

**BAYFIELD COUNTY
BOARD OF HEALTH MEETING
Friday June 17, 2011 – 10:00 A.M.**

Present: Elaine Kopp, Winifred Punjak, Dee Kittleson, James Crandall, John Bennett

Absent: Beth Meyers, Grace Heitsch, Wayne Williams

Staff: Terri Kramolis, Jennifer Jako, Katie Hampston

Others: Brenda Eder (nursing student), Elizabeth Chiquoine (AHEC student)

1. **Call the Meeting to Order:** The meeting was called to order at 10:00 a.m. by Chairperson Kittleson.
2. **Approval of April 6, 2011 Meeting Minutes:** A motion to approve the minutes of the April 6, 2011 meeting was made by Kopp; motion seconded by Crandall. Motion carried.

The Board of Health members were introduced to the two students.

3. **Adoption of Agenda:** No changes.
4. **Review of 2011 Budget:** The Board reviewed the report on the 2011 budget. The few questions that were asked about HRA were answered to the Board's satisfaction. The HRA budget is over due to the number of new staff within the department. The year-to-date bottom line looks good. There was discussion regarding how grant funding comes into the Health Department from the State. Kramolis explained that funding for the Emergency Preparedness Grant has changed from last year. Crandall made a motion to receive and place on file; motion seconded by Bennett. Motion carried.
5. **Discussion and Possible Action Regarding Resolution Accepting the HCR-Public Health Infrastructure and Quality Improvement Grant:** The Board was informed on the purpose for the HCR (Health Care Review) Grant by Kramolis. The State of Wisconsin wrote to the CDC for this grant, which Kramolis assisted with. We have been awarded \$12,000. We need to complete a strategic plan, which is done. We need to complete our Community Health Assessment Plan (CHIP), which is in progress. We need to complete a continuous quality improvement plan. The idea of this is that as a department we are not content with the status quo; we want to always be looking for ways to improve and adapt our goals to be the best Health Department we can be. Kittleson asked about we included Red Cliff. Kramolis clarified that this is just for our Health Department. The Tribal Health Departments can write for a grant on their own. Kramolis was just indicating that the grant is available to all Health Departments and Tribal Health Departments. The verbiage about Tribal Health Departments will be taken out as to not confuse anyone. Crandall made a motion to receive and place on file; motion seconded by Bennett. Motion carried.
6. **Environmental Health:**
 - a. **Inspections Report:** The report shows where the sanitarians are with inspections, re-inspections, pre-inspections and other activities as of the end of May. The numbers are comparable to last year this time. Crandall inquired if 80 motels/hotels is accurate. After discussion it was agreed that this is accurate. Both sanitarians spent several hours working with the Telemark Resort.
 - b. **Water Lab:** Kramolis reports that the last two Community Health Assessments completed indicated that water quality is a focus area for our residents. We must take water samples at all inspections. We then send these samples to the State Lab of Hygiene, the Ashland Health Department lab or the City Ashland Wastewater Treatment Plant. Kramolis is proposing to start a water lab here at our Health Department. We would need to become certified and licensed. The Board was informed of everything we would need to be able to have a lab. We could likely purchase everything we need for about \$3,000. Bio-terrorism Grant funded would be used for this. DATCP would inspect initially and annually. We could get more revenue from the city, private requests, etc, that routinely call the Health Department asking how to get their water tested. This could also improve services to our residents who currently need to send the test kit to the State. The samples are time-sensitive and sometimes there are issues with the tests getting to the State Lab in a timely manner. Crandall asked about cost and if it competes with Ashland County. Also how it affects staff work. Kramolis stated that it would add some work to the

sanitarians and the front office. Crandall mentioned that four municipalities could benefit from this. Bennett made a motion to receive and place on file; motion seconded by Kopp. Motion carried. Kittleson would like to know where she could find info about Barksdale.

- c. **Food Safety Course:** Anne-Marie Coy offered to start offering a food safety course – *Serve Safe*. This was because Anne often finds that several restaurant owners do not have this certification. She advertised, and has had 14 participants, with more inquiring about it. Kittleson would like a flyer put in the County Board mailer so the County Board is aware that the Health Department is doing this.

7. WIC Program: Jako reviewed the following:

- a. **Audit:** The State of Wisconsin recently completed monitoring of our Bay Area WIC program on June 9, 10 and 13. Observations were discussed, no problems were identified. All proper policies and procedures appropriate. Fiscal review completed and appropriate. Clinics observed and staff are knowledgeable and doing a good job.
- b. **Current Lease:** The current WIC lease at 301 Main St Ashland, WI ends October 31, 2011. Due to multiple issues including inadequate parking, improper cooling and heating, past flooding issues, and non-compliance with ADA needs, we are choosing to move prior to lease ending. The State has granted our program additional funding to be able to do this. The State has amended nearly \$21,000 to our program to cover the cost of moving, renovating the new location, and furnishing the new location as needed.
- c. **Move to New Location:** The new location WIC will move to is 216 Third Street W. in Ashland. Our tentative moving date is August 2, 2011.

8. Staffing Update

- a. **AHEC Intern:** Elizabeth Chiquoine is a Beloit College student, majoring in Public Health with a minor in Pre-med. She will be assisting the Health Department for the summer in completing the community health improvement plan.
- b. **Nursing Student:** Brenda Eder is a distance learning nursing student from University of Illinois doing her community clinicals for her BSN with Bayfield County Health Department. She is mainly working with overweight children and with Jako, our nutritionist at the WIC program.
- c. **Child Car Seat Safety Certification Course:** Katie Hampston informed the board that she and Pete Morrissette, Public Health Educator, recently completed a Child Car Seat Safety Certification course. This is a need in our community. They are looking to use this in the Prenatal Care Coordination (PNCC) Program. As an incentive for completing the PNCC program the clients would receive a car seat.

9. Oral Health Program Update: Current contract employee through Gemini has limited clearance to return to work, so staff continue to assist with program to make sure needs are met

10. Next Meeting Date: Meetings are scheduled the third Friday of even months at 10:00 a.m. The next meeting is scheduled for August 19, 2011 at 10:00am. The meeting dates set for the remainder of 2011 are October 21 and December 16.

11. Other Issues: Kopp asked if we have heard anything about the Level 3 status. Kramolis informed the group that we did meet criteria and we are now considered a Level 3 Health Department! We will have funding increased because of this level change.

12. Adjourn: A motion to adjourn was made by Kopp, seconded by Kittleson. Motion carried. Meeting adjourned at 11:30 a.m.

Respectfully Submitted

Jennifer Jako, WIC Director/Public Health Nutritionist