

**BAYFIELD COUNTY
BOARD OF HEALTH MEETING
Tuesday, May 18, 2010 12:00 noon**

Present: Dee Kittleson, John Bennett, Wayne Williams, Jim Crandall, Beth Meyers, Elaine Kopp, Winefred Punjak

Absent: Grace Heitsch, MD

Staff: Cathy Ekholm, Kaci Lawrence, Michelle Dale, Terri Bahe, Caloney Mesik, Sandy Swanson, Donna Potter, Jennifer Jako, Melissa Nicoletti, Jennifer Nye

Others: Terri Timmers, Northern Regional Office Division of Public Health; Mark Abeles-Allison, County Administrator, Paula Hanson, Northern Regional Office Division of Public Health

1. **Call to Order:** The meeting was called to order at 12:13 p.m. by County Administrator Abeles-Allison.
2. **Election of Health Board Chair:** Bennett nominated Kittleson for Health Board Chair, nomination seconded by Kopp. As there were no more nominations for chairperson Kopp made a motion to close nominations and make Kittleson Health Board Chair by unanimous ballot. A voice vote was taken and the motion carried unanimously.
3. **Election of Health Board Vice-Chair:** Williams nominated Crandall for Health Board Vice-Chair; nomination seconded by Kopp. As there were no more nominations for vice-chair Kopp made a motion to close nominations and make Crandall Health Board Vice-Chair by unanimous ballot. A voice vote was taken and the motion carried unanimously.
4. **Approval of April 9, 2010 Minutes:** A motion to accept the minutes of the April 9, 2010 meeting as presented was made by Williams; motion seconded by Kopp. Motion carried.
5. **Interim Director Report:** Changes are being made in the department and the Northern Regional Office of the Division of Public Health will be assisting the County in that transition. It is critical that the County to appoint an interim Health Officer. Jennifer Jako, WIC Nutritionist and WIC Supervisor, has been appointed as the Health Officer. She will also be handling administrative and supervisor duties. It is also important that we have a lead public health nurse in case of a major event. Caloney Mesik, RN has been appointed to that position. This information will be shared with the Sheriff's Department and emergency preparedness staff.
6. **Department Report-Mark Abeles-Allison:** There was a PowerPoint presentation on the purpose and intent of a Board of Health. This presentation also outlined the things public health has done that have bettered the health of the people. The goal of Public Health is education and prevention. The Board was also given a booklet of materials explaining what public health does, the different levels of health departments, what is statutorily required of a health department and the duties of a Board of Health. The qualifications of the health officer impact on the health department being a level one, two or three. Besides overseeing staff, the statutory obligations of the health officer is managing the public health budget, providing human health hazard control, communicable disease control as well as programs to prevent disease and promote health. The qualifications for a health officer were explained. The Board was told the differences between the three levels of health departments.
7. **Budget Report and Environmental Health Report:** Michelle Dale explained the Environmental Health program. The program is funded by three contracts; one with the State of Wisconsin, one with the WI DNR, and one with the Department of Agriculture. We charge a license fee under the State of Wisconsin and the WI DNR contracts. Ten percent of the license fee revenue we pay to the State. The WI DNR contract is to test and inspect transient non-community (TNC) wells. These are water systems serve at least 25 people at least 60 days a year such as restaurants, churches, taverns, etc. We are paid a flat amount per well. We have a Child Poisoning Prevention grant that will pay for risk assessments for children with elevated blood lead levels. There is also a Radon Grant to provide

outreach to facilitate reduction of residential exposures to indoor radon. The Board was given a report of the Environmental Health Program activities.

In regard to the budget, as of April 30, 2010 our revenues are at 32 percent and the expenditures are at 26 percent. As of the end of April we are right on budget.

8. Program Description Presentations:

- (a) **WIC Program-Jennifer Jako:** The Board was given a pamphlet and a handout explaining the WIC program. The WIC Program has been in existence since 1972. This program has been proven to be effective in improving the health of infants, children, moms and pregnant women. Our WIC project is a combination of Iron, Ashland and Bayfield Counties and serves approximately 930 participants per month.
- (b) **Environmental Health-Michelle Dale:** Covered in number 7 above.
- (c) **Public Health-Caloney Mesik:** Public health encompasses all the programs the department has. Some of the services the Health Department provides are child and adult immunizations, school-based immunization clinics, flu clinics, new baby visits, Prenatal Care Coordination (PNCC) program, Well Women Program, childhood lead screening, communicable disease follow-up, public health preparedness, TB testing, and paternity testing for child support, to name a few. Last year the department gave 6,698 immunizations to 2,230 clients, made 304 PNCC visits to 34 women and 51 new baby visits to 24 clients.
- (d) **Oral Health-Melissa Nicoletti:** The Board was given a handout with information on the numbers of children seen through the Oral Health program last year. One part of the program is applying dental sealants. That is funded by the Seal-A-Smile Grant through the Children's Alliance of Wisconsin. For a school to qualify for services under this grant they need to fall within a certain free or reduced lunch amount. Fluoride varnishes are also done at area schools, head starts and WIC clinics. The fluoride varnish program is funded solely by Medical Assistance. A fluoride rinse program is being done in Bayfield School but it is not a popular program and is not being done in the other schools. A referral system is in place to kids to the Lakes Community Health Center dental clinic as well as options of other providers.
- (e) **Employee Wellness-Terri Bahe:** This program deals with education. Staff takes turns writing health tips for the Evergreen Shopper. Health tips are emailed to employees. We coordinate health fairs, and have done bike safety and car seat safety clinics. We go to area businesses to do health education. The Superior Health Committee encourages and promotes a health lifestyle for employees and spouses. Describes the components of the employee wellness program. We work with US Health Center who accumulates the data from the HRA assessments. There is a health center/exercise area started in the basement of the Annex.
- (f) **Administrative Activities- Cathy Ekholm:** The administrative role includes budget preparation for review by the Director, overseeing payroll, overseeing payment of invoices, immunization inventory including ordering vaccines and returning expired vaccines, ordering all office supplies and program materials, making hotel reservations, receipting department revenues, local organization administrator for the SPHERE and WIR State programs, responsible for meeting the objective of one of the Health Department grants, billing grants that are on a cost-basis reimbursement, HIPAA Compliance Officer, reconcile department expenses/revenues with County Clerk's Office, and various other duties.

9. Department Brainstorming Session for the Future: Those present were given two pieces of paper. One to write down the critical issues the Health Board feels the County should be doing. The other is to write down department issues – needs to be addressed, topics needing dialogue, etc. One critical health issue for the County is about every five years the Health Department needs to do a community health improvement process where they look at the data for the community along with community opinion. This is done with partners.

10. Discussion on Updates to Health Director Job Description: Job descriptions for the Health Director position have been received. Terri Timmers has also provided a model of a health officer job description. Some research will be done over the next month. Members of the Health Board and

the Administrator will visit other health departments to see their set up and get opinions from the directors and staff on how their set-up works.

11. Report on Vacancies:

- (a) Environmental Health Sanitarian
- (b) Full-time Public Health Nurse
- (c) Part-Time Public Health Educator/Nurse

We are currently advertising for the full-time Environmental Health Sanitarian and the part-time Public Health Educator/Nurse. The ad for the full-time Public Health Nurse should be going out this week.

12. Discussion/Possible Action Regarding Department Calendar and Future Meeting Schedule:

Next meeting scheduled for Thursday, June 17, 2010 at 4:00 p.m.

13. Adjourn: A motion to adjourn was made by Crandall; motion seconded by Kopp. Motion carried.

Meeting adjourned at 1:56 p.m.

Respectfully Submitted

Cathy Ekholm, Recording Secretary