

**BAYFIELD COUNTY  
HEALTH BOARD MEETING  
Monday, August 28, 2006 – 4:30 P.M.**

Present: James Crandall, David Good, Dee Kittleson, Winifred Punjak, Wayne Williams, Grace Heitsch

Absent: Tom Stone, Jim Beeksma

Staff: Amelia Lindsey, Cathy Ekholm

1. **Call the Meeting to Order:** The meeting was called to order at 4:30 p.m. by Chairperson Kittleson
  
2. **Approval of July 17, 2006 Meeting Minutes:** A motion to approve the minutes of the July 17, 2006 meeting as presented was made by Punjak; motion seconded by Williams. Motion carried.

Grace Heitsch was introduced to the rest of the Health Board members. She has volunteered to be the Health Department's medical advisor and Board of Health member. The statute strongly encourages a physician be a member of the Board of Health.

3. **Review of 2007 Budget:** In 2006, the revenue for Home Care is as expected and the expenses are less than expected for this time of year. The contract with Northern Lights Manor Health Care Center for home health aides was discussed. This is working well for us. It was felt that the expenses are down because our census is low. More Medical Assistance clients are being served this year. There have been no self pay or private insurance clients served this year. The reason for that shift is unclear. The Home Care program serves an average of 100 clients a year. (Refer to printed budget.)

Home Care expenses for 2007 are down 17 percent and anticipated revenue is the same as 2006. The projected revenue is based on the 2006 monthly revenue. The Director was asked how the same amount of revenue could be anticipated when the census is down. It was explained that the number of clients served is stable; what has changed is the length of time clients are being served. The Board inquired as to why expenses have dropped so dramatically. It was explained that if the census is down the nurses do not work. All Health Department employees are not guaranteed full-time employment. The Board was informed that at the last meeting we discussed the Home Care Coordinator becoming a jail employee and that we would contract for her services as Home Care Coordinator. The direction from the County Administrator was to budget the Home Care Coordinator position as a contracted employee. The Home Care Coordinator position would be contracted through the Sheriff's Department. The budget reflects the Home Care Coordinator working two days per week. The Board was cautioned that the decision to contract with the Sheriff's Department had not been made. We are requesting \$59,359 of County tax levy in 2007 for the Home Care program.

It was explained to the Health Board that other agencies in the area provide maintenance services for clients. Also, private agencies will very seldom go to the remote areas of the county such as Barnes and Port Wing. We provide skilled care for those that are acutely ill. If we were not in business, people would be forced to go to the nursing home, have family provide their care or go without care. We could be looked at as a provider of last resort.

(Refer to the prepared budget.) A motion was made by Good to support the Home Care budget as proposed; motion seconded by Crandall. Motion carried.

The Public Health budget is comprised of many grants, payment for services, third party payment and county tax levy. The projected 2007 Public Health county tax levy has increased 3.5 percent. The increase is a result of increased wages and fringe benefits. The exception is a \$400.00 increase in mileage. (Refer to Public Health budget attachment). We have not received funding levels for some of the grants yet so the budget was calculated using the 2006 level. If grant money decreases, we provide fewer services. We have done a good job of billing Medical Assistance for the services that are covered. This helps extend the grant dollars to cover those who do not have Medical Assistance or insurance. We are requesting \$235,996 in 2007 for the Public Health program.

A detailed environmental health program budget was discussed. The Director of the Health Department is recommending the county hire a second full time Registered Sanitarian. The environmental health program is not supported by county tax levy. It is expected that the revenues will pay for the additional Registered Sanitarian position. Additional revenues could be captured by contracting with the Department of Agriculture. (Refer to budget narrative). Most Health Departments that have the Division of Public Health contract also have the Department of Agriculture contract. This way all food service facilities are held to the same standard. It is recommended that each sanitarian have no more than 250 facilities to inspect. Our sanitarian is responsible for 381 facilities. Hiring another sanitarian will improve the quality of services to facilities that are licensed by the Health Department and prevent or decrease the incident of food and water borne outbreaks. A motion was made by Crandall to approve the Public Health budget as presented; motion seconded by Heitsch. Motion carried.

4. **Update on Pandemic Influenza Tabletop Exercise:** The Influenza Pandemic Plan was exercised on August 16, 2006. Many community partners attended the exercise. The exercise revealed weakness in communication; partnering with local business and schools; and mental health issues. The plan will be revised to address the three weaknesses that were identified. The next step is a mass dispensing clinic exercise. This will be a mock up of a real situation. This will be on September 20, 2006. It will be in conjunction with Red Cliff. All our plans are written together. The Director is inviting the entire County Board to participate as mock patients. We would like to have 20 mock patients come through the clinic. Some will be given roles to play. The goal of the exercise is to determine if the annex will work as a mass dispensing clinic site, determine the length of time it takes patients to go through the clinic and the length of time it takes to set up a mass dispensing clinic.
5. **Next Meeting Date:** The next meeting is set for Monday, September 25, 2006 at 4:30 p.m.
6. **Adjourn:** A motion to adjourn was made by Crandall; motion seconded by Heitsch. Motion carried. The meeting was adjourned at 5:25 p.m.

Respectfully Submitted

Cathy Ekholm, Recording Secretary