic and will also be viewing two outside clinics before final review is completed. Very positive comments were given on the WIC program.
 - There are some licensing issues on the Nugget Lake cabin. Environmental Health Specialist, Public Health Officer, Corporation Council and the Nugget Lake County Park Superintendent are working to resolve issues.
 - Continued concerns on the Wisconsin Medicaid Cost Reporting (WIMCR) deficit reduction funds. Will keep Board of Health updated on anything new.
 - Public Health is working with the Sheriff's Department and Human Services on common response policies for Meth Lab Clean Up and Drug Endangered Children.
 - 3 recent positive pertussis cases totaling 14 cases for Pierce County in 2005.
 - S. Galoff passed around memo written by C. Hodgson to A. Huppert and D. Nellessen regarding our recent ergonomic furniture purchase for 6 employees.
 - S. Galoff passed around Dental Health Program unduplicated client count by zip code.
 - No report, as of yet, from the state on our Public Health 140 review.
4. Financial reports, vouchers and monthly workshops were reviewed.

5. New Business

A. Requested approval of amended Women, Infant & Children's budget. R. Purdy moved to approve the amended WIC budget as presented, D. Miller seconded; motion carried.

B. No items were properly brought before the committee for discussion only.

C. No future agenda items mentioned at this time.

D. Confirm future meeting dates and times:

- Monday, August 15th, 2005 at 6pm in conference room C
- Monday, September 12th, 2005 at 6pm in conference room C
- Monday, October 17th, 2005 at 6pm in conference room C

6. R. Purdy moved to adjourn, B. Gilles seconded; motion carried; meeting adjourned 7:10p.m.

Pierce County Board of Health Minutes – August 15th, 2005

Present: Dales Hines, Rich Purdy, Paul Barkla, Peter Carr, Bill Gilles, Scott Mulhern, Donna Miller & Dr. David Woeste (BOH Members); Curt Kephart (Administrative Coordinator); Caralynn Hodgson & Becky Johnson (Staff Members)

Chairperson D. Hines called the meeting to order at 6:03pm.

1. Minutes from July 18th, 2005 Board of Health meeting were reviewed. P. Barkla moved to approve the minutes, B. Gilles seconded; motion carried.
2. Board of Health Chairperson Report – None
3. Director/Health Officer Report-C. Hodgson reported on the following:
 - Public Health 140 Review – Level 2 status until Director receives 16 masters credits then increased to a level 3 status. Dale referred to a letter he received from the State stating Division of Public Health - 140 Review recommendations
 - No contract information has yet been provided regarding the Cities Readiness Initiative. Representatives from St. Croix and Pierce counties will be meeting in St. Paul on August 23rd to learn more on this initiative.
 - Handout/Invite - Public Health Department Picnic Wednesday, August 24th 5pm at Summit Park in Ellsworth – games, grilling and fun.
 - Handout/Invite – FACT Workshop for Pierce County Leaders Tuesday, October 25th from 6-8pm at the University of Wisconsin-River Falls Rodli Commons, River Room
 - Handout/Invite – Western Regional Wisconsin Association of Local Health Departments & Board Wednesday, October 19th from 10am-2:30pm at the Best Western Trail Lodge Hotel & Suites in Eau Claire, WI
 - Handout/Invite – BIO EX '05 Friday, September 9th from 9am-1pm at the Pierce County Emergency Operations Center in Ellsworth, WI
 - Communicable disease update given.
 - Reviewed the Aegis Corporation workstation evaluation summary. We have asked Al Huppert – Building Maintenance Supervisor to include funds in his 2006 budget for approximately ½ of the needed workstations and then ½ in his 2007 budget.
 - Mileage reimbursement has been a concern of some staff members in the face of daily increases in gas prices. C. Hodgson provided information on the increased state mileage rate. Information was given to C. Kephart for follow-up at finance and personnel committee.

4. Financial reports, vouchers and monthly workshops were reviewed.

5. New Business

A. P. Barkla questioned the interview process for any new hires except department heads. Discussion took place. C. Hodgson mentioned currently an individual on the screening panel can not be included on the interview panel. She also voiced concern of board members on the screening and interview panels knowing the specific qualifications needed for the positions. P. Barkla mentioned that favoritism needs to be watched. C. Kephart explained his hiring process experience. P. Barkla moved to table action on the interview process of any new hires. D. Miller seconded; motion carried.

B. C. Hodgson explained the background on the dentist liability insurance providing a letter to all board members. Discussion took place. C. Hodgson also distributed a year to date budget including outstanding revenue yet to be received. B. Gilles moved to extract \$956.00 from the general Public Health budget, line item: contractual services for payment of dental liability insurance, P. Barkla seconded; motion carried.

C. C. Hodgson provided a HIPAA Security Rule Compliance Update. Dr. Woeste suggested possibly adding some HIPAA security items to our program audits.

D. C. Hodgson gave an update on the Methamphetamine meeting with other partners including the Sheriff's department, Human Services department and the Public Health department. They discussed proper instances of when each of the departments should be called to the scene. They are working together to get all policies in place.

E. No items were properly brought before the committee for discussion only.

F. Future agenda items mentioned at this time.

- 140 Public Health Review
- 2006 Public Health Budget

G. Confirm future meeting dates and times:

- Thursday, September 8th, 2005 at 6pm in conference room C
- Monday, October 17th, 2005 at 6pm in conference room C

6. P. Barkla moved to adjourn, B. Gilles seconded; motion carried; meeting adjourned 7:47p.m.

Pierce County Board of Health Minutes – September 08th, 2005

Present: Dale Hines, Rich Purdy, Paul Barkla, Peter Carr, Bill Gilles, Scott Mulhern & Donna Miller (BOH Members); Caralynn Hodgson & Becky Johnson (Staff Members)

Chairperson D. Hines called the meeting to order at 6:01 pm.

1. Minutes from August 15th, 2005 Board of Health meeting were reviewed. P. Barkla moved to approve the minutes, B. Gilles seconded; motion carried.
2. Board of Health Chairperson Report - None
3. Director/Health Officer Report-C. Hodgson reported on the following:
 - We are waiting for some responses from the State regional office on the Public Health 140 Review, therefore, will report on this next month
 - C. Hodgson and a few staff members attended the Cities Readiness Initiative meeting. The main focus of the meeting was on how St. Croix and Pierce Counties will fit in with the Twin Cities and the understanding of what Cities Readiness really is. We will continue meeting in 2006 with the Minnesota partners.
 - September 9th – To accomplish one of 16 objectives for our preparedness grant this year, we were involved in a nine county active exercise to test our Emergency Operations Center for Public Health preparedness. We were given a scenario of a pneumonic plague outbreak and had to respond to a variety of issues that came our way as we also prepared to open our Mass Clinic site for prophylaxing with antibiotics our entire Pierce County population. We had some partners in the EOC with us: the hospital and sheriff and together with our EM director, Gary Brown, did a good job of performing this task. We learned also how to beef up our plans to make them more effective as well.
 - Announced the resignation of Health Educator with her last day Friday, September 16th.
- P. Barkla questioned if there has been any legal opinion on the cabin licensing issue.
- C. Hodgson mentioned that nothing has yet been received from the state.
4. Vouchers and monthly workshops were reviewed.

5. New Business

A. Requested approval of Bioterrorism/Emergency Preparedness carryover funding and additional state aid funding. Discussion took place. R. Purdy moved to approve the amended Bioterrorism/Emergency Preparedness budget as presented with a budget total of \$50,645, P. Barkla seconded; motion carried. S. Mulhern questioned whether Bioterrorism/Emergency Preparedness funds could be used for the dental program. C. Hodgson will check into this.

B. Requested approval of Fluoride Mouthrinse grant funding. Discussion took place. P. Barkla made a motion to accept Fluoride Mouthrinse funding and budget as presented, P. Carr seconded; motion carried.

C. A couple of updated budget spreadsheets were distributed showing a difference of \$342 from the original 2006 Public Health budgets. P. Barkla moved approval of the 2006 Public Health budget as presented, B. Gilles seconded. Discussion of each individual budget took place. The use of the county car was discussed as well as milage reimbursements. P. Barkla questioned how conferences and trainings were reviewed and approved. C. Hodgson explained all staff complete an inservice request that is reviewed by the supervisor for approval. C. Hodgson distributed a grant dollar comparison spreadsheet showing which grants have increased and which have a decrease in state aid funds from previous years. It was mentioned that Public Health should continue to pursue writing grants for dental funds. P. Barkla called for the question. No objections. Motion carried.

D. No items were properly brought before the committee for discussion only.

E. Future agenda items mentioned at this time.

- Public Health 140 Review

F. Confirm future meeting dates and times:

- Monday, October 17th, 2005 at 6pm in conference room C

6. P. Barkla moved to adjourn, P. Carr seconded; motion carried; meeting adjourned 8:05 p.m.

Pierce County Board of Health Minutes – October 17th, 2005

Present: Dale Hines, Rich Purdy, Paul Barkla, Peter Carr, Scott Mulhern, Dr. Woeste (BOH Members); Curt Kephart (Administrative Coordinator); Caralynn Hodgson & DiAnn Fuchs (Staff Members)

Chairperson D. Hines called the meeting to order at 6:05 pm.

1. Minutes from September 8th, 2005 Board of Health meeting were reviewed. S. Mulhern moved to approve the minutes, P. Barkla seconded; motion carried.
2. Board of Health Chairperson Report – D. Hines reported on the following:
 - Welcomed the University Wisconsin River Falls Students who attended meeting to meet needs of a class within their social worker degree program.
 - Busy with County Budgets as a whole, will be finalized November 8th, 2005.
 - By the end of 2005 the contingency fund will be decreased by over 1 million dollars, no “big” ticket items but mainly small ticket items that add up.
 - Meeting being held this evening with Humane Society and problems they are having with operations and possible effects to Public Health issues in the future.
3. Director/Health Officer Report-C. Hodgson reported on the following:
 - Healthy Bytes Newsletter reviewed and discussed.
 - Public Health 140 Review discussed and reviewed state recommendations. Caralynn will follow up on recommendations.
 - Preparedness Update – BioX 05 functional exercise done on September 9th was discussed. This exercise tested our ability to open our EOC and mass clinic site to give antibiotics to all citizens due to a pneumonic plague outbreak scenario. Comment made that we have a very good Emergency Operations Center compared to other counties. Nine counties participated with 191 participants. Discovered the State needs to look at head of household dispensing (ex: Nursing Homes, College Students). Discussed beneficial MOU, to allow the county to call upon county employees to assist in an emergency. Learned a lot about the 4 areas of communication (land lines, VHS/UHS, satellite phones, ham radio). Public Health Department is looking into purchasing one satellite phone for our county to use but will be paid with consortium Bioterrorism dollars, and our local preparedness dollars would be used to pay for yearly plan, which is approximately \$280.00-\$780.00.

Satellite phone to be located in Emergency Management department.

- P. Barkla questioned Caralynn about the recent Home Care audit. No new information was brought forward from meeting with administration and Steve Tracey, Auditor. It was not clear why the meeting was called or why the auditor was asked to do this extra task for the county. There have been no follow-up discussions with the Department Head since this meeting. Question was asked if there was an additional cost for the Auditor to come to this meeting. C. Kephart will research if there was an additional charge and report back to the Board of Health.

4. Vouchers, in-services and monthly workshops were reviewed. Questions were answered. S. Mulhern questioned if the mosquito/vector control program was an individual contract or through LaCrosse County. C. Hodgson confirmed it is a contract through LaCrosse County. P. Barkla question why the cleaning supplies for the out sites are not purchased from the Maintenance/Building budget as a centralized purchase for the county. Suggested that C. Hodgson send a memo to Maintenance/Building Supervisor and Don Nellessen on this issue. Question arose about state funded Radon training.

4. New Business

- A. Requested approval of amended Women, Infant & Children's budget. Discussion took place. P. Barkla moved to approve the amended WIC budget as presented with a budget total of \$95,663, R. Purdy seconded; motion carried. S. Mulhern questioned the advertising expense. C. Hodgson confirmed it was important to advertise the WIC program for they need to make sure their case load is stable or they lose federal funds mid-year.
- B. Requested approval of Hugh J. Andersen Foundation grant disbursement. Discussion took place. S. Mulhern moved to recommend depositing funds of \$9,474 into a deferred revenue account with the intention of covering any 2005 Dental Health program deficit if it occurs and then utilize the remainder of the funds in 2006 as specified in the grant summary request. Motion seconded by R. Purdy; motion carried. Board members expressed their thanks to Lisa Raethke for her hard work on obtaining the Hugh J. Andersen Foundation Grant~Congratulations!
- C. No items were properly brought before the committee for discussion only.
- D. Future agenda items mentioned at this time.
- Bjorkland Study, impact/discussion and take action if necessary
 - Evaluation Forms
 - Satellite Phones

E. Confirm future meeting dates and times:

- November 21, 2005 at 6pm in conference room C
- December 12, 2005 at 6 pm in conference room C
- Reminder to Board of Health members of the upcoming training in Eau Claire on Wednesday, October 19th.

5. P. Barkla moved to adjourn, P. Carr seconded; motion carried; meeting adjourned 7:27 p. m.

Pierce County Board of Health Minutes – November 21st, 2005

Present: Dale Hines, Rich Purdy, Paul Barkla, Peter Carr, Bill Gilles, Donna Miller, Dr. Woeste (BOH Members); Caralynn Hodgson, Judy Ortwerth & Becky Johnson (Staff Members)

Chairperson D. Hines called the meeting to order at 6:02pm.

1. Minutes from October 17th, 2005 Board of Health meeting were reviewed. P. Barkla moved to approve the minutes, D. Miller seconded; C. Hodgson requested a change in the minutes to accurately reflect the discussion on radon. P. Barkla moved to approve the requested change as stated, B. Gilles seconded; motion carried.
2. J. Ortwerth presented a staff report on Jail Nursing including the following:
Nurse hours worked, coordination with other jail staff, ordering & set-up of medications, billing and insurance, Mantoux test, yearly policy review, inmate's chronic diseases, drug addictions and mental health problems. J. Ortwerth also stated that on Tuesday, November 22nd the Jail State Review will be held, but their only focus will be on nursing.
3. Board of Health Chairperson Report – D. Hines reported on the following:
 - Interviews for a Home Care Registered Nurse and a Health Educator were completed. References will be checked and we are hopeful to make offers for these two positions in the near future.
4. Director/Health Officer Report-C. Hodgson reported on the following:
 - New WIC computer software program “Rosie” has been up and running for 1 month. The new software has slowed down the process slightly due to working through some glitches but Information Services staff has been very helpful during this process
 - Meth meetings are being held with Sheriff's, Public Health and Human Services department's to develop cooperative policies. Staff members have been offered Meth trainings.
 - HIPAA security rules are being completed by Information Services, Human Services, Public Health and Administration
 - Two mammogram clinics were recently held; one in Plum City and one in Elmwood. We reached out 25 women who would not have had access to this service otherwise.
 - Flu Shot clinics are going well with a few more clinics remaining. Over 800 Flu shots have been given.

- Preparedness meeting with our community members was held November 16th. It was very successful with the community members contributing their ideas for streamlining our procedures in case of an incident in which we would need to open our Mass Clinic sites.
 - State Home Care Survey was completed. No state citations were given and only 1 federal citation was issued. There are a possibility of up to 450 citations that could be imposed from this type of survey, so to only have 1 out of 450 is wonderful. The State surveyor confirmed that our home care staff is providing quality care to all Pierce County residents that are served by this program. C. Hodgson commended the Home Care staff on a wonderful job!
5. Vouchers, in-services and monthly workshops were reviewed.
6. New Business
- A. C. Hodgson presented three performance evaluation forms with the board. Discussion took place. Question arose whether the Bjorklund Study was to come up with some sort of performance evaluation form. Discussion also took place as to whether one date should be set for all reviews to be completed or if reviews should be completed on employees' anniversary date. Consensus of the board members was that they were not real comfortable with any of the three forms that were presented. It was asked that C. Hodgson contact the Administration Department to see if they have any additional types of performance evaluation forms for review. It was also requested that C. Hodgson provide her job description at the next Board of Health meeting.
- B. P. Barkla moved to approve the Liberty 1800 satellite phone service plan costing \$780/ year with 1800 minutes available annually including any extra minutes costing \$0.99/ minutes. Voice mail and express data are all at no additional cost. Service costs for 2006 will be paid by the Public Health Department. After 2006, service costs for the satellite phone shall be divided equally among the Public Health Department and the Emergency Management Department. R. Purdy seconded; Discussion took place. It was mentioned that the memorandum of understanding for the GSP-2900 Satellite Phone stated that the parties shall review this agreement at least annually. Motion carried.
- C. An inquiry was made regarding the Public Health Christmas Tea. The Public Health Christmas Tea will be held on December 21st at 2pm.
- D. Future agenda items mentioned at this time.
- Evaluation forms
 - Director/Health Officer's job description
 - Report on grievances

E. Confirm future meeting dates and times:

- December 12th, 2005 at 6 pm in conference room C
- January 9th, 2006 at 6pm in conference room C

7. P. Barkla moved to adjourn, D. Miller seconded; motion carried; meeting adjourned at 7:52pm.