

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

**Minutes are generally approved at the following meeting**

## **Pierce County Board of Health Committee Minutes–January 26<sup>th</sup>, 2009**

**Present:** Dr. Rich Purdy, Donna Miller, Bill Gilles, Greg Place & via phone Nikki Shonoiki

**Excused Absent:** Peter Carr, Jim Ross & Dr. David Woeste

**Also Attending:** Staff (Caralynn Hodgson, Carmen Bertelsen & Becky Johnson)

Chairperson Dr. Rich Purdy called the meeting to order at 5pm.

1. Review of the minutes from the December 22<sup>nd</sup>, 2008 Board of Health meeting. Minutes were updated as follows: Under #3, the first bullet, the last sentence was rewritten to read “We currently have two employees in our agency that are Lead Hazard Investigators” instead of Certified Lead Assessors. D. Miller/G. Place moved to approve the minutes as amended; motion carried with B. Gilles abstaining.
2. C. Bertelsen gave a staff presentation, along with a handout, on Thirdhand Smoke including the following:
  - What is “thirdhand” smoke?
  - Poisonous gases, chemicals & metals included in tobacco smoke
  - Facts of “thirdhand” smoke
  - Smoke-free statisticsBertelsen lead a further discussion and also explained what information the Public Health department provides to the community on tobacco use.
3. Board of Health Chairperson’s report: None
4. C. Hodgson, Director/Health Officer reported on the following:
  - Public Health dental program recently received a \$200 donation
  - Distributed and reviewed the Reproductive Health satisfaction survey
  - Notified board that Wisconsin Well Women funds may be cut in half for 2009 and Tobacco-Free Coalition funds are not completely safe either. Caralynn will keep the board informed of these State funds when decisions are finalized.
  - We have been approved to complete the on-line survey form of the 140 review
5. Financial reports, vouchers and monthly workshops were reviewed.
6. C. Hodgson reviewed the background and changes back to June 2007, on the Pierce County Tobacco Free Act ordinance. B. Gilles questioned if the local Law Enforcement is on board for the enforcement of this ordinance. C. Hodgson noted that she discussed this with Sheriff Hove in the past but would need to revisit this concern with Sheriff Hove to confirm. B. Gilles/D. Miller moved to defer action on the Pierce County Tobacco Free Act ordinance until the next meeting; motion carried.

7. B. Gilles/G. Place moved to defer the fluorescent bulb recycling discussion until the next meeting; motion carried.
8. No other business was brought before the board for discussion only.
9. Future agenda items:
  - Kathleen Vinehout presentation on Wisconsin Universal Health Insurance
  - Pierce County Tobacco Free Act ordinance revisions
  - Fluorescent bulb recycling
10. Future meeting dates and times as follows:
  - Monday, Feb 23<sup>rd</sup> at 5pm in conference room C
  - Monday, Mar 23<sup>rd</sup> at 5pm in conference room C
  - Monday, Apr 27<sup>th</sup> at 5pm in conference room C
  - Monday, May 18<sup>th</sup> at 5pm in conference room C
11. Motion by B. Gilles/G. Place to defer action until next meeting on convening into closed session 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. Motion carried.
12. D. Miller/N. Shonoiki moved to adjourn the Board of Health meeting; motion carried. Meeting adjourned at 6pm.

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**Present:** Dr. Rich Purdy, Donna Miller, Peter Carr, Greg Place, Jim Ross, Nikki Shonoiki & Dr. David Woeste

**Excused Absent:** Bill Gilles

**Also Attending:** Sheriff Nancy Hove, Staff (Caralynn Hodgson, Sue Galoff & Becky Johnson)

Chairperson Dr. Rich Purdy called the meeting to order at 5:03pm.

1. Review & approval of the minutes from the January 26<sup>th</sup>, 2009 Board of Health meeting. D. Miller/N. Shonoiki moved to approve the minutes as presented; motion carried.
2. Board of Health Chairperson, Dr. R. Purdy, reported that he recently spent 12 days in Washington D.C. He met with various legislators and attended some meetings regarding Resource Conservation & Development and Toxic Substance Control.
3. C. Hodgson, Director/Health Officer reported on the following:
  - Currently reviewing public health emergency plan
  - Will be attending meeting in St. Paul to prepare for Cities Readiness Initiative exercise with Minnesota
  - Will be working on special population plans which may include meetings with Sheriff's department, Human Services and Aging Disabilities Resource Center in the future
  - The County Chairperson, Mr. Paul Barkla, is interested in having a county wide pandemic influenza plan. G. Place voiced interest in having a table top exercise in the near future with the security plan to help adjust the plan as needed. C. Hodgson and G. Place will meet to discuss.
  - Birth to Three program is extremely busy with many new referrals. Some rearranging of nurses schedules has taken place to assist the Birth to Three Coordinator during this busy time. Hodgson also voiced the need for Birth to Three Speech Therapy. It has been difficult to keep contracted speech therapists. We will be presenting a request at budget time this year for a speech therapist to be hired internally to try and stabilize this necessary service for our clients. We are currently working with various other providers to fill this gap until then.
  - We currently have a tuberculosis case that our staff is providing daily direct observed therapy. We will decrease visits per protocol.
  - Reminder to board members to turn in their per diems to the Administration department on a monthly basis. Also mentioned that any vouchers that are not turned in to Administration within three months of the expense will not be honored. Hodgson distributed memo from Mr. Barkla referencing these items as a reminder.
4. Financial reports, vouchers and monthly workshops were reviewed.
5. C. Hodgson explained that the State restructured the tobacco control granting process after the budget process and therefore, we were awarded an additional \$22,436 for our Tobacco

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Prevention and Control program. Hodgson explained how the restructuring will affect our county. Motion by Dr. D. Woeste/D. Miller to approve the Tobacco Prevention & Control amended 2009 budget as presented; motion carried.

6. C. Hodgson explained that the Reproductive Health sliding fee scale has not been updated since January 2007. She also noted the importance of reviewing and revising of this scale periodically to be sure our rates reflect changes in other revenue sources. For example, we need to have our billed rate of pay at least higher than the current Medicaid rates or we will not be allowed to collect all of the revenue from Medicaid we are entitled to. G. Place/P. Carr moved to approve the Reproductive Health sliding fee scale as presented; motion carried.
7. C. Hodgson noted that several surrounding counties have smoke-free grounds. Enforcement questions and signage were discussed. Public Health will be responsible to go out when they see someone in violation. If the individual in violation becomes irate, then the Sheriff's department will step in and may issue a citation. It was noted that past experience with other counties is that the enforcement has not been an issue. Sheriff Hove questioned if an exception could be made for dispatchers as they can not leave county grounds during their shift. Hove also asked for the list of levels of enforcement to review before they are posted. It was mentioned that when smokers are smoking in certain areas outside the Pierce County office building that the smoke smell is drawn in through the ventilation system throughout the building. It also comes in through the windows in the Pierce County office building when one is standing smoking outside the windows or at the picnic table. There was some confusion whether our agency would be receiving additional funds if a County Tobacco Free Act ordinance would be passed. C. Hodgson clarified that no additional funds will be awarded to us if the county grounds go smoke-free. Dr. D. Woeste moved to approve the Pierce County Tobacco Free Act ordinance as presented; motion failed for a lack of a second motion. Further discussion took place as other board members stated that they are not necessarily against an ordinance but they still felt that they needed more information before making their final decision. Items that will be reviewed before the next meeting will be the State Statute, other Counties policies and the Village of Ellsworth's policy. It was asked that this be a future agenda item at the next Board of Health meeting in March.
8. Information was previously provided to all board members on fluorescent bulb recycling. C. Hodgson noted that Steve Melstrom, Solid Waste / Recycling Administrator, does recycle fluorescent bulbs. J. Ross stated his main concern is the question of how many of these bulbs are not being recycled and what does that mean to the land fills. C. Hodgson will watch for any state information on this issue and publish in the local newspaper to educate the public.
9. Dr. R. Purdy noted that while he was in Washington D.C. that he had a discussion with Congressman, Ron Kind and his staff and asked if the Federal government could do something about outdoor wood-burning regulations.

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### 10. Future agenda items:

- Pierce County Tobacco Free Act ordinance
- Kathleen Vinehout presentation on Wisconsin Universal Health Insurance

### 11. Future meeting dates and times as follows:

- Monday, Mar 23<sup>rd</sup> at 5pm in conference room C
- Monday, Apr 27<sup>th</sup> at 5pm in conference room C
- Monday, May 18<sup>th</sup> at 5pm in conference room C

### 12. Motion by P. Carr/D. Miller to convene into closed session at 6:13pm 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.

S. Galoff & B. Johnson dismissed at 6:14pm.

### 13. Motion by J. Ross/N. Shonoiki to return to open session at 7:05pm. Roll call vote and motion passed unanimously.

Motion by J. Ross/Dr. D. Woeste to approve an exceeds standards rating in all categories for the Public Health Director's performance evaluation and recommends a step increase in pay to the next level within current grade effective March 1<sup>st</sup>, 2009. The Public Health Director accepts the evaluation and ratings, but requests that the full dollar amount increase to the next step be split and given in equal one third amounts, as a one time only appreciation bonus, to Becky Johnson, Susan Galoff and Katie Bartko and the Public Health Director will remain at her current step and salary. Motion passed unanimously.

### 14. P. Carr/D. Miller moved to adjourn Board of Health meeting; motion carried. Meeting adjourned at 7:15pm.

## **Pierce County Board of Health Committee Minutes–March 23<sup>rd</sup>, 2009**

**Present:** Dr. Rich Purdy, Donna Miller, Peter Carr, Greg Place, Jim Ross, Nikki Shonoiki

**Excused Absent:** Dr. David Woeste

**Also Attending:** Caralynn Hodgson, Sue Galoff, Carmen Bertelsen & Becky Johnson

Chairperson Dr. Rich Purdy called the meeting to order at 5pm.

1. Review & approval of the minutes from the February 23<sup>rd</sup>, 2009 Board of Health meeting. D. Miller/J. Ross moved to approve the minutes as presented; motion carried.
2. Board of Health Chairperson reported that S. Galoff, A. Pichotta, P. Barkla, Brad Lawrence and Dr. R. Purdy met and held a lengthy discussion regarding the regulating of outdoor wood burners but no final decision was made at this meeting. The Board of Health members expressed that because new burners are being developed or already exist that will improve the efficiencies of these devices, no further work on a county wide ordinance needs to be done right now.
3. C. Hodgson, Director/Health Officer reported on the following:
  - Kinnickinnic Health Foundation is awarding Pierce County Public Health dental program with \$34,283.68 from the barn dance proceeds. This funding will assist in supporting the dental program along with the purchase of x-ray equipment and expanding our services at school sealant clinics.
  - Distributed & discussed the Dental Health Clinic 2008 Annual Report. Kudos were given to Lisa Raethke for her passion and extra coordination efforts on this program, along with Jennie Borst, Registered Dental Hygienist and Dr. Barbara Tashjian, Dentist.
  - Distributed and discussed the Reproductive Health program financial status. Management staff have looked into billing process concerns and since the beginning of February 2009 have garnered an additional \$133,099 in revenue for 2008 services. 2009 billings are also current and management staff will continue to update and improve billing efficiencies to avoid any future billing backlogs in this program.
4. Financial reports, vouchers and monthly workshops were reviewed. J. Ross asked how many car seats were purchased thus far with our State Car Seat grant funds. B. Johnson will follow-up and email all board members with this information.
5. C. Hodgson briefly reviewed the State Statute 101.123 and clarified that the State Statute on smoking restrictions does not cover our outdoor county grounds. Hodgson also reviewed the Polk County Indoor Air/Tobacco Use policy. S. Galoff mentioned that if we would institute a policy or ordinance that the Public Health department would also offer cessation classes for those interested. G. Place clarified that the Village of Ellsworth has adopted the State Statute for their ordinance. P. Carr voiced he felt that a policy may be a better solution than an ordinance. Other board members agreed.

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6. Dr. R. Purdy asked staff member, C. Bertelsen, if she could draft up a Clean Indoor Air/Tobacco Use Policy for the next Board of Health meeting. Bertelsen gathered board members input and then agreed to draft up a policy similar to Polk Counties for review at the next Board of Health meeting. C. Bertelsen was dismissed.
7. 2008 Public Health Annual Report will be presented and discussed at the next meeting.
8. C. Hodgson distributed her resignation letter for all to read and also mentioned that her resignation was accepted by Mr. P. Barkla, County Administrative Coordinator. P. Carr/D. Miller, with great appreciation, accepted the Director/Health Officer's resignation; motion carried.
9. Discussion was held regarding the refill of the Director/Health Officer position. J. Ross/P. Carr moved to recommend to Finance & Personnel that Sue Galoff be promoted to the Public Health Director/Health Officer position. In these economic times, we would like to forego the expensive advertising process. Galoff has proven that she is qualified to the highest standards and the Board of Health is very satisfied with her performance as an Assistant Director. Sue is to negotiate with F and P committee/IAC on Grade 25 pay-grid placement. In turn, we also recommend the approval to refill the Assistant Director/Health Officer II position as soon as possible. Until all of this is fully worked out, we also recommend that Sue Galoff be officially appointed as Interim Director/Health Officer as of April 4<sup>th</sup>, 2009. Discussion was held on possible organizational changes. C. Hodgson mentioned that in a previous organizational chart a Lead Home Care Coordinator was approved but this position has never been filled. C. Hodgson mentioned that she spoke with Lieske Giese, our Regional Office Director, regarding our 140 Review. She has verbal confirmation that Sue Galoff's schooling will qualify us for a level 3 and we would also be able to complete the 140 Review online. C. Hodgson also informed the Board that until all positions were filled, Sue will need help from remaining staff to complete the necessary work and this may require additional hours to do so; motion carried.
10. No other business was brought before the board for discussion only.
11. Future agenda items:
  - Pierce County Clean Indoor Air/Tobacco Use Policy
  - Public Health 2008 Annual Report
  - Kathleen Vinehout presentation on Wisconsin Universal Health Insurance
12. Future meeting dates and times as follows:
  - Monday, Apr 27<sup>th</sup> at 5pm in conference room C
  - Monday, May 18<sup>th</sup> at 5pm in conference room C
  - Monday, Jun 22<sup>nd</sup> at 5pm in conference room C
  - Monday, Jul 27<sup>th</sup> at 5pm in conference room C
  - Monday, Aug 24<sup>th</sup> at 5pm in conference room C
13. D. Miller/G. Place moved to adjourn the Board of Health meeting; motion carried. Meeting adjourned at 6:09pm.

## Pierce County Board of Health Committee Minutes–April 27<sup>th</sup>, 2009

**Present:** Dr. Rich Purdy, Donna Miller, Peter Carr, Greg Place, Jim Ross, Dr. David Woeste

**Present via speaker phone:** Nikki Shonoiki

**Also Attending:** Staff (Sue Galoff, Judy Edgar & Becky Johnson) & 3 UW-River Falls students

Chairperson Dr. Rich Purdy called the meeting to order at 5 pm.

Chairperson Dr. Rich Purdy asked for any public comment. Three UW-River Falls students were present from the “Rise Up For Women’s Rights” group. They presented 31 letters in support of the Pierce County Reproductive Health program and stated that they wanted the Board of Health to know how important the Reproductive Health program is to the UW-River Falls students.

1. Review & approval of the minutes from the March 23<sup>rd</sup>, 2009 Board of Health meeting. D. Miller/G. Place moved to approve the minutes as presented; motion carried.
2. J. Edgar gave a brief background and review of the Reproductive Health program & services. In 1982, the Pierce County Family Planning program started. In 1991, the program expanded their on-site services with a Nurse Practitioner and also the name changed to Reproductive Health. In January 2003, the Family Planning Waiver program for women in Wisconsin was initiated. Some of the services Reproductive Health provides are screening for sexual transmitted diseases, providing education at school health classes, and also the opportunity for empowering clients on decision making and choices. Judy asked the Board of Health to always keep their eyes open for other possible locations for the Reproductive Health office site in the future. P. Carr asked what the approach was on HIV testing. J. Edgar explained that they include that information as a routine health care education point during the client visit.
3. Dr. R. Purdy, Board of Health Chairperson, inquired about the status of the Director position, as the Board of Health made a recommendation last month. S. Galoff noted that the Board of Health’s recommendation was passed on to Mr. Barkla. Mr. Barkla met with S. Galoff and he asked S. Galoff to provide a resume to Mr. Barkla. Resume was provided and a meeting has been set up with Mr. Barkla and Dr. R. Purdy to discuss.
4. S. Galoff, Interim Director/Health Officer reported on the following:
  - Two Health Alerts were sent out on Swine Flu today. One was sent to Area Health Care Providers and the other to School Nurses, EMS Providers & Long Term Care Facilities. The department has received several phone calls inquiring about Swine Flu today. The nursing staff listened to a teleconference to update them on the most recent happenings.
  - Distributed the 2009 Public Health Emergency Plan Executive Summary
  - We will try to obtain a level 3 Health department status by July 2009. In doing so, there is potential for additional state funding in 2010.
  - Currently working with the ADRC on a Fall Prevention grant
  - S. Schulze & J. Ortwerth worked at the recent Clean Sweep with the Solid Waste department identifying narcotic vs. non-narcotic prescription drugs for the medication collection event.
  - C. Gardner recently gave an in-service, at the courthouse, on the proper way to move a wheelchair up & down stairways.

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- Currently we have several jail inmates that have complex medical needs and are requiring high volumes of medications.
  - Recently we had an Emergency Preparedness Site Review which was very beneficial to our department.
  - We will be having a Cities Readiness Initiative Drill in June.
  - We will be working with UW-River Falls on their Mass Clinic Plan.
  - Continuing to work on our Community Needs Assessment Plans.
  - Tobacco Prevention program has been reorganized and the funding will be multi-jurisdictional. Pierce County will be paired up with Buffalo, Pepin and possibly Dunn counties. The actual funding amount is unknown at this time.
  - We are excited to announce that we have hired a new Reproductive Health Billing Clerk, Cindy Vinge. She will begin her employment with us on May 4<sup>th</sup>. She comes to us with much billing experience.
5. Financial reports, vouchers and monthly workshops were reviewed.
  6. S. Galoff briefly reviewed the Pierce County Clean Indoor Air/Tobacco Use Policy draft. Question arose regarding the Nugget Lake Park and how this policy would affect the park. Discussion was held. It was suggested to add Nugget Lake Buildings under 3. a. 7. It was also suggested to obtain a copy of the Parks & Rec regulations to see how smoking concerns at parks are addressed. A question also arose regarding how employees feel about the smoking issues on county grounds. S. Galoff noted that a survey was completed within the past couple years and she will provide those results at the next meeting along with findings from the Parks & Rec smoking regulations.
  7. 2008 Public Health Annual Report was discussed. P. Carr commended the staff for a job well done and noted that he liked how it is marketing Public Health. Other members agreed that staff have done a great job on the annual report. A suggestion for next year was to print the pages back-to-back to save on paper.
  8. In the future we will start our agenda with Public Comments.
  9. Future agenda items:
    - Pierce County Clean Indoor Air/Tobacco Use Policy
    - Staff Presentation – Human Health Hazards
    - Kathleen Vinehout presentation on Wisconsin Universal Health Insurance
  10. Future meeting dates and times as follows:
    - Monday, May 18<sup>th</sup> at 5pm in conference room C
    - Monday, Jun 22<sup>nd</sup> at 5pm in conference room C
    - Monday, Jul 27<sup>th</sup> at 5pm in conference room C
    - Monday, Aug 24<sup>th</sup> at 5pm in conference room C
  11. G. Place/P. Carr moved to adjourn the Board of Health meeting; motion carried. Meeting adjourned at 6pm.

## Pierce County Board of Health Committee Minutes–May 18<sup>th</sup>, 2009

**Present:** Dr. Rich Purdy, Donna Miller, Greg Place, Jim Ross, Nikki Shonoiki, Dr. David Woeste

**Excused Absent:** Peter Carr

**Also Attending:** Staff (Sue Galoff, Michele Williams, Carmen Bertelsen & Becky Johnson)

Chairperson Dr. Rich Purdy called the meeting to order at 5 pm.

1. No public comment.
2. Review & approval of the minutes from the April 27<sup>th</sup>, 2009 Board of Health meeting. J Ross/D Miller moved to approve the minutes as presented; motion carried.
3. M. Williams gave a staff presentation on Human Health Hazards including the following:
  - The definitions of Human Health Hazards and Public Health Nuisance
  - Data on staff time spent on Human Health Hazards
  - Health Hazard Kits and supplies included
  - Assistance the Public Health department receives on Human Health Hazards
  - Pictures of Human Health Hazards in our county
4. Dr. R. Purdy, Board of Health Chairperson reported that he recently attended a Wisconsin Idea Forum in Eau Claire. He voiced frustration in that there is not funding available for the ideas discussed on youth alcohol consumption. One main idea that was discussed, at the forum, was that Wisconsin should do away with allowing youth into bars. Sue Galoff mentioned that the River Falls Partnership For Youth has a group working on a program called “Those Who Host Lose The Most”. Public Health will continue to watch for grant funds to help support decreasing youth alcohol consumption.
5. S. Galoff, Interim Director/Health Officer reported on the following:
  - All committees/boards will begin to use the same agenda format to simplify review for compliance with Open Meeting Law, minimize confusion associated with multiple formats and provide a consistency within the county.
  - H1N1 update – A total of 765 cases have been reported in Wisconsin ranging across 24 counties. Pierce County has administered 13 tests and all 13 were negative. Today the Public Health department completed a SWOT analysis reflecting back and gathering thoughts on strengths, weaknesses, opportunities and threats during this H1N1 outbreak.
  - 1<sup>st</sup> quarter Communicable Disease Report
  - Environmental Health State Sanitarian recently visited and provided updates regarding the state fee changes. They also reviewed the new state Healthspace software program for inspections.
  - Working with University Wisconsin-River Falls Speech and Hearing and also with the River Falls Area Hospital to establish a contract for speech therapy services for Birth to Three and Home Care programs.
  - Sue notified the board that she will be out of the office a portion of June to complete her Master’s degree. She will be taking calls and emails throughout her absence.
6. Financial reports, vouchers and monthly workshops were reviewed.

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6pm Mr. Paul Barkla joined via speaker phone.

7. Handout was distributed by C. Bertelsen on the Wisconsin Smoke Free Air Bill. P. Barkla voiced concern that the Pierce County Clean Indoor Air/Tobacco Use Policy was not clear on the discipline plan of action that would be taken. He also voiced concern as to how we would address visitors. Some members were concerned that there may be too much regulation with this policy. Discussion took place. P. Barkla also mentioned the Pierce County Ethics Code and a reminder of lobbying versus educating. Mr. Barkla was excused.

C. Bertelsen distributed a copy of the 2007 county employee survey results and provided statistics that came out of this survey, which favored a no smoking policy. After further discussion, G. Place suggested we take a step back and do some common courtesy suggestions to employees on no smoking. J. Ross felt the department directors should talk to their employees about smoking concerns. D. Miller felt that the employees have a right to have a smoke free environment to work in. J. Ross/D. Woeste moved to approve that the director of each department meet and discuss the issues of smokers and report back to the Board of Health committee; motion carried.

8. Future agenda items:

- Tobacco Use on County Grounds
- Staff Presentation
- New Department Positions & Staffing Plan

9. Future meeting dates and times as follows:

- Monday, Jun 22<sup>nd</sup> at 5pm in conference room C
- Monday, Jul 27<sup>th</sup> at 5pm in conference room C
- Monday, Aug 24<sup>th</sup> at 5pm in conference room C

10. G. Place/J. Ross moved to adjourn the Board of Health meeting; motion carried. Meeting adjourned at 6:41pm.

## Pierce County Board of Health Committee Minutes–July 27<sup>th</sup>, 2009

**Present:** Dr. Rich Purdy, Ronald Bartels, Greg Place, Jeff Holst & Paul Barkla-via phone

**Excused Absent:** Peter Carr, Donna Miller, Dr. David Woeste & Jim Ross

**Absent:** Nikki Shonoiki

**Also Attending:** Staff Sue Galoff, Jena Most & Becky Johnson

1. Chairperson Dr. R. Purdy called the meeting to order at 5:07pm.
2. Public comment-Jeff Holst commented that board members attendance would be appreciated to help with meeting quorum requirements.
3. Discussion and approval of the May 18<sup>th</sup>, 2009 meeting minutes was postponed until the next meeting when additional Board of Health members will be present.
4. Jena Most, Reproductive Health nurse, gave a staff presentation and answered questions on Wisconsin Well Women Program. This included a background of the program, what the program is and also the requirements and qualifications of the program.
5. No Board of Health Chairperson report.
6. S. Galoff, Interim Director/Health Officer reported on the following:
  - Birth-to-Three program recently received a certification award for meeting requirements. Kudos to S. Sabelko and J. Cleary for their excellent work with this program.
  - Still awaiting final approval at the state for Birth-to-Three stimulus funds.
  - Recently applied for a grant to increase fruit and vegetable consumption. This project fits well with the department's community health improvement plan developed from the needs assessment.
  - The state is now requiring an "in-person" review process. The date will be August 19<sup>th</sup> at 9am and will last about 3 hours. Staff and Board of Health members are encouraged to attend. Memorandum of Understanding with Register of Deeds has been completed to allow review of vital records if needed.
  - Communicable disease update.
  - H1N1 vaccination campaign being planned for mid-to-late October.
  - Tobacco budget cut is 55% at the state level; awaiting local implications.
  - Briefly discussed department contracts and asked what the board members are interested in reviewing. It was decided that a Contract-Table of Contents will be provided to the board at a future board meeting and then any completed contracts will be provided upon request.
  - Globalstar contract was renegotiated for satellite phone services due to very poor service; there will be no charge through the year 2010 and in the meantime this service will be evaluated. A memorandum of understanding was completed and signed between Public Health and Emergency Management department to split the cost of the satellite phone plan in the future.
  - Angie Bellrievie will be the new contracted dental assistant-starting August 3<sup>rd</sup>
  - Meeting with Community Health Partnership to discuss contract this week
  - Mid-year consolidated contract grant review Wednesday

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- Reviewing Assistant Director job description and considering adding additional supervision responsibilities currently being performed by the Business Manager. This would allow additional focus on the financial aspects of the department.
  - The County Jail continues to have a growing complexity of medical and mental health issues. Our current Jail nurse is doing an excellent job of working collaboratively with mental health, jail staff, and corporation counsel.
  - Dave Geske from La Crosse County stopped by the department to provide an update of mosquito control activities for Pierce County. They have treated tire piles and educated landowners regarding need to get rid of tires/containers that hold water to minimize mosquito breeding. Our department will follow-up with a mailing to the landowners as well. The regional approach to mosquito control is working well and they are having success in controlling the mosquitoes that carry West Nile and LaCrosse Encephalitis.
7. Financial reports, vouchers and monthly workshops were reviewed.
  8. S. Galoff explained that the Home Care rates have not been increased since 2006 and the current rates no longer cover our costs. Galoff also explained that the LarsonAllen Medicare Cost Report statistics were utilized in setting the proposed rates. P. Barkla/G. Place moved to approve the proposed Home Care rates as presented effective November 1<sup>st</sup>, 2009; motion carried.
  9. B. Johnson requested approval of the Women, Infants & Children (WIC) and Cities Readiness Initiative (CRI) 2009 amended budgets. J. Holst/R. Bartels moved to accept the WIC and CRI 2009 amended budgets as presented; motion carried.
  10. One 2010 new position request was presented in which to increase our current Billing Clerk from 35 to 40 hours per week on a permanent basis. With this request we would delete a Home Health Care 80% vacant position in exchange for this 5 hours/week increase for the current Billing Clerk position. S. Galoff explained that the Billing Clerk position has grown tremendously over the years. We have added numerous programs and revenue pay sources over the past few years. P. Barkla moved to approve the 2010 Personnel Request of the Billing Clerk's hours to increase from 35 to 40 hours/week with the Director monitoring this workload and if in future years the billing workload would decrease then the Director would have the discretion to decrease this position back to 35 hours/week. The Director is also to notify the Billing Clerk that the decrease of hours from 40 hours/week to 35 hours/week is a possibility in future years if the billing workload decreases; motion carried.
  11. An out-of-state Emergency Preparedness conference attendance was requested for a Public Health nurse in Columbus, Ohio, with all expenses paid except for \$43 for meals. Staff member has been placed on a waiting list to attend. G. Place/P. Barkla moved to approve out-of-state conference attendance and forward to Finance & Personnel committee for approval; motion carried with J. Holst voting no.
  12. S. Galoff reviewed the Reproductive Health & Prenatal Care Coordination recent satisfaction surveys with the board and publicly wanted to thank staff for their great work.

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13. Future agenda items mentioned at this time:

- Contract-Table of Contents
- Assistant Director Position
- 2010 Budget

14. Future meeting dates and times as follows:

- Monday, Aug 24<sup>th</sup> at 5pm in Emergency Operations Center
- Monday, Sep 28<sup>th</sup> at 5pm in Emergency Operations Center

15. G. Place/P. Barkla moved to adjourn the Board of Health meeting; motion carried. Meeting adjourned at 6pm.

## Pierce County Board of Health Committee Minutes–August 24<sup>th</sup>, 2009

**Present:** Dr. Rich Purdy, Ronald Bartels, Peter Carr, Donna Miller & Dr. David Woeste

**Present via phone:** James Ross

**Excused Absence:** Greg Place & Nikki Shonoiki

**Also Attending:** Staff Sue Galoff & Becky Johnson

1. Chairperson Dr. R. Purdy called the meeting to order at 5:06pm.
2. No public comment.
3. Discussion and approval of the May 18<sup>th</sup>, 2009 meeting minutes. Jim Ross/D Miller moved to approve the minutes as reported; motion carried. R Bartels abstained.

R Bartels/R Purdy moved to approve July 27<sup>th</sup>, 2009 meeting minutes as presented; motion carried; P. Carr, D. Miller & J. Ross abstained.

4. The Board of Health Chairperson did not have anything to report at this time.

5:13pm Dr. D. Woeste arrived.

5. S. Galoff, Director/Health Officer reported on the following:
  - 140 Review was completed on 8/19 and went very well! They were very impressed with our programs and activities. We meet the requirements and will return to a Level III Health Department. They will complete the tool with their findings and make recommendations for improvement. The Level III certificate will be presented during a Board of Health/County Board upcoming meeting. Leiske Giese, Division of Public Health Regional Office Director also spoke about the Public Health Department National Accreditation Process that is coming in the near future. We will have the opportunity next year to be part of the third year of a grant project to prepare departments for this process. S. Galoff provided two handouts from Leiske Giese including the Wisconsin Public Health Statutes and the Local Health Department Standards.
  - Additional Public Health Emergency Response (PHER) funding will be received. Information was received after completing the budget that we will receive these funds for H1N1 planning purposes. Another pot of money (phases II) is likely to come for H1N1 vaccine implementation. The purpose of this funding will be to pay for additional staff and costs associated with conducting the fall 2009 vaccine clinics. We are planning for clinics to begin in mid-to-late October. Question arose as to what control the Public Health department will have on the H1N1 vaccine. This has not been defined as of yet. Security plans have been developed for our mass clinic sites, if needed.
  - Stimulus Funds: We will receive immunization stimulus funds (approx \$8000), but no information yet available as to specific uses of these funds. Similarly, no information is available regarding the Birth to Three stimulus funds.

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- The state civil rights compliance officer audited our department on 8/12/2009. He reviewed our plan, training activities, interpreter services, and methods utilized to outreach to minority/limited English populations. We have provided annual training related to civil rights at our all staff meetings, have a Spanish interpreter on staff, and serve many clients through immunizations, WIC and Reproductive Health. Our plan expires at the end of the year and will need to be rewritten and submitted to continue Federal funding.
  - The Radon and Tobacco grant activities will not be funded in 2010.
  - The Fruit and Vegetable Grant written through the HEAL Coalition was not funded, however we have been offered assistance in carrying out some of the activities despite not receiving the grant.
  - A letter of support was written for a grant project aimed at reducing underage drinking through the Office of Justice Assistance Youthful Offender Prevention Initiative. If funded, the Restorative Justice program will implement a variety of strategies related to underage drinking.
  - We will begin using the City Watch system soon. We will initially use it for notification of our 24/7 call tree and incident command staff since we are required to routinely drill staff notification of an emergency event.
  - The Birth to Three Coordinator will be on a 12 week medical leave of absence. Service coordination activities will be done by a Public Health Nurse (PHN), who works with the program. Her PHN activities will be absorbed by the other nurses. Staff may need to exceed 35 hours per week in order to get work completed. Also, we will need to contract with a teacher to do approximately 4-5 visits per week and provide evaluations for referrals received during that time.
  - We have the opportunity to purchase the Microsoft live meeting software at a reduced cost of approx. \$174 through the preparedness consortium. It will be used to host meetings via webconference which will reduce travel. This could potentially be used for board meetings when a member is unable to be present.
6. Financial reports, vouchers and monthly workshops were reviewed. Discussion was held regarding therapist's contracts.
  7. S. Galoff reviewed & discussed the Public Health department contracts and asked for a board clarification on what is a "major" contract and what information the board is interested in reviewing. Discussion was held and in the future we will add "new contracts" with the financial reports, vouchers & monthly workshops line item on each monthly agenda.
  8. The organizational chart and Assistant Director position description was discussed. P. Carr asked to clarify the Reproductive Health department on the Assistant Director position description so it coincides with the organizational chart. S. Galoff explained that we are interested in having some of the clerical staff report to a clinical supervisor verses the

## **Pierce County Board of Health Committee Minutes–August 24<sup>th</sup>, 2009 (con't)**

Business Manager, which will allow the Business Manager to focus more on the financials of the department. Dr. D. Woeste/D. Miller moved that we initiate action to hire an Assistant Director/Health Officer II. Motion withdrawn. Sue Galoff will revise the organizational chart and modify the position description per the board's recommendations.

9. S. Galoff presented the 2010 Public Health budget. She explained carryover funds. A question arose regarding how many other counties have Reproductive Health & Home Care programs. Some items that have saved us some money in the 2010 budget are the closing of the Elmwood office, changes in copy machine agreement leases, cell phone plans and a change in our biohazard waste disposal arrangement. Sue created an awareness on the departments large amount spent on employee auto allowance, which is miles driven to daily client visits within Pierce County and excludes those miles driven to seminars and meetings. Galoff explained that we stayed within the 3% increase for requested county funds. We will not be receiving Radon, Tobacco Coalition and Wisconsin WINS funds in 2010. Dr. D. Woeste/D. Miller moved to approve the 2010 budget as presented and to forward the budget to Finance & Personnel as presented. Further discussion was held regarding the transportation costs. Motion carried.

10. Future agenda items mentioned at this time:

- Department policies
- Discuss & take action on revisions to the organizational chart & Assistant Director/Health Officer II position description
- Discuss & take action on recommending refill of Assistant Director/Health Officer II position
- Alcohol Assessment presentation

11. Future meeting dates and times as follows:

- Monday, Sep 28<sup>th</sup> at 5pm in Emergency Operations Center
- Monday, Oct 26<sup>th</sup> at 5pm in Emergency Operations Center
- Monday, Nov 30<sup>th</sup> at 5pm in Conference Room C

12. P. Carr/D. Miller moved to adjourn the Board of Health meeting; motion carried. Meeting adjourned at 7pm.

## Pierce County Board of Health Committee Minutes–Sep 28<sup>th</sup>, 2009

**Present:** Dr. Rich Purdy, Ronald Bartels, Greg Place, James Ross & Dr. David Woeste

**Present via phone:** Peter Carr

**Excused Absence:** Donna Miller

**Absent:** Nikki Shonoiki

**Also Attending:** Staff Sue Galoff & Becky Johnson

1. Chairperson Dr. R. Purdy called the meeting to order at 5:03pm.
2. No public comment.
3. Discussion and approval of the August 24<sup>th</sup>, 2009 meeting minutes. J. Ross/Dr. D. Woeste moved to approve the minutes as reported; motion carried.
4. The Board of Health Chairperson had nothing to report at this time.
5. S. Galoff, Director/Health Officer reported on the following:
  - Home Care: The Consumer Assessment of Healthcare Providers and Systems (CAHPS) survey will be implemented January 2010. This is a national patient satisfaction survey required by Medicare. Agency results will be posted on the Home Health Compare website for the public to view. An outside vendor will be required. Home Care nurses will attend training in October/November for the OASIS-C implementation in January 2010.
  - Tobacco: 2009 Tobacco control funding reductions total \$8600 (Coalition 7,000 and WINS \$1,600). The request for proposals for the lead agency of a multijurisdictional coalition (5 rural counties) will be sent out soon. There will only be 12-15 coalitions statewide due to the reduced funding.
  - The Falls Prevention Grant application to the CDC through the Injury Prevention Center at the Medical College of Wisconsin was not funded so we will not receive the \$10,000 projected for the 2010 budget.
  - A Healthy Homes grant application will be submitted this week. If funded, activities will begin in November. Plans for home assessments/interventions and educational booth at Farm Technology Days in 2010.
  - C. Gambal contract NP for Reproductive Health has submitted her resignation/retirement effective October 30<sup>th</sup>, 2009. She has been an excellent asset to the program and will be missed. Recruitment efforts have begun to find a replacement.
  - Farm Safety Days will be held September 30<sup>th</sup> and October 1<sup>st</sup> at the fairgrounds. M. Halls and S. Timm are working with Extension and Emergency Management to coordinate this effort. The public health nurses will teach the “Protection Connection” which addresses skin cancer and hearing loss prevention.

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- Birth to Three Staffing: K. Thoen will be providing contracted teaching services for B-3 to cover a staff medical leave. She has previously worked for the program. Janet Cleary PHN will cover much of the care coordination during the leave timeframe. Janet's public health duties will be shifted to other PHN's. Speech therapy needs for the program have exceeded our capacity so we will be contracting with Erika Hybben to provide additional speech therapy services.
  - A mass clinic security plan tabletop for law enforcement was held September 17<sup>th</sup>, 2009. The event was attended by the Ellsworth Police Department, River Falls Police Department, UWRF Police, and the Pierce County Sheriff's Department.
  - Influenza: Seasonal influenza immunization clinics will begin on October 5<sup>th</sup>. Planning for the H1N1 immunization campaign is well underway. We have held meetings with the school nurses and local healthcare providers to coordinate our efforts. The department will plan to first immunize healthcare providers, then focus on the school age populations. We are planning school clinics for grades K-12 and will be using our mass clinic plan and incident command structure to carry out the clinics provided there is enough vaccine. The Information Services department has helped develop a Pierce County Flu website, Emergency Management is helping to coordinate joint public information, and the Office on Aging has offered the use of their handicapped van to take supplies to the clinics.
6. Financial reports, vouchers, monthly workshops & new contracts were reviewed. Question arose regarding the purchase of WIC pocket calendars. S. Galoff explained that additional Federal funding was awarded due to an increase in the WIC case load and therefore, the WIC Director is purchasing additional educational materials for the clients.
  7. S. Galoff reviewed & discussed Public Health and Environmental Health department policy table of contents. Miscellaneous questions arose on Women's Health Now & Beyond, DNR-TNC, Methamphetamine Labs, Rabies and the DATCP Agent Status Program.
  8. S. Galoff reviewed & discussed the updated Public Health organizational chart. Dr. D. Woeste/J. Ross moved to approve the updated Public Health department organizational chart as presented; motion carried.  
  
Discussion on the Assistant Director/Health Officer II position description was discussed. Dr. D. Woeste suggested that we include the words "directly supervised" at the top of page 3. Dr. D. Woeste/P. Carr made a motion to recommend accepting the Assistant Director/Health Officer II position description and pass on to Finance & Personnel committee for approval; motion carried.
  9. Discuss & take action on recommending refill of Assistant Director/Health Officer II position was discussed. Dr. R. Purdy reviewed that last month the board voiced that they were interested in filling this position. P. Barkla mentioned that the county needs to cut \$350,000 in the 2010 budget. The levy limit for 2011 is set for 3% and therefore, we will need to run less programs than in 2009. Barkla made note of the Public Health Emergency Response (PHER) funding and the possibility of utilizing this funding to help us get through the near

## Pierce County Board of Health Committee Minutes–September 28<sup>th</sup>, 2009 (con't)

future. J. Ross asked if other staff are capable of filling the Director and Assistant Director's duties in the Director's absence. S. Galoff explained that the department does have a Chain of Command policy which is used in the Director's absence for some clinical decisions. P. Carr noted that he felt that looking at the organizational chart there is too much responsibility for the Director alone and, therefore, an Assistant Director is needed to help with these duties. J. Holst voiced that either the program costs need to decrease or the programs provided need to decrease to meet our upcoming budget. P. Barkla mentioned that we all need to make sacrifices to make ends meet. S. Galoff mentioned that we have a couple vacant positions in our staffing plan that we could potentially give up. Galoff also asked if we do not fill the Assistant Director Position could we possibly have some program leaders. P. Barkla suggestions that S. Galoff has something more concrete and/or creative by Monday, Oct 12<sup>th</sup> Board of Health meeting. Dr. R. Purdy suggested that if the Assistant Director position is filled that we have a plan of action of what we would do, in the future, if we do have trouble funding this position down the road.

Peter dismissed 6:15pm.

10. S. Galoff reviewed and explained the Preparedness-Public Health Emergency Response (PHER) funding request and budget. The Capital improvement items were explained. J. Ross/G. Place moved to accept the Preparedness-Public Health Emergency Response (PHER) funding and proposed budget as presented; motion carried.

11. S. Galoff presented an out-of-state conference travel for two Public Health nurses. J. Ross/Dr. D. Woeste moved to approve out-of-state conference travel as presented and recommend to Finance and Personnel committee; motion carried.

P. Barkla commended S. Galoff for following the proper procedures on out-of-state conference travel requests.

12. Future agenda items mentioned at this time:

- Department policies
- Alcohol Assessment presentation
- Assistant Director possibilities

13. Future meeting dates and times as follows:

- Monday, Oct 12<sup>th</sup> at 5pm in Highway department Conference Room
- Monday, Nov 30<sup>th</sup> at 5pm in Conference Room C

14. J. Ross/G. Place moved to adjourn the Board of Health meeting; motion carried. Meeting adjourned at 6:25pm.

**Pierce County Board of Health Committee Minutes–Oct 12<sup>th</sup>, 2009**

**Present:** Ronald Bartels, James Ross & Dr. David Woeste

**Present via speaker phone:** Dr. Rich Purdy, Peter Carr & Nikki Shonoiki

**Excused Absence:** Greg Place & Donna Miller

**Also Attending:** Staff Sue Galoff & Becky Johnson and 5 community members

1. Due to the fact that Dr. R. Purdy was only available via speaker phone, he appointed Ron Bartels as Chairperson. R. Bartels called the meeting to order at 5:02pm.
2. No public comment.
3. Discussion and approval of the Sep 28<sup>th</sup>, 2009 meeting minutes. Dr. R. Purdy/J. Ross moved to approve the minutes as reported; motion carried.
4. No Board of Health Chairperson report.
5. S. Galoff, Director/Health Officer reported on the following:
  - Jail Inspector was very pleased with the care our Jail Nurse provides. There currently are tremendous health care needs at the jail.
  - Home Care Surveyor arrived this month for a follow-up visit with the agency. Awaiting the final written report.
  - One of the Birth to Three speech therapists resigned.
  - Have been notified of additional stimulus funds available for Communities Putting Prevention to Work. Amount of funding is still unknown at this time.
  - River Falls Hospital is interested in working with our agency on prevention efforts.
  - Staff has been inundated with H1N1 questions from the community.
  - S. Galoff entertained questions on recent 2010 budget cuts, directed by Finance & Personnel that was previously provided by email to Board of Health members for review. No questions at this time.
- Dr. D. Woeste arrived.
6. Financial reports, vouchers, monthly workshops & new contracts were reviewed.
7. S. Galoff reviewed the Birth to Three and the Women, Infants & Children policy table of contents. She stated that these policies are reviewed by state personnel during program inspection visits. S. Galoff clarified the purpose of the Birth to Three program for the community members attending.
8. S. Galoff reviewed the Women, Infant & Children (WIC) 2009 amended budget. J. Ross/P. Carr moved to approve the WIC 2009 amended budget as presented; motion carried.
9. S. Galoff reviewed the Healthy Homes grant funds & budget. J. Ross/Dr. D. Woeste moved to approve the Healthy Homes grant funds & budget as presented; motion carried.
10. S. Galoff explained the two options proposed for the Assistant Director/Health Officer II Position refill. J. Ross mentioned how important this position is and that he supported the refill but we need to be aware of running the department as lean as possible in the economic

## Pierce County Board of Health Committee Minutes–October 12<sup>th</sup>, 2009 (con't)

times. S. Galoff mentioned that whenever a position becomes vacant, whether by someone resigning or retiring, the duties and workload are carefully reviewed before immediate refill. Sue also voiced her concern of agency liability due to time constraints for one person to provide clinical supervision for the department.

J. Ross asked S. Galoff which of the two options she recommends for the department. S. Galoff stated the option 1 would be her choice to ensure current completion of mandated services. She also added that the union professional staff can not handle personnel issues and clinical supervision, but the Assistant Director could handle some nursing duties if needed. Dr. R. Purdy/P. Carr moved to approve refilling the Assistant Director/Health Officer II position with Option 1. P. Carr commented that we need this depth in the management staff to keep moving forward appropriately; motion carried.

11. Future agenda items mentioned at this time:

- Department policies
- Home Care Annual Advisory Committee Meeting
- Alcohol Assessment presentation
- Kathleen Vinehout presentation on Wisconsin Universal Health Insurance

12. Future meeting dates and times as follows:

- Monday, Nov 30<sup>th</sup> at 5pm in Conference Room C
- Monday, Dec 28<sup>th</sup>, 5pm in Conference Room C

13. J. Ross/Dr. D. Woeste moved to adjourn the Board of Health meeting; motion carried. Meeting adjourned at 5:47pm.