
**BAYFIELD COUNTY
BOARD OF HEALTH MEETING
Tuesday, August 13, 2019 – 5:00 PM
Bayfield County Annex Building EOC**

Present: Fred Strand, Jeremy Oswald, Elaine Kopp, Jeff Silbert, David Zepczyk, Terri Kramolis

Absent: Deb Dryer, Tom Gordon, Ellen Braddock

Staff: Amy Jarecki, Sara Wartman

- 1. Call the Meeting to Order** : The meeting was called to order at 5:01 p.m. by Chairman Oswald.
- 2. Approval June 11, 2019, Meeting Minutes** : A motion to approve the June 11, 2019 meeting minutes was made by Strand; motion seconded by Zepczyk. Motion carried.
- 3. Public Comment** : None.
- 4. Brief Tour of Bayfield County Health Department - Annex Building** : A brief tour of the offices used by the Health Department was conducted by Sara Wartman, Health Director.
- 5. Review 2nd Quarter Budget**: Wartman reviewed the department's revenue and expense accounts as of June 30, 2019. Revenues are behind due to a lag in the state's processing of reimbursements and the expenses are right where they need to be at this time in the fiscal year.
- 6. Review and Possible Action Regarding 2019 Estimated Budget** : Wartman reviewed the report showing estimated expenses and revenues for the 2019 budget year. A motion to place the 2019 estimated budget on file was made by Kopp; motion seconded by Silbert. Motion carried.
- 7. Review 2020 Proposed Budget** : Wartman reviewed the proposed 2020 budget.
- 8. Review and Possible Action Regarding 2020 Estimated Budget** : A motion to approve the 2020 estimated budget and forward to the Bayfield County Executive Committee was made by Kopp; motion was seconded by Zepczyk. Motion carried.
- 9. Discussion Regarding Environmental Health Revenue** : Wartman proposed the raising of certain Environmental Health license fees to keep up with the rising cost of expenses. Some of the license fees were adjusted in 2018, but some

have not been looked at in a number of years. Also discussed was the option of charging a fee for consultations, which the Sanitarians currently provide at no cost and not allowing the two (2) week grace period after the initial due date for license fee payments, keeping those late fees being paid and not refunding them. More discussion on this topic at future meetings.

10. Discussion and Possible Action Regarding Family Planning Only Sliding Fee

Scale: Wartman explained that in response to the site visit for the Family Planning program, a sliding fee scale was needed. Wartman presented the new document and explained how it will be implemented. A motion to approve the Family Planning Only Sliding Fee Scale to be used as needed was made by Silbert; motion was seconded by Kopp. Motion was carried.

11. Discussion and Possible Action Regarding Reproductive Health Services Fee

Schedule : This document was developed to represent the fees being charged for the Reproductive Health program. We are only allowed to charge the actual amount that it costs our department to order through the 340B drug program. These costs may need to be modified as our costs change. Wartman is looking for permission from the Board of Health to modify those charges on a quarterly basis, if needed, without bringing it in front of the Board of Health each time. A motion to allow the Health Director or Office Manager to change the Reproductive Health Services fee schedule on a quarterly basis dependent on costs was made by Chairman Oswald; seconded by Kramolis. Motion was carried.

12. Discussion and Possible Action Regarding Resolution for Women's Health/ Family Planning Program Grant

Grant : The Health Department received funding through Wisconsin Division of Public Health for the Reproductive Health program in the amount of \$6,168.00 (Six thousand one hundred sixty-eight dollars). The majority of this grant will be spent on staffing but can also be used to purchase medical and/or operating supplies. A motion to accept resolution and forward on to the County Board was made by Strand; the motion was seconded was Zepczyk. Motion was carried.

13. Discussion and Possible Action Regarding Resolution for Taking Action with

Data: Tick Kits Grant : The Health Department's summer intern applied for a grant for Lyme's Disease prevention. We received funding in the amount of \$10,000.00 (Ten thousand dollars). The point of this grant is to provide information to providers on Lyme's Disease and tick-borne illnesses and how to report to the Health Department. We will also be doing outreach to the public by creating more tick kits and advertising in the local movie theaters, which will provide information on Lyme's Disease, what the signs are and how to prevent it. A motion to accept resolution and forward on to the County Board was made by Kramolis; the motion was seconded by Kopp. Motion was carried.

14. Discussion and Possible Action Regarding Resolution for Communities Talk

Initiative : The Health Department was awarded a \$750.00 (Seven Hundred Fifty dollars) stipend from the Substance Abuse and Mental Health Services Administration (SAMHSA) to assist with engaging the communities to talk about

underage drinking and how to prevent it. A motion to accept resolution and forward on to the County Board was made by Silbert; motion was seconded by Zepczyk. Motion was carried.

- 15. Discussion and Possible Action Regarding Resolution to Support the Adoption of Comprehensive Commercial Tobacco-Free School Policy and Procedures in All Bayfield County Schools** : Wartman explained that she is looking for permission from the Board of Health to approach the local schools to outreach about including e-cigarettes and vaping in their policies and procedures on tobacco use in the schools. Policies and procedures at other local businesses was discussed as a comparison. A motion was made by Silbert to approve the resolution to support the adoption of comprehensive commercial tobacco-free school policy and procedures in all Bayfield County schools; motion was seconded by Kramolis. Motion was carried.
- 16. Discussion and Possible Action Regarding DNR County Well Delegation Program**: The pros and cons of taking on the county well delegation program was discussed at length. It was decided that the Environmental Health staff does not have the time to take on this program nor does it seem like it would bring in enough revenue to cover all costs.
- 17. Update Regarding 140 Review - Level III Health Department Status** : Wartman shared the process she went through to obtain the level III (three) status.
- 18. Update on Health Department Staffing** : Caloney Mesik, one of the full time Public Health Nurses, who has been Interim WIC Director for some time now, is now the WIC Director. Mesik has worked in the WIC program as Health Screener in the past. We will be looking at hiring a very part time Nutritionist for the WIC program as that is a requirement of the program. Holly Weber, who was hired in May as a half time Public Health Nurse is now full time. Weber will be taking over the AODA/Have you had enough programs and coalitions. Peter Morrissette, Public Health Educator/Water Lab Specialist will be taking on the job of inspecting tourist rooming houses. There is an open position of a half time Public Health Nurse which may be combined with a half time nursing position open in Human Services, to make it one full time nursing position.
- 19. Update on Health Department Programs and Services** : Wartman shared that she is looking at applying for AODA and/or mental health grants. The nurses will be outreaching to local physicians and clinics in regard to the Lyme's Disease information and making sure that communicable disease reporting is done properly. There has been work done to re-establish a Drug Endangered Children committee with the help of a small grant. The annual Health Fair was held recently and was very successful. The Employee Wellness committee sponsored a blood drive the week following, which was also successful. The inspection from the DNR for the new nitrate lab will occur in September. The Environmental Health staff is busy inspecting food vendors at the local events this summer and into the fall. There was a stipend received from MMC (Memorial Medical Center) for the purchase of carbon monoxide detectors and car seats. These items will be distributed around the county to those in need. Jessica Zakovec, part time WIC clerk, has left her employment for a full time job



Healthy people, communities and environment
for a superior Bayfield County.

Bayfield County Health Department

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Sara Wartman, BSN, RN, CLS

Director / Health Officer

with NorthLakes Clinic. Zakovec was one of two certified car seat technicians. Number of Reproductive Health clients is still low due to not advertising or promoting other than some education in the local schools. There was a Health Department display at the Bayfield County fair along with a coloring contest.

20. Other Issues or Concerns: Strategic planning will begin again next year for the next cycle.

21. Next Meeting Date

Tuesday, October 15th, 2019, 5:00 pm, in Ashland at the WIC office.

22. Adjourn: The meeting adjourned at 6:55 p.m.

Respectfully Submitted,

Amy Jarecki

Amy Jarecki, Office Manager