

**BAYFIELD COUNTY
HEALTH BOARD MEETING
Monday, February 11, 2008 at 4:00 p.m.**

Present: David Good, Jim Crandall, Winefred Punjak, Dee Kittleson, Elaine Kopp

Absent: Jim Beeksma, Grace Heitsch

Staff: Millie Lindsey, Cathy Ekholm, Michelle Crowell

Others: Mark Abeles-Allison, Bayfield County Administrator; Shellie Heglund and Lynn Frechette, former Health Department employees

1. **Call the Meeting to Order:** The meeting was called to order at 4:03 p.m. by Chairperson Kittleson.
2. **Approval of October 1, 2007 Meeting Minutes:** A motion to approve the minutes of the October 1, 2007 meeting minutes as presented was made by Crandall; motion seconded by Good. Motion carried.
3. **Home Care Report**
 - a. **Census:** The client census is zero.
 - b. **Update on Home Care Closure and Transfer of License:** The Home Care program was official closed on January 31, 2008. Based on the letter from the Bureau of Quality Assurance this date is approved for closing the program. The home care license for Northern Lights Health Care was activated on February 1, 2008. There were only three patients to transfer. We have received all the visit notes. We are waiting for the January invoice. We have been told by Medicare that we can submit a 13 month cost report. If we had continued to see patients into February we would have had to do a separate cost report for 2008. The Director would like to have all expenses for home care closed out by March 31, 2008, including having the cost report finished. This depends on how quickly the reimbursement for visits is received. We are filing old charts. We are running ads informing past clients on how to obtain their records. We will be destroying all records after five years. Letters have been written to all the organizations we need to letting them know we have discontinued services.
 - c. **2007 Budget Report:** The 2007 budget is looking very good. We are expecting more revenue. The expenses are pretty much all in. We expected to receive \$141,000 in revenue. We have only received \$107,000 to date. We are approximately \$12,000 under budget.
 - d. **2008 Budget Update:** When the 2008 budget was prepared, we expected to be done providing home care services as of December 31, 2007. We did not anticipate the expenses we now have as a result of continuing the Home Care program into 2008. We may need approximately another \$10,000. We do not know what the revenue for the visits we made in January will be.
4. **Environmental Health Report**
 - a. **Staffing Update:** The Environmental Health Technician has been hired. He started December 1, 2007. He will be focusing on inspecting lodging facilities. Tourist rooming houses are the largest percentage of lodging facilities in the county. He has been finding businesses that have been operating without a license, some for a long time, and some do not meet the Department of Commerce codes. He and Michelle have been working with them to get them up to code and licensed. He has been finding them by checking out the ads in the paper and the Internet. We would never have been able to do that without that second person. The Health Board was educated on the differences between a touring rooming house and a bed and breakfast. The new tech will be taking over some of Michelle's duties. There are some duties he cannot help with because he does not have the expertise. He will be sent to trainings. Getting the Department of Agriculture (DATCP) contract for inspecting retail food establishments afforded us the ability to hire a second sanitarian. There was discussion as to whether revenue from the DATCP programs should be tracked separate from the State license fees. It was decided that it was not necessary to break this out. Good wondered if there was a list of businesses with the status and any violations. He was informed that there is a roster of active businesses. We can also get numbers on how many inspections are done and what type of businesses are inspected. Violations are hand written. We do not have a way of tracking violations. When Michelle started she did not want to

write up all the violations so she started working with the businesses that had the most serious violations. As they improved she moved on to those with lesser violations. The department now gives out what is called a Silver Spoon Award. This is given to a restaurant that has had no violations in the last 2 years. Four were given out last year.

- b. Department of Agriculture – Discussion and Possible Action Regarding Possible Increased License Fees:** DATCP is proposing an increase in license fees. It is a substantial increase. It could be devastating on our smaller businesses. This proposal is in Committee at present. Bayfield County's ordinance states that if the State raises fees that the Health Board can raise the fees without County Board approval. At present we are required to reimburse 10 percent of the fees collected to the State Health Department and the Department of Ag. An increase to 20 percent has been proposed. Agents are opposing this because they do not feel they receive enough training/assistance to warrant that amount. The State Health Department is leaving the reimbursement at 10 percent. The Department of Ag is proposing a 20 percent increase in reimbursement but have not made a definite decision yet. It was felt that if the reimbursement rate were increased that much we would have to increase our fees also. The Director has been in touch with Sherman's office. His recommendation is to wait to see if the proposal comes out of Committee. We are looking to the Public Health Association and the Environmental Health Association for direction. The question of the ability to run a report showing how many establishments and what category they are in was raised. He was told that it was possible to do this.

5. Public Health Report

- a. Staffing Update:** We have hired a new clerical person. Her name is Kaci Lawrence and she works half time for us and half time for UW-Extension. This week one of our public health nurses turned in her resignation. Her last day is March 6, 2008. Her position should be posted this week. Our public health nutritionist will be retiring in August. We would like to get this position posted this week. MMC just hired a dietician and it took them 6 months to fill the position. We would like to get started as soon as possible so there is time to do training. This position works primarily in the WIC program. She is totally grant funded. Once a year she reviews the menus for the Bayfield County jail. Abeles-Allison wondered if this person could do the same for Ashland County jail. He was informed that this person would probably be too busy to fit that into the schedule.
- b. 2007 Budget Report:** The 2007 budget is looking better than expected. There are still expenses and revenues coming in for 2007.
- c. 2008 Budget Update:** We are not very far into 2008 so there is not much to report.

Kittleston received a postcard saying there will be a NALBOH Conference in Madison in July. She thought the Board members should attend.

- d. Grants Update:** For the past three years we have had a fluoride varnish grant. This grant was for four counties. It will not be renewed for 2008. The funds for this program will be revenue generated from varnishes done on children with Medical Assistance. We can go do fluoride varnishes on children in the 4 year old program, daycare, and headstart. Now with BadgerCare Plus there should be more children with some type of Medical Assistance. This was part of the Blue Cross/Blue Shield Partnership Grant. The State wrote for this grant and then we wrote to the State. For some reason the State thought that existing projects would be funded with out them having to write for the grant again. Possibly we could partner with another Northern County to write for a Wisconsin Partnership Grant for varnishes. The RFP will probably not come out until May and the grant would start in July. The other does not come out until October and starts in March. The State Health Department was given poor advice. They were told that there would be a special RFP for those already holding the grant. Michelle Crowell wrote for a School Nurse Grant for Bayfield County schools. It was written as a consortium of Bayfield County schools. Bayfield School District will be the fiscal agent. The grant started in February. Now we need to meet with the schools and do some planning. The first couple months we will be writing policies and procedures so that they are standardized throughout the school districts. The grant is for \$78,000. (In reviewing this after the meeting it was discovered that \$78,000 was available; we received \$36,000.) We have a service agreement with Bayfield School District. We will get this

signed and bill them for the nurse's time in the two school districts we will be involved with. The other two school districts have their own school nurse on staff. We have submitted and application to the Wisconsin Partnership Fund that is Blue Cross Blue Shield dollars. We have been doing our physical activity/obesity prevention program. We have also done some employee wellness activities. The grant was submitted for Sawyer County, Bayfield County, Red Cliff Tribe, and LCO Tribe. We should hear in March if we will get the grant. This is an implementation grant. We need to use research-based intervention. Although the partners have separate work plans, there are some overarching goals. Media messages will impact everyone no matter where they live in the northern part of the state. In Bayfield County we are doing a lot with infrastructure. We are working on trails, indoor recreational exercise activities, etc. There was discussion regarding the lack of areas to walk in Red Cliff. There are no sidewalks and not much to speak of for shoulders on the highway.

At the Employee Wellness Fair, 75 employees and spouses participated. It was funded by County tax dollars, Group Health Trust dollars and part of our Prevention Grant dollars.

The Lakes Community Health Center will have its ribbon cutting on Friday night at 4:30 p.m. Their nurse practitioner starts on Monday. Dr. Schrock signed on to give a few hours. They have their own benefit specialist. They have an RN, a clinic manager and a receptionist. There is also an interim Executive Director.

6. **The Board may move in and out of Executive Session pursuant to Wisconsin Statutes 19.85(1)(c)(f) for the purpose of discussing employee issues within the department:** A motion to enter into executive session was made by Crandall; motion seconded by Kopp. Motion carried by unanimous roll call vote. The Board convened in executive session at 5:30 p.m. A motion to reconvene into open session was made by Good; motion seconded by Kopp. Motion carried by unanimous roll call vote. The Board reconvened into open session at 5:45 p.m. The result of the closed session is that the Health Board will recommend to the Personnel Committee to increase the Registered Sanitarian wage from a Level 7 Grade 2 to a Level 8, Grade 1. A revised job description will be forwarded to the Personnel Committee as well.
7. **Next Meeting Date:** The next meeting will be Monday, April 7, 2008 at 4:00 p.m. in the EOC.
8. **Adjourn:** A motion to adjourn was made by Kopp; motion seconded by Crandall. Motion carried. Meeting adjourned at 5:55 p.m.

Respectfully Submitted

Cathy Ekholm, Recording Secretary