

**BAYFIELD COUNTY  
BOARD OF HEALTH MEETING  
Monday, October 1, 2007 – 4:00 P.M.**

**Present:** Dee Kittleson, Jim Beeksma, Wayne Williams, Winifred Punjak, Jim Crandell, David Good, and Elaine Kopp.

**Absent:** Grace Heitsch

**Staff:** Amelia Lindsey, Lynn Frechette

1. **Call the Meeting to Order:** The meeting was called to order at 4:01 p.m.
2. **Approval of August 28, 2007 Meeting Minutes:** A motion to approve the August 28, 2007 meeting minutes as presented was made by Kittleson; seconded by Beeksma. Motion carried.
3. **Home Care Report Including 2007 Budget Report:** The average daily census is stable. The Professional Advisor Committee meeting is scheduled for October 9, 2007. The 2007 home care county tax levy will be over budget. The 2007 Home Care county tax levy request was \$96,000.00. When the budget was prepared, instruction was given to assume the Home Care Coordinator position would be a contracted position. A contract for employee hours would be with the jail. When the final decision to continue having the Home Care Coordinator/Jail Nurse position be a Health Department employee the monies needed to fund the position did not follow. The County Administrator reported to the Health Department Director that when the budgeted funds are spent the additional dollars would come from the contingency fund.

July 2007 was the last time home care billing was done. There have been glitches in the billing process. All the glitches have been worked out. Billing for services will begin next week.

4. **Progress Toward Changing of Ownership of the Home Care Program:** The Centers for Medicare & Medicaid Services application is near completion. Meetings with Northern Lights Manor have been held to discuss the application. The application submission will be mailed by Northern Lights. The Bureau of Quality Assurance has written a letter instructing the Health Department on steps that need to be taken when no longer providing home care. Steps that need to be taken are: a) notification of change to our clients, b) notification of past and present clients of record storage and how to access records, and c) home care referral source notification. Discontinuation of Home Care was discussed with the preparer of the Home Care Cost Report. A new cost reporting period begins January 1, 2008. It is possible to do a 13 month cost report if services go into January 2008. If home care services are provided after January 31, 2008 a cost report for 2008 will have to be submitted.
5. **Public Health Updates Including 2007 Budget Report:** The Public Health budget is where we would expect it to be this time of year. The Public Health Update will be discussed with agenda item number 8.
6. **Staffing Updates:**
  - a. Environmental Health Technician candidates were interviewed. Two of the candidates are equally qualified. Second interviews have been scheduled.
  - b. Public Health Nurse LTE has been hired. Orientation has begun.
  - c. Clerical position vacancy. The administrator has determined that a part-time clerical position is all that is needed. The half time position has been posted. The Director discussed the problems that have been encountered as a result of having one full time clerical. The Department will have limitations as a result of 1.5 FTE clerical positions in the Health Department. There are 7 Health Professionals that generate tasks for clerical support. There are three distinct programs,

Environmental Health, Public Health Nursing, and Oral Health that need the support of clerical. 1.5 FTE's will limit professional staff's ability to engage in the community. It will require professional staff to be available to cover the office during clerical staff breaks. It will also limit the Health Department's ability to expand or add programs. Asked that when the Executive Committee reviews the budget that they support the Health Departments request for 2 FTE's.

7. **Update on 2008 Budget:** The Administrator made several changes to the department's submitted 2008 budget. See summary sheet that was sent with meeting notice. Unable to explain why the revenue for the Environmental Health Program was raised \$11,000.00 and expenditures raised \$7,000.00. The Public Health revenue was raised \$1,400.00 with no explanation given. The staffing budget was changed to reflect 1.5 clerical FTE's as opposed to the Department's request for 2 clerical FTE's. There is no explanation as to why the change was made in the Capital Equipment budget. The Capital Improvement budget was changed because the Director had been instructed by the Administrator to include in the department budget the need for new windows and entry. It was to be a place holder in the buildings improvement budget. It is unknown if those dollars were transferred to another budget.
8. **Other Issues:**
  - a. **Influenza Vaccine:** All providers of influenza vaccine will charge \$25.00 per dose. The entire order of adult influenza vaccine has been received. The public clinics have not been scheduled. The Health Department is coordinating influenza immunization clinics with other health care providers in the area. Reports from the Centers for Disease Control & Prevention (CDC) indicate there will not be a shortage of influenza vaccine this year and there is not a delay in distribution of the vaccine.
  - b. **Wisconsin Partnership Grant Proposal:** The Wisconsin Partnership grant fund is through the Wisconsin Medical College. The proposal will focus on Physical Activity and Obesity Prevention. The Health Department is partnering with Sawyer County Health Department, LCO and Red Cliff Community Health Center.
  - c. **Pandemic Influenza Plan:** The plan update was not discussed.
9. **Next meeting date:** The next meeting is scheduled for Monday, December 3, 2007 at 4:00 p.m. in the EOC.
10. **Adjourn:** A motion to adjourn was made by Elaine Kopp; motion seconded by Jim Beeksma. Motion carried. Meeting adjourned at 5:15p.m.

Respectfully Submitted

Amelia Lindsey, RN, Director