

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 9<sup>th</sup>, 2006**

Present: Dale Hines, Paul Barkla, Peter Carr, Bill Gilles, Donna Miller, Dr. Woeste (BOH Members); Sue Galoff, Katie Bartko & Becky Johnson (Staff Members)

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

1. Minutes from December 12<sup>th</sup>, 2005 Board of Health meeting were reviewed. P. Barkla moved to approve the minutes, D. Miller seconded; motion carried.
2. Staff Report-K. Bartko reported on the Women, Infants & Children's (WIC) program as follows:
  - Distributed a Pierce County WIC program graph comparing years 2001-2005 caseloads.
  - What is WIC?
  - WIC guidelines.
  - New computer system and how it affected the WIC program.
  - Wisconsin WIC contract formula change.
  - Statistical figures.K. Bartko excused 6:35pm.
3. Board of Health Chairperson Report – D. Hines commented on the “Wisconsin County Health Rankings 2005” publication, stating that Pierce County has done a great job. Other board members agreed.
4. Director/Health Officer Report-S. Galoff reported on the following:
  - Birth-to-3 will be hosting a student teacher for 6-8 weeks.
  - Our Birth-to-3 program will be piloting the new state IFSP forms.
  - Dental donations recently received totaling \$1,333.
  - Reproductive Health Registered Nurse position advertised in the newspapers; current employees will help to cover this vacancy until position is filled.
  - The City of River Falls has obtained control of the Ingram Center. We do not know the city's future plans for this building.
  - Reviewed safety procedures with all staff who make home visits and/or go to offsite clinics. We will update the policy as needed. P. Barkla voiced concern that all individuals making offsite visits should have a county cell phone.

- Laurie Lovedale began as our Health Educator for tobacco and emergency preparedness and is doing a great job.
- Received \$41,874.01 of Medicaid deficit reduction dollars.
- County meeting was held to discuss how issues will be handled without a humane society. A smaller group meeting was suggested to be held in the near future to determine department roles and how the County departments will work together.

B. Gilles excused 6:55pm.

5. Vouchers, in-services and monthly workshops were reviewed.

6. New Business

A. P. Barkla moved to approve the Memorandum of Understanding for Tuberculosis Clinical Services with the Wisconsin Division of Public Health department as presented, P. Carr seconded. S. Galoff provided an explanation of how the Tuberculosis Clinical Services would function. Galoff stated that this would allow clients without health insurance or Medical Assistance coverage to receive Tuberculosis related services such as a medical evaluation, chest x-ray and nursing visits. The medical providers would bill the Health Department and then the department would be reimbursed by the State Tuberculosis Program. This program allows the Health Department to be reimbursed for services that we are required by statute to provide. Discussion took place. P. Carr amended initial motion to include that all future memorandum of understanding renewals be done by the Director as part of their job, with the Board of Health being notified during the Directors report that the process is completed, seconded by P. Barkla. No further discussion to the amendment. Motion carried on the amendment. D. Hines asked if anymore questions or discussion on the first motion. There was no additional discussion or questions, motion carried on initial motion.

B. Future agenda item mentioned at this time was C. Hodgson's performance evaluation is due February 2006. Question arose on what format and evaluation form to use for C. Hodgson's performance evaluation. P. Barkla stated that he felt some Public Health staff should be included in Director Hodgson's performance review. D. Hines will follow-up with Curt Kephart.

C. Confirm future meeting dates and times:

- Monday, February 13<sup>th</sup>, 2006 at 6pm in conference room C.

7. P. Barkla moved to adjourn, P. Carr seconded; motion carried. Meeting adjourned at 7:30pm.

## Pierce County Board of Health Minutes – February 13<sup>th</sup>, 2006

Present: Dale Hines, R. Purdy, Paul Barkla, Bill Gilles, Donna Miller, Dr. Woeste (BOH Members); Caralynn Hodgson, Susan Timm & Becky Johnson (Staff Members)

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

1. Minutes from January 9<sup>th</sup>, 2006 Board of Health meeting were reviewed. P. Barkla moved to approve the minutes, D. Miller seconded; motion carried. R. Purdy abstained.

P. Barkla made a motion to move items 6. D, E & F before item 6. A., R. Purdy seconded; motion carried.

2. Staff Report-S. Timm reported, discussed and answered questions on Communicable Disease as follows:

- Top Ten Communicable Diseases in Pierce County
- Sexually Transmitted Infections
- Food & Water-Borne Diseases
- Lyme Disease and Hepatitis C

S. Timm excused 6:30pm.

3. Board of Health Chairperson Report – D. Hines mentioned that Administration requested a more condensed version of the annual report than has been completed in the past. C. Hodgson mentioned that the State of Wisconsin requires a more complete annual report from Public Health but we would make a more condensed version for Administration.

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

- Reproductive Health nurse interviews are completed. A provisional offer has been made.
- 2005 Consolidated Contract objectives were all met or exceeded.
- 2006 Consolidated Contract objectives have been negotiated and all contracts are signed.
- C. Hodgson and L. Lovedale are comprising a Pandemic Flu Plan for Pierce County Public Health. The plan will be presented to the Board of Health in the near future.
- Sheriff's department and the Public Health department met today on rabies control. A form is being developed for the Police department to complete on any occurrences and then

the completed form will be given to the Public Health department for follow-up.

- Long-Term Support and Human Services are meeting in relation to a family care consortium.
- Handout – Pierce County Public Health Department Preventive Dental Health Clinic 2005 Annual Report

5. Vouchers, in-services and monthly workshops were reviewed.

6. New Business

D. No other business was properly brought before the committee for discussion only.

E. No future agenda item mentioned at this time.

F. Confirm future meeting dates and times:

- Monday, March 20<sup>th</sup>, 2006 at 6pm in conference room C.
- Monday, April 17<sup>th</sup>, 2006 at 6pm in conference room C.

A. C. Hodgson reviewed the Memorandum of Understanding between Public Health, Human Services and the Sheriff's Departments on procedures to be followed relating to the discovery, investigation and processing of suspected methamphetamine and other clandestine laboratory facilities.

B. Motion by R. Purdy/P. Barkla to convene into closed session at 7pm pursuant to §19.85(1)(c) Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Performance evaluation of Public Health Director. Roll call vote and motion passed unanimously.

C. Motion by B. Gilles/P. Barkla to return to open session at 7:50pm. Roll call vote and motion passed unanimously. B. Gilles motioned that director received a favorable review and recommends granting step increase due to meeting or exceeding all standards, P.Barkla seconded; motion carried.

7. P. Barkla moved to adjourn, B. Gilles seconded; motion carried. Meeting adjourned at 8pm.

## Pierce County Board of Health Minutes – March 20<sup>th</sup>, 2006

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

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

1. Minutes from February 13<sup>th</sup>, 2006 Board of Health meeting were reviewed. Motion by Barkla/Gilles to approve the minutes; motion carried.
2. Board of Health Chairperson Report – None  
P. Barkla mentioned a manure pit spill has been forwarded to the Public Health department.
3. Director/Health Officer Report-C. Hodgson reported on the following:
  - HEAL Program is creating a “Walk Around Pierce County” program open to all Pierce County residents
  - Reproductive Health and the Prenatal Care Coordination programs are working in a collaborative effort providing clients with educational packets
  - Home Care Registered Nurse position is being advertised
    - Our Health Educator, has resigned; looking at additional applicants
    - Nuclear Plant drill will be held this summer
    - C. Hodgson attended a Bioterrorism meeting held March 20<sup>th</sup>, 2006; possible extra funding will be received in May to be utilized by August 2006 on our local pandemic flu plan. Met with the consortium on the final plans for the general Pandemic Flu Plan and the Board had a first reading. Will come to the next Board meeting with suggested changes and then we will need to revise further for our local needs.
4. Vouchers, in-services and monthly workshops were reviewed.
5. New Business
  - A. Request approval of DNR Environmental Health amended budget. Discussion held. Motion by Gilles/Barkla to approve the amended DNR Environmental Health budget as presented, with a budget total of \$8,124; motion carried.
  - B. Request approval of Seal-a-Smile amended budget. Motion by Purdy/Barkla to

approve the amended Seal-a-Smile budget as presented, with a budget total of \$2,123; motion carried.

C. Barkla/Carr moved to approve temporarily increasing the Reproductive Health Secretary hours from 21 to 35 hours per week from April 2006 through December 2006. Increased client visits and work load for the front office was discussed. C. Hodgson voiced this request would go through the 2007 budget process for a permanent increase in 2007. No county tax dollars will pay for this increase in hours. Increase will be completely paid for by excess program generated income already received in previous years. Motion carried.

D. C. Hodgson discussed the potential contract for home health services with Community Health Partnership. A one page agreement letter has been signed stating that we will continue discussions with them on completing a contract. They needed this signed memo to try and get a waiver from the feds to provide Medicare services in our area. Corporate Council is currently reviewing the contract CHP sent us and this will be brought forward to BOH at a later date.

E. C. Hodgson distributed and discussed the 2005 Public Health Annual Report. P. Carr clarified that in the report summary the programs for sunset would not be totally eliminated from the county but would just sunset from the Public Health department. The Public Health annual report for the State of Wisconsin is due 30 days after County Board approval of the department annual report.

F. P. Barkla asked Public Health Director/Health Officer, C. Hodgson, the status of her Masters program. Hodgson stated she has completed 6 credits thus far and currently is enrolled in a 4 credit class.

G. Future agenda items mentioned at this time as follows:

- Update on Reproductive Health Secretary position
- Update on Community Health Partnership, if any

H. Confirm future meeting dates and times:

- Monday, April 17<sup>th</sup>, 2006 at 6pm in conference room C.

7. Barkla/Gilles moved to adjourn; motion carried. Meeting adjourned at 7:08pm.

## Pierce County Board of Health Minutes – April 17<sup>th</sup>, 2006

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

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

1. Minutes from March 20<sup>th</sup>, 2006 Board of Health meeting were reviewed. Motion by Gilles/Barkla to approve the minutes; motion carried.
2. Board of Health Chairperson Report – Mr. Hines felt very fortunate and honored to receive the “2006 Friend of Public Health Award” earlier in the month.
3. Director/Health Officer Report-C. Hodgson reported on the following:
  - C. Hodgson attended the Legislative Breakfast Monday, April 17<sup>th</sup>
  - All Board of Health members are invited to next Legislative Breakfast held on July 17<sup>th</sup>, 2006 from 9-11am at St. Croix County Public Health
  - No confirmed mumps in Pierce County; if a case arises Public Health will provide surveillance, follow-up and screening
  - A couple of confirmed cases of Pertussis.
  - Home Care RN position interviews completed; hoping to fill position in the near future
4. Financial reports, vouchers and monthly workshops were reviewed. Financial reports included 2005 yearend reports and year-to-date 2006.
5. Old Business
  - C. Hodgson mentioned that five Public Health department requests, on 4/7/06 Finance & Personnel committee meeting, were all approved including: DNR & Seal-a-Smile amended budgets, temporary increase of hours for Reproductive Health clerical position, purchase of a used dental chair and maternity leave for an employee.
  - We are continuing to update offices with ergonomic furniture. We are also in the process of updating the Reproductive Health phone system and some of their offices will be carpeted this year.
6. New Business

A. R. Purdy voiced concern regarding the PFOS fish advisory and perfluorochemicals in the Mississippi River and the new fish advisory up stream from 3M. C. Hodgson has contacted the State Environmental Health department and she will report back to the board when she receives more information from the state on this issue.

B. Thank you and farewell was given to Dale Hines, Board of Health Chair for his dedicated service to the Board of Health. C. Hodgson presented Dale with a certificate and read some of D. Hines' highlights, over the past years, with Public Health. Scott Mulhern was also recognized for his years of service with this committee and his certificate will be mailed to him.

C. No other business was properly brought before the committee for discussion only.

D. Future agenda items mentioned at this time as follows:

- PFOS fish advisory update, if any

E. Confirm future meeting dates and times:

- Tuesday, May 2<sup>nd</sup>, 2006 at 6pm in conference room C.

7. Barkla/Purdy moved to adjourn; motion carried. Meeting adjourned at 7:10pm.

## Pierce County Board of Health Minutes – May 2<sup>nd</sup>, 2006

Present: R. Purdy, Bill Gilles, Ron Lockwood, Donna Miller, Ben Plunkett, Pamela Sans & Dr. David Woeste (BOH Members); Paul Barkla (County Board Chairperson); Caralynn Hodgson & Becky Johnson (Staff Members)

P. Barkla, County Board Chairperson called the meeting to order at 6pm.

1. D. Miller nominated B. Gilles as temporary Board of Health Chairperson. No other nominations were given. R. Purdy/D. Miller moved to close nominations; motion carried.

Round table of introductions took place.

2. R. Lockwood/B. Plunkett moved to elect R. Purdy as Board of Health Chairperson. R. Lockwood/D. Miller moved to close the election of Board of Health Chairperson; motion carried. R. Purdy was elected as Board of Health Chairperson.

3. D. Miller nominated B. Gilles as Board of Health Vice Chairperson. P. Sans nominated B. Plunkett as Vice Chairperson; B. Plunkett declined. B. Plunkett/Dr. D. Woeste nominated P. Carr as Vice Chairperson. P. Sans/B. Gilles nominated D. Miller as Vice Chairperson. B. Gilles/P. Sans moved to close the election of Vice Chairperson. P. Carr received 2 votes (B. Plunkett, D. Miller), D. Miller received 5 votes (R. Purdy, B. Gilles, R. Lockwood, P. Sans & Dr. D. Woeste); motion carried. D. Miller was elected as Board of Health Vice Chairperson.

4. Minutes from April 17<sup>th</sup>, 2006 Board of Health meeting were reviewed. Motion by Dr. D. Woeste/B. Gilles to approve the minutes; motion carried. B. Plunkett/P. Sans abstained.

5. Board of Health Chairperson Report – none

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

- 2006 Public Health annual report will soon be provided to all board members; P. Barkla asked that the 2006 annual report be sent to the public library when completed.
- C. Hodgson will provide new member orientation in the near future.
- B. Plunkett asked for reading material and/or brochures to help him orientate to Public Health programs.
- Staff members will take turns giving program presentations at future board meetings.

- New Home Care Nurse was hired with a start date of May 23<sup>rd</sup>, 2006.
- 8 applications were received for the Health Educator position. Screening and interviews will be completed within the next couple weeks.
- One positive mumps case in Pierce County. Public Health department will participate in state update calls once per week during this outbreak.

## 7. New Business

A. R. Lockwood discussed the Long Term Care Reform and the States use of managed care. A one page agreement letter has been signed stating that the Public Health department will continue discussions with Community Health Partnership, Inc. on completing a contract. C. Hodgson explained that we have a contract in the works and that it is currently with Corporation Council for review. Hodgson and Corp Council will be meeting in the near future to discuss this contract. C. Hodgson explained her previous discussions and meeting with Community Health Partnership, Inc. P. Barkla suggested that the Human Services department and the Public Health department meet together on this topic. R. Purdy suggested that each department should meet separately to listen to all angles for all involved. More discussion took place and R. Purdy agreed that possibly after more information was available for all to review that a joint meeting may be beneficial. P. Sans and B. Plunkett asked for paperwork to review and study on this issue for better understanding.

B. Future agenda items mentioned at this time as follows:

- Long Term Care Reform
- Fish advisory update

C. Confirm future meeting dates and times:

- June 12<sup>th</sup>, 2006 at 6pm in conference room C
- July 10<sup>th</sup>, 2006 at 6pm in conference room C

8. B. Gilles/D. Miller moved to adjourn; motion carried. Meeting adjourned at 7:13pm.

## Pierce County Board of Health Minutes – June 12<sup>th</sup>, 2006

Present: D. Miller, Ron Lockwood, Ben Plunkett, Pamela Sans and Peter Carr (BOH Members); Curt Kephart (Administrative Coordinator); Caralynn Hodgson & Becky Johnson (Staff Members)

Excused: R. Purdy, Bill Gilles, Dr. David Woeste

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

1. Minutes from May 2<sup>nd</sup>, 2006 Board of Health meeting were reviewed. Motion by R. Lockwood/B. Plunkett to approve the minutes; motion carried.
2. Board of Health Chairperson Report – none.
3. Director/Health Officer Report-C. Hodgson reported on the following:
  - New Home Care Registered Nurse started 3 weeks ago and working great.
  - New Health Educator started today, June 12<sup>th</sup>, 2006.
  - Student Intern started last week with no cost to the county.
    - Recently completed nuclear drills; Mini training and exercise with Emergency Operation Center and also drill in Elmwood to help prepare for a real event.
    - Trying to find another foreign language speaker as need arises. Looking at a language line that we would only pay when we use it.
    - Report given on meningitis case.
    - Working on a temporary Birth to Three program teacher from December – February; possibly can utilize a past student.
4. Financial reports, vouchers and monthly workshops were reviewed.
5. New Business
  - A. C. Hodgson asked to defer the presentation of Orientation to Board of Health Members on their Role in Public Health to the next months Board of Health meeting when more members are present.
  - B. R. Lockwood gave a presentation on Managed Care Meets Self-Determination / Redesigning Long-Term Care in Wisconsin including Community Based Care in

Wisconsin, Long-Term Care System Redesign, Family Care Pilots, Funding Sources for Adults, and RFI/RFP Reform Challenges. After the presentation, further discussion took place voicing concerns. C. Hodgson explained how Long-Term Care Reform may affect the Pierce County Home Health Care Program.

C. No other business properly brought before the committee for discussion only

D. Future agenda items mentioned at this time as follows:

- Board of Health Orientation Presentation
- Public Health Staff Reports

E. Confirm future meeting dates and times:

- Thursday, July 13<sup>th</sup>, 2006 at 6pm in conference room C.

7. P. Carr/R. Lockwood moved to adjourn; motion carried. Meeting adjourned at 7:43pm.

## Pierce County Board of Health Minutes – July 13<sup>th</sup>, 2006

Present: Dr. Rich Purdy, Donna Miller, Peter Carr, Bill Gilles, Ben Plunkett and Pamela Sans (BOH Members); Curt Kephart (Administrative Coordinator); Caralynn Hodgson & Becky Johnson (Staff Members)

Chairperson Dr. R. Purdy called the meeting to order at 6:02pm.

1. Minutes from June 12<sup>th</sup>, 2006 Board of Health meeting were reviewed. Motion by B. Gilles/D. Miller to approve the minutes; motion carried.
2. Board of Health Chairperson Report – R. Purdy explained that the Finance & Personnel committee has requested that all departments propose a possible 15% tax levy cut for the County Board of Supervisors to review and possibly adopt a portion or all of the cuts.
3. Director/Health Officer Report-C. Hodgson reported on the following:
  - State Home Care Surveyor followed up on our state survey that was completed this past winter and called to report that our one citation is now corrected.
    - Reviewed the 4 new 2007 position requests that were submitted by Public Health
  - Distributed a Pierce County Radon Test map showing radon levels in specific areas
4. Financial reports, vouchers and monthly workshops were reviewed.

6:30pm C. Kephart arrived.

### 5. New Business

A. C. Hodgson explained the Child Passenger Safety Permanent Fitting Station grant objectives and funds that the Public Health department has been awarded. Motion by P. Carr/D. Miller to accept the \$1,394 Child Passenger Safety Permanent Fitting Station grant funds and amend the Car Seat budget as presented and forward onto Finance & Personnel committee for approval; motion carried.

B. B. Johnson explained the increased funds in the 2006 Women, Infants & Children (WIC) budget. Motion by P. Carr/B. Gilles to accept the amended 2006 WIC budget as presented and forward onto Finance & Personnel committee for approval; motion carried.

C. Requested approval of \$2,206 First Breath grant funds and budget. Motion by B. Gilles/D. Miller to accept the \$2,206 First Breath grant funds and budget as presented; motion carried.

D. C. Hodgson discussed the consortium Pandemic Flu Plan and her recommendation in using this plan as our Pierce County local plan. Discussion took place. C. Hodgson explained that in an outbreak we need to consider what to continue to offer, what is a priority, what programs must continue during the outbreak, etc. Motion by P. Carr/B. Gilles to accept the document as presented as the Pierce County Public Health department Pandemic Flu Plan; motion carried.

E. Requested approval of \$9,196 Pandemic Influenza grant funds and budget. Motion by B. Gilles/P. Carr to accept the \$9,196 Pandemic Influenza grant funds and budget as presented; motion carried.

F. C. Hodgson explained the cleaning need in the River Falls Ingram Center and requested approval to hire the services of Kevin Lacek to clean the Reproductive Health offices weekly for a monthly fee of \$225. He currently cleans the rest of the building for the city of River Falls. Motion by P. Carr/D. Miller to hire the services of Kevin Lacek to clean the Reproductive Health offices weekly for a monthly fee of \$225. Motion carried with 1 opposed (B. Gilles).

G. Role of the Board of Health for Pierce County Public Health Department was postponed to a later meeting.

H. C. Hodgson provided a handout and reviewed 2007 Public Health program priorities and possible budget cuts. C. Hodgson discussed each item on the proposed cuts and entertained all questions/concerns. D. Miller voiced concern of cutting Pierce County resident services that she felt should be offered by our department, just to meet our 15% tax levy cut. B. Gilles asked for the list of proposed budget cuts to be updated with prioritized divisions of 5% cuts, 10% cuts and then 15% cuts. B. Gilles departed the meeting at 7:20pm. R. Purdy also asked for detailed impact statements on each proposed cut. C. Hodgson will update the proposed 15% tax levy cuts including the impact and prioritization by 5%, 10% and 15% cuts and then circulate to all Board of Health members for review. If further discussion and/or explanation is needed, a meeting will be set up with Dr. R. Purdy, B. Gilles, R. Lockwood and Public Health before August 1<sup>st</sup>, 2006.

I. No other business properly brought before the committee for discussion only.

J. Future agenda items mentioned at this time as follows:

- Board of Health Orientation Presentation
- 15% Tax Levy Budget Cuts

K. Confirm future meeting dates and times:

- Monday, August 14<sup>th</sup>, 2006 at 5:15pm in conference room C.

7. P. Carr/B. Plunkett moved to adjourn; motion carried. Meeting adjourned at 8:10pm.

## Pierce County Board of Health Minutes – August 14<sup>th</sup>, 2006

Present: Dr. Rich Purdy, Donna Miller, Peter Carr, Ben Plunkett, Pamela Sans & Dr. David Woeste (BOH Members); Caralynn Hodgson, Michele Williams & Becky Johnson (Staff Members)

Chairperson Dr. R. Purdy called the meeting to order at 5:17pm.

1. Minutes from July 13<sup>th</sup>, 2006 Board of Health meeting were reviewed. Motion by D. Miller/B. Plunkett to approve the minutes; motion carried.
2. Board of Health Chairperson, Dr. R. Purdy reported that the Finance & Personnel committee has reviewed possible 15% cuts this past week from all departments. He mentioned that C. Hodgson was commended for the best presentation of 15% cuts to this committee. R. Purdy asked C. Hodgson to meet with the Sheriff to discuss the transfer of the Jail Nurse budget.
3. M. Williams, Environmental Health Specialist, gave a presentation on the following:
  - Radon Program: definition of radon, effects of radon, how to test your home, what results mean, radon mini-grant and radon activities.
  - Transient Non-Community (TNC) DNR Contract: definition of TNC systems, TNC requirements, Pierce County TNCs, contract requirements, 2006 revenues and costs, sample pictures of wells and pressure systems.
  - Agent Program Licensing & Inspection: Purpose, inspections, enforcement, agent program staffing requirements, permits, reports & records, licensed facility roster, license fees, revenue and applicable codes.

M. Williams departed.

4. Director/Health Officer Report-C. Hodgson reported on the following:
  - Reminder that all Board of Health members are invited to the Pierce County Pandemic Flu Preparedness Tabletop Exercise, August 21<sup>st</sup> from 1-4pm at the lower level multipurpose room in the Pierce County office building.
  - Distributed the final 2005 Pierce County Public Health annual report.
  - The department will be having two staff leaves within the next couple months. The WIC department leave will be covered by current staff. The Birth to Three department leave will require contracting with someone to take on some professional services so we remain

in compliance with HFS 90.

- Our Birth to Three speech therapy contractor will be ending soon due to the lack of a speech therapist on their staff. We are researching possibilities of an individual to contract with us for this position. The Board of Health supported C. Hodgson to go ahead and complete and sign a contract with the individual she felt best fit our needs for a Birth to Three speech therapist.
- 1 case of LaCrosse Encephalitis reported. We are utilizing our Vector Control Manager that we contract with to research this case. Recycling Center is on the list to be tested by the Vector Control Manager due to the fact that they have some tires in their area.

Dr. D. Woeste arrived 6:05pm.

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

## 6. New Business

A. C. Hodgson explained the background of our Public Health level status and the difference between the three levels of Public Health. She then provided a handout and presented a power point presentation on the Role of the Board of Health for the Pierce County Public Health department which included the Role of our Board of Health objectives, history of Public Health successes, what is Public Health, our mission statement, the 3 core functions of Public Health, 12 essential functions, Wisconsin statutes and administrative laws, programs & services and staff & resources.

B. Reviewed the 2007 program priorities and budget cuts. R. Purdy voiced his recommendations for possible cuts based on the presentation given by C. Hodgson at the last Finance and Personnel meeting. After much discussion, Dr. D. Woeste/P. Carr made a motion to encourage Finance & Personnel committee to not cut #5, #8, #9, #10, #11 from the Public Health 15% proposed cuts; motion carried. R. Purdy will send this recommendation to the chair of F & P committee.

C. C. Hodgson distributed and reviewed the 2007 new position requests. P. Carr/D. Miller moved to approve all four 2007 Public Health new position requests as presented; motion carried.

D. C. Hodgson discussed the new Wisconsin State KI Plan. She informed the committee that there was a resolution drafted in 2002 by the emergency management department to not accept KI stockpiles at that time from the state of Wisconsin, which then was approved by the full county Board that same year. The history of why EM does not want KI distribution to citizens within the ten mile radius of Prairie Island was fully explained along with why the current health officer for Public Health feels we should accept the states offer as written in their current plan. We will get many more calls from citizens

wondering why we do not care about their health once they hear that Minnesota is offering this service to their citizens than we will get on how to use the coupon system. Public Health feels this is just another way to calm people down in an actual event if they have something they can take while they evacuate the area. It will not take any time or effort from our department or emergency management to offer this plan to our citizens and the State of Wisconsin will do all of the educating to our citizens. It will still be up to individuals and their families to choose whether they will get the KI or not. After the committee asked questions, B. Plunkett/P. Carr moved to support Pierce County's participation in the KI program as the State of Wisconsin KI plan states; motion carried. R. Purdy voiced concerns of daycares, schools and businesses not currently being a part of the Wisconsin plan and he was informed that the Health Officer informed the State WEM and Division of Public Health staff that this is her concern as well and would like to see them included in the plan.

E. C. Hodgson requested a cost savings measure by sending Board of Health agendas, minutes & packets electronically. All members have a home computer but a couple members voiced they do not own a printer. After discussion, it was decided that the Public Health department would send future agendas and minutes electronically but will remain sending packets via US mail.

F. No other business properly brought before the committee for discussion only.

G. No future agenda items mentioned at this time.

H. Future meeting date and time:

- Thursday, September 14<sup>th</sup>, 2006 at 5:15pm in conference room C

Tentative meeting dates and times:

- Wednesday, October 25<sup>th</sup>, 2006 at 5:15pm in conference room C
- Wednesday, November 22<sup>nd</sup>, 2006 at 5:15pm in conference room C

7. D. Miller/Dr. D. Woeste moved to adjourn; motion carried. Meeting adjourned at 8:05pm.

## Pierce County Board of Health Minutes – September 14<sup>th</sup>, 2006

Present: Dr. Rich Purdy, Peter Carr, Ron Lockwood, Ben Plunkett, Pamela Sans(BOH Members); Curt Kephart (Administrative Coordinator); Caralynn Hodgson, Katie Bartko & Becky Johnson (Staff Members)

Chairperson Dr. R. Purdy called the meeting to order at 5:23pm.

1. Minutes from August 14<sup>th</sup>, 2006 Board of Health meeting were reviewed. Motion by Sans/Carr to approve the minutes; motion carried.

2. Board of Health Chairperson - None

3. K. Barkto, Women, Infants & Children Supplemental Nutrition Program (WIC) Director, gave a presentation on the following topics. Definition of WIC, back ground information, WIC nationwide, clinics and services, mission statement, purpose & goals, enrollment in WIC, approved supplemental foods, WIC food packages, proposed changes for WIC, Farmers Market Nutrition program, program benefits, enrollment requirements, statistics, WIC laboratory services and case load.

K. Barkto departed 6:05pm.

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

- Pandemic Flu exercise was held last month and went well. Unfortunately, Law Enforcement and funeral homes were not in attendance.
- Confirmed LaCrosse Encephalitis in 6 year old; child is doing well and back to school

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

6. New Business

A. C. Hodgson distributed a memo requesting Home Care rate increases along with the 2005 Cost Report Computation of Program Costs worksheet completed by Tracey & Thole, s.c. Certified Public Accountants. C. Hodgson reviewed the 2005 Cost Report worksheet and the recommendation for increased rates. Dr. R. Purdy, Board of Health Chairman, entertained a motion. Lockwood/Plunkett moved to approve the Home Care rate increases as presented effective January 1, 2007; motion carried.

P. Sans excused 6:25pm

B. Members had the 2007 Public Health budget in their packets which included the 15% county tax levy cuts from the 2006 Public Health budget. Chairman, Dr. R. Purdy voiced that at the August 14<sup>th</sup>, 2006 Board of Health meeting the board made a motion to encourage Finance & Personnel committee to not cut items #5 and #8, 9, 10, and 11 from the Public Health 15% tax levy cut list, which was previously presented to Finance & Personnel. Purdy asked for another version of the Public Health budget be created for Finance & Personnel committee which would include the 5 items on the 15% cut list back into the budget. B. Johnson mentioned these would include items #5 and #8-#11 totaling \$44,249 back into the budget changing the 15% county tax levy cut down to 8.9% tax levy cuts. C. Hodgson agreed to make these adjustments to the Public Health budget and resubmit a budget with an 8.9% county tax levy cut column along with the 15% county tax levy cut column.

C. Kephart voiced he did not like the Jail Nurse moving from Public Health to the Sheriff's department. C. Hodgson discussed some positive impact this move would have for the county.

C. Hodgson provided a handout showing Public Health unused county tax levy dollars from 1996 – 2005. Hodgson explained that each year we search for additional grants, etc and if they are received then we do not spend all the county dollars that were slotted for Public Health but instead utilize all additional grant funds first, therefore, leaving county tax levy unused by the Public Health department and returned to the county as a whole.

C. Kephart excused 6:55pm

C. No other business properly brought before the committee for discussion only.

D. Future agenda items mentioned at this time were as follows:

- R. Lockwood briefly discussed Long Term Care Reform and would be interested in giving a presentation to our Board at the October meeting.

E. Future meeting dates and times:

- Thursday, October 26<sup>th</sup>, 2006 at 5:00pm in conference room C
- Thursday, November 30<sup>th</sup>, 2006 at 5:00pm in conference room C

P. Carr excused 7:17pm

Dr. R. Purdy questioned the issue of county cars being department owned and monitored versus county owned and monitored and what impact this may have.

7. Lockwood/Plunkett moved to adjourn; motion carried. Meeting adjourned at 7:25pm.

## Pierce County Board of Health Minutes – October 26<sup>th</sup>, 2006

Present: Donna Miller, Peter Carr, Bill Gilles, Ron Lockwood, Ben Plunkett (BOH Members); Paul Barkla (County Board Chairperson); Curt Kephart (Administrative Coordinator); Sue Galoff & Becky Johnson (Staff Members)

Vice Chairperson D. Miller called the meeting to order at 5:02pm.

1. Minutes from September 14<sup>th</sup>, 2006 Board of Health meeting were reviewed. Motion by P. Carr/R. Lockwood to approve the minutes; motion carried. B. Gilles abstained.
2. Board of Health Chairperson - None
3. S. Galoff, Assistant Director, distributed and reviewed C. Hodgson's emailed Director's report including the following:
  - Commended staff members for their extra efforts in recent work on budget options, human health hazard inspection and grant writing.
  - Hugh J. Andersen grant funds awarded in the amount of \$10,000.
  - Public Health held a successful Interim Pharmaceutical Stockpile Exercise on Sep 28<sup>th</sup>. Will also be holding an Influenza Mass clinic this fall.
  - Continuing to negotiate the Consolidated Contract objectives with the State.
  - WIC Director had a beautiful baby boy.S. Galoff also highlighted the following:
  - A local county dental office has donated time to complete restorative care on 4 children that were recognized in our preventive dental clinic with restorative needs.
  - Current Dental grants are the Seal-a-Smile grant, Hugh J. Andersen grant and the Fluoride Mouthrinse grant
4. Financial reports, vouchers and monthly workshops were reviewed.
5. New Business
  - A. B. Johnson requested approval of amended 2006 Radon budget. Johnson explained in previous years the grant ran mid-year to mid-year and will now operate on a calendar year basis, therefore, \$1,500 was awarded for the second half of 2006. P. Carr/B. Plunkett moved to approve the amended 2006 Radon budget as requested; motion carried.

B. S. Galoff explained the \$10,000 Hugh J. Andersen Foundation grant that was awarded. Concern was voiced regarding the possible increase in the original Public Health dental scope but realized that this is a grant and no county funds are required. S. Galoff explained that we are finding more restorative needs than anticipated and we are having great difficulty finding dentists to accept these referrals. Simple restorative care could reduce the number of needed referrals to other dentists. P. Carr/R. Lockwood moved to accept the Hugh J. Andersen grant funds, budget approval and approval of contract position as presented; motion carried.

C. The 2007 Public Health budget was originally presented with at 15% county tax levy cut from 2006. The Board of Health then recommended putting back specific items decreasing the 15% cut to an 8.9% cut. After that, the only additional change made to this budget option was having the Jail Nurse budget put back into Public Health for 2007 and then having the Public Health Director and the Sheriff's department work on a transition of this program budget from Public Health to the Sheriff's department over the next year.

Vice Chairperson, D. Miller voiced that it was requested to move item G. before item D. No one objected.

G. Future meeting date was changed to Monday, November 27<sup>th</sup>, at 5:15pm in conference room C.

B. Johnson departed 5:38pm

D. R. Lockwood provided handouts and gave a power point presentation on Long Term Care redesign and examples of possible implementation plans. P. Carr departed at 6:10pm. Discussion took place on Long Term Care redesign and implementation plans.

E. No other business properly brought before the committee for discussion only.

F. No future agenda items mentioned at this time.

7. B. Gilles/R. Lockwood moved to adjourn; motion carried. Meeting adjourned at 6:50pm.

## Pierce County Board of Health Minutes – November 27<sup>th</sup>, 2006

Present: Dr. Rich Purdy, Ron Lockwood, Ben Plunkett, Pamela Sans & Dr. David Woeste (BOH Members); Caralynn Hodgson, Sue Galoff, Becky Johnson, Ellen Butts & Jena Most (Staff Members)

Chairperson Dr. R. Purdy called the meeting to order at 5:15pm.

1. Minutes from October 26<sup>th</sup>, 2006 Board of Health meeting were reviewed. B. Johnson distributed an email from Corporation Counsel, Brad Lawrence, with a suggestion to include on #2 after Board of Health Chairperson the word "Report". Corporation Counsel also suggested "to include a statement on 6.D. after P. Carr departed at 6:10pm something to the effect of County Board Chair Barkla, as ex officio member pursuant to §4-7 Pierce County Code, participated to maintain a quorum". Members discussed these changes and decided not to change any of the verbiage. Motion by R. Lockwood/B. Plunkett to approve the minutes as originally written; ~~motion~~ carried. P. Sans, Dr. R. Purdy & Dr. D. Woeste abstained. Motion failed.

2. E. Butts/J. Most, Reproductive Health staff, reported on the following:
- Background of how Pierce County Reproductive Health Program was developed
  - Program funding sources
  - Targeted population
  - Services provided
  - Family Planning Medicaid Waiver
  - Program statistics
  - University of Wisconsin – River Falls contractual service agreement
  - Federal government requirement changes

Discussion was held regarding the concern with the timeliness of the application process of the Family Planning Waiver. B. Plunkett inquired if the Reproductive Health program's generated income could help support the Economic Support staff. Discussion was held and was explained that this would not be a feasible use of the program generated income.

E. Butts/J. Most departed.

3. Board of Health Chairperson Report - none

4. C. Hodgson, Director/Health Officer reported on the following:
- Cats Meow, Dogs Bark issues discussed. C. Hodgson also commended S. Galoff & M. Williams for their professionalism in dealing with these issues
  - Negotiating continues for the State consolidated contracts
  - Front office reconfiguration issues discussed
  - New office carpeting issues discussed
  - C. Hodgson has completed her 14<sup>th</sup> masters credit

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

6. New Business

A. C. Hodgson explained the resolution for revision of licensed establishment fee schedule including the 5% to help cover the cost of the Environmental Health staff and also an additional 10%, which would give the state up to 20% in fee returns. Our agency has been informed that the State will be increasing the fees they charge to our agency for being an agent program but currently we do not know how much or when the fee increase to the state will take effect. P. Sans/R. Lockwood moved to approve and authorize both the 5% increase in fees to cover internal program costs and the 10% increase to be proactive for an impending increase from the State of Wisconsin of contract fees we pay to them. Total increase in fee structure for 2007 will be 15%; motion carried.

B. C. Hodgson explained the need for a temporary increase in the Reproductive Health Secretary's position from a 0.6 FTE to a 1.0 FTE in 2007. She also explained the need for a temporary increase in the Reproductive Health Billing Clerk's position from 35 hours per week to 40 hours per week in 2007. These increases are completely funded by previous years accumulated program generated income and no county tax dollars are needed. After discussion, Dr. D. Woeste/B. Plunkett moved to approve a temporary increase in the Reproductive Health Secretary's position from a 0.6 FTE to a 1.0 FTE in 2007 and a temporary increase in the Reproductive Health Billing Clerk's position from 35 hours per week to 40 hours per week in 2007 as presented; motion carried.

C. B. Johnson requested approval of the amended Seal-a-Smile grant funds and budget with at total budget of \$3,094. P. Sans/Dr. D. Woeste moved to approve the additional grant funds and amended Seal-a-Smile budget as presented; motion carried.

D. No other business properly brought before the committee for discussion only.

E. No future agenda items mentioned at this time.

F. Future meeting dates and times as follows:

- Monday, January 22<sup>nd</sup> at 5:15pm in conference room C
- Monday, February 26<sup>th</sup> at 5:15pm in conference room C

7. R. Lockwood/P. Sans moved to adjourn; motion carried. Meeting adjourned at 6:45pm.