

BAYFIELD COUNTY BOARD OF HEALTH
Meeting Minutes
Monday, May 8, 2006 at 4:30 p.m.

Present: Jim Beeksma, Dee Kittleson, James Crandall, Winifred Punjak, Tom Stone, David Good, Wayne Williams (late)

Absent: None

Staff: Amelia Lindsey, Lynn Frechette, Michelle Dale, Cathy Ekholm

Others: Ken Jardine

1. **Call the Meeting to Order:** The meeting was called to order at 4:30 p.m. by Beeksma. Everyone introduced themselves.
2. **Election of Chair and Vice-chair:** Stone nominated Kittleson for Chair. There were no further nominations. Good cast a unanimous ballot for Kittleson as Health Board Chair. Motion seconded by Punjak. Motion carried. Kittleson nominated Beeksma for Health Board Vice-chair. There were no further nominations. Crandall made a motion to cast a unanimous ballot for Beeksma as Health Board Vice-chair. Motion seconded by Stone. Motion carried.
3. **Approval of March 6, 2006 Meeting Minutes:** Beeksma made a motion to accept the minutes of the March 6, 2006 meeting as presented. Motion seconded by Stone. Motion carried.
4. **Board of Health Orientation:** Lindsey passed out the Community Health Improvement Plan to the new members. She explained the purpose of the plan. This is the Department's long-term work plan. She then passed out a handout that describes the 10 essential health services of a Health Department along with the Department's mission and vision statements. The Health Board's statutory functions were mentioned. A job description will be developed for Health Board members to look at and comment on at the next meeting. The intention of our mission and vision statements was described. This is where we want the Health Department to be and hope the Board members will embrace them and help us work toward those goals. It was explained that the Board's three main functions are assessment, policy making, and evaluation of services.
5. **Home Care Report:** The current census is 8. Up until now it has been consistent at around 12. We are still doing COP (Community Option Program) waiver assessments for Human Services. It was explained that we take care of people in their homes during an acute illness. The purpose is to keep people in their homes as long as possible. Frechette described the specifics of home health and how patients progress through the episode. We have a contract with Northern Lights Health Care Center for home health aide services and a contract with Aegis for therapy services. The home health budget was passed out. Lindsey explained that the Board will get a budget sheet every meeting. She explained that home care revenues are one to two months behind. We do billing on time but insurance companies drag their feet on paying. Revenue is where we expect it to be at this time of year. Expenses are less than expected. We are doing satisfactory.

6. **Discussion Regarding Department of Agriculture Contract:** There are two State agencies that regulate food – Health and Agriculture. Dale explained which businesses are covered by each department. The agricultural contract is similar in requirements as the contract we currently have with the Department of Health and Family Services (DHFS). The pros of obtaining this contract were explained. There are currently 400 facilities that need to be inspected each year under our DHFS contract. This is too much for one sanitarian. With the DNR contract and the addition of the Department of Agriculture contract we would have the funding to hire another sanitarian. We could look at providing more services to business owners, such as, trainings, seminars, newsletters, etc. The question arose if the second person would have to be a registered sanitarian. It was explained that if they have the qualifications to do the job they might as well get registered. If something happened to our present sanitarian we would need to hire another registered sanitarian. Good had a problem backing something that would cost more in county levy. Lindsey explained that we do not ask for additional tax levy for our programs. When the Environmental Health Sanitation program came in the promise was the program would not cost any county dollars. The business owners in Bayfield County have benefited from a sanitarian being here and it has not cost any county levy. The Department of Agriculture program will boost income in Bayfield County and also benefit the business owners. The benefit to the food service industry is consistency. Dale described the differences in the businesses DHFS and Ag inspect. Lindsey will have more information and numbers on this for the next meeting. This will be on the next agenda for discussion.

Mr. Williams joined the meeting at 5:20 p.m.

7. **Discussion and Possible Action Regarding School Lunch Inspection:** We have an MOU with the State of Wisconsin that says we will inspect school kitchens each year. The fee is the same as a restaurant. Satellite kitchens are a lower fee. The federal government now says any school getting commodities needs to be inspected twice a year. The second inspection will focus on food safety. The school's HACCEP (Hazard Analyses Critical Control Points) plan will be reviewed and recommendations made. A training was provided on how to do HACCEP plans. The question is do we charge for the second inspection and if we do what should it be. The State is suggesting one-half the original fee. Right now we do not charge other businesses for the second inspection. Good made a motion to charge \$210 for second inspection until we determine if this covers the cost. Beeksma seconded the motion. After further discussion Good amended the motion that satellite schools would be charged \$148. Beeksma agreed. Motion carried.
8. **Mumps Update:** We are in the midst of a mumps outbreak. We have one confirmed case in Bayfield County. The individual is a student and has not been in contact with anyone from Bayfield County. Last Friday Douglas County was contacted and confirmed that one worker in the Brule Head Start was diagnosed with mumps. A letter has been sent to daycare providers in Iron River regarding what they need to do. Adults are more at risk than children. We do not know if adults have had the immunization or what their immunity status is. We received recommendations from the State for those that are considered high-risk people regarding mumps immunity/vaccination. The Health Department is responsible for surveillance. A letter has been sent to the school districts and daycare providers with the State's recommendations.

9. **Update on Combined Health and Human Service Board Discussion:** Beeksma did not feel anyone was truly in favor of combining Boards. There did not seem to be any real savings in it. The next meeting will be in September. Beeksma feels everything is working fine the way it is so why mess with it.
10. **Appointment of Grace Heitsch to Board of Health and Department Medical Advisor; Community Member Appointment to Board of Health:** Lindsey explained the State Statutes say we need a physician on the Health Board. We also need a physician to be our medical advisor. Grace Heitsch, MD has agreed to this for us. Good made motion and as the Health Department's medical advisor. Beeksma seconded the motion. Motion carried. Lindsey stated that Punjak's term has expired. Punjak agreed to continue as a Health Board member. Beeksma made a motion that we recommend to the County Administrator to appoint Winefred Punjak to the Board of Health. Stone second the motion. Motion carried. We still have one vacancy on the Board that needs to be filled with a community member. It would be nice to have someone with a medical background and from an under represented area of the County.
11. **Update on Dental Health Program:** The Department did two sealant clinics in the schools this year. One at South Shore and one in Washburn. We are looking forward to next year. We plan to submit the grant and try to get funds to do Ashland Elementary and Middle schools. The reason we would like to expand to Ashland is because so many Bayfield County children go to school there. The dental health project was started three to four years ago with only our own staff and volunteers. In 2005 we received a \$54,000 grant to do an oral health survey and varnishes in a three-county area. The State Health Department and CDC are very interested in what we are doing. They see us as a pilot project in getting dental care into communities with a lack of dental health coverage. Our sealant retention rate is as good as or better than in a dentist office.
12. **The Board will Meet in Closed Session Pursuant to WI ss 19.85(1)(c) to Discuss Reclassifications:** A motion to enter into executive session was made by Good and motion carried by unanimous roll call vote. The Health Board went into executive session at 6:12 p.m. A motion to reconvene into open session was made by Beeksma and motion carried by unanimous roll call vote. The Health Board reconvened in open session at 6:37 p.m. As a result of the executive session it was recommended that the reclassification requests for Michele Heglund and Sandra Swanson be forwarded to the Personnel Committee.
13. **Other Business:** None.
14. **Next Meeting Date:** 2006 Meeting Dates are as follows: June 8, 2006, July 13, 2006, September 14, 2006, November 9, 2006, January 12, 2007. All meeting will be 4:30 – 6:30 p.m.
15. **Adjourn:** A motion to adjourn was made by Stone. Motion seconded by Crandall. Motion carried. Meeting adjourned at 6:45 p.m.

Respectfully Submitted

Cathy Ekholm, Recording Secretary