



## MINUTES OF BOARD OF HEALTH MEETING

August 04, 2021

Call to Order: Meeting was called to order by Chair Peer at 6:00 p.m.

Board of Health Members Present: Chair Peer, Supervisor Rynes, Dr. Meyers, Dr. Winter, Debra Kolste, Dr. Somaraju and Supervisor Williams.

Board of Health Members Absent: Eric Gresens

Staff Members Present: Katrina Harwood – Health Officer/Director; Michelle Bailey – Assistant Health Officer/Director; Rick Wietersen – Environmental Health Director; Nick Zupan – Epidemiologist; Anne Weirich – Public Health Nurse; Olga Myers – Public Health Nurse; and Melissa DeWitt – Public Health Support Specialist.

Others Present: Tami – Citizen; Sheryl – Citizen

### **Roll Call**

Chair Peer asked for the roll call. At roll call Chair Peer, Supervisor Rynes, Dr. Winter, Ms. Kolste, Dr. Meyers, and Supervisor Williams were present. Dr. Somaraju joined after roll call. Eric Gresens was not present. 6 PRESENT. 2 ABSENT.

### **Adopt Agenda**

Debra Kolste made a motion to adopt the agenda. Shirley Williams seconded the motion. MOTION APPROVED.

### **Approval of Minutes – 7/7/2021**

Dr. Meyers made a motion to approve the minutes of the 7/7/2021 Board of Health meeting. Dr. Winter seconded the motion. MOTION APPROVED.

### **Citizen Participation**

### **New Business**

### **Administrative Division**

### **Transfer of Funds Over \$5,000**

No transfer of funds over \$5,000.

### **Review of Payments**

The Board reviewed the Health Department's July payments in the amount of \$695.03.

### **Health Department Report**

#### **COVID Response Update**

Katrina Harwood shared a slideshow of the representation of the work that the Health Department is involved in for the county-wide COVID-19 response. For testing, the site at Blackhawk Technical College that was supported by the Wisconsin National Guard (WING) and Rock County closed at the end of July. Since then, other available testing options have been promoted widely. Staffing has been adjusted as needed in regards to contact tracing and surge staff as COVID numbers have increased. The Rock County Public Health Department continues to coordinate the Vaccine Advisory Committee, while also continuing to support several school-based vaccine clinics. The AMI vaccine clinic at Blackhawk Technical College will continue to administer vaccines in the parking lot on campus on Tuesdays (11 a.m. – 5 p.m.) and Thursdays (11 a.m. – 3 p.m.). They will also continue to serve as a resource for home-based and mobile-based vaccine administration on an as-needed basis. Last week, Rock County moved from a moderate to substantial community transmission category according to the most recent CDC tracker for COVID activity across the country. We anticipate a bounce in categories as numbers change. A mask recommendation has been put in place, with the hopes of community members following the recommendation.

Surveillance: Nick Zupan provided the Board members with the current COVID-19 data.

### **RCPHD Program Spotlight**

#### **Communicable Disease Program Overview**

- Reportable Conditions/Illnesses
  - LHDs have primary responsibility for communicable disease follow-up
  - Local health “may do what is reasonable and necessary for the prevention and suppression of disease” – Wis. Stat. 252.03(2)
  - Local health officers “shall promptly take all measures necessary to prevent, suppress and control communicable diseases...” – Wis. Stat. 252.03(1)
- Categories of Disease
  - Category 1
    - These are more severe illnesses based on transmissibility, severity, or other urgent factors
    - Providers must communicate via phone to health officer or department designee
    - Providers must provide all case information within 24 hours to Wisconsin Electronic Disease Surveillance System
  - Category 2
    - Less severe, but still reported
    - Case information and all records reported to the health department through WEDSS within 72 hours
- What happens when a disease is reported?
  - WEDSS
    - Information on patient, lab records, other relevant information
    - Define as confirmed, probably, suspect, or not a case
  - Investigation and Follow-up
    - Gather more information on patient – contact healthcare provider
      - Symptom onset



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- Care plan
- Diagnosis
- Contact patient
  - Incident report – complete investigation form associated with illness
  - Verify appropriate treatment
  - Gather more information as needed to complete patient record
    - Helps determine source and risks
  - Provide education and prevention information – isolation
- Follow-up with Contacts
  - Depending on illness, contact investigation
  - Quarantine when necessary
- Outbreak Investigation
  - Considered a Category 1 reportable condition
  - Work with state health department
  - Multiple reportable illnesses based on a possible common source
    - Based on severity and contagiousness of illness
    - Examples: contaminated water, contact with animals, nursing home
  - Scenarios
    - GI outbreak – Campylobacter
- Surveillance
  - Most common reportable conditions
    - Chlamydia Trachomatis infection, Pertussis, Gonorrhea, Influenza-associated hospitalization, Hepatitis C, etc.

### **Budget**

Katrina Harwood reported on our current budget timeline

- April 30, 2021: Budget “kick-off”
- June 4, 2021: Personnel requests
- June 11, 2021: IT requests
- July 26, 2021: Budget due
- September 7, 2021: Budget meeting
- October 15, 2021: Administrator’s recommended budget
- November 9, 2021: Adoption of the county budget

Katrina Harwood reported on the current Budget Overview

|                  | <u>2019 Actual</u> | <u>2020 Actual</u> | <u>2021 Budget</u> | <u>2021 Estimate</u> | <u>2022 Request</u> |
|------------------|--------------------|--------------------|--------------------|----------------------|---------------------|
| Revenue          | \$750,294          | \$683,493          | \$691,700          | \$639,200            | \$704,576           |
| Cost Allocations | (\$333,931)        | (\$1,841,712)      | (\$303,604)        | (\$608,727)          | (\$311,945)         |
| Total Expenses   | \$2,910,124        | \$1,852,962        | \$3,351,599        | \$4,166,594          | \$4,496,042         |

- Personnel Requests

| <u>Type of Request</u> | <u>Original Position/From</u>      | <u>New Position/To</u>      | <u>Request</u> |
|------------------------|------------------------------------|-----------------------------|----------------|
| New Position           |                                    | Public Health Strategist    | 4.0            |
| Retitle                | Health Educator                    | Public Health Strategist    | 3.0            |
| Reclassification       | Community Health Ed. Coord.        | Public Health Supervisor    | 1.0            |
| Reclassification       | Administrative Services Supervisor | Support Services Supervisor | 1.0            |
| FTE Increase           | Environmental Health Specialist    |                             | .6             |

- 2022 Proposed Revenue

- Public Facility Permits
- Sanitarian Fees
- Sanitarian Permits
- TNC Well Program
- Vaccine Fees
- Laboratory Services
- Lead Services
- Radon Test Kits
- TB Dispensary

- 2022 Proposed Expenses

- Personnel
- IT
- Facilities
- Software
- Courier
- Interpreter Fees
- Per Diems
- Postage
- Printing
- Publications/Subscriptions/Dues
- Services
- Supplies
- Telephone
- Training
- Travel

#### Pending Grant Applications

- Wisconsin Partnership Program, University of Wisconsin School of Medicine and Public Health: Strengthening Community Solutions to Improve Black Maternal and Infant Health
  - Invited to submit full application (due 8/23/21)



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### Workforce

Katrina Harwood reported on current workforce updates.

#### New staff

- Volunteer Medical Advisor

#### Current Position Vacancies

- PT Environmental Health Specialist (interviews complete)
- Public Health Supervisor (recruitment closed 7/30/21)
- Public Health Policy Specialist (recruitment closes 8/6/21)
- Public Health Data Scientists (recruitment closes 8/6/21)
- Public Health Planner (recruitment closes 8/6/21)
- Public Health Nurse (opening to be posted)

### Resolution: Accepting United States Food and Drug Administration (FDA) Equipment Grant and Amending the 2021 Rock County Public Health Department Budget

**NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2021 does hereby authorize the Rock County Public Health Department to accept this grant in the amount of \$5,695, and amend the 2021 Rock County Public Health Department Budget as follows:

| <u>Account/Description</u>              | <u>Budget<br/>01/01/2021</u> | <u>Increase<br/>(Decrease)</u> | <u>Amended<br/>(Budget)</u> |
|---|------------------------------|--------------------------------|-----------------------------|
| <u>Source of Funds</u>                  |                              |                                |                             |
| 31-3114-0000-42100<br>Federal Aid       | -0-                          | \$5,695                        | \$5,695                     |
| <u>Use of Funds</u>                     |                              |                                |                             |
| 31-3114-0000-63407<br>Computer Supplies | -0-                          | \$5,695                        | \$5,695                     |

Supervisor Rynes made a motion to accept the resolution. Dr. Meyers seconded the motion. MOTION APPROVED.

**Resolution: Recognizing Dr. William Clanfield for 31 Years of Service as Medical Advisor for the Rock County Public Health Department**

**NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2021 moves to recognize Dr. William Clanfield for his 31 years of service to the Rock County Public Health Department and to residents of Rock County.

Debra Kolste made a motion to accept the resolution. Dr. Winter seconded the motion. MOTION APPROVED.

**Communications and Announcements**

Nothing to report.

**Adjournment**

Dr. Winter made a motion to adjourn the meeting. Supervisor Rynes seconded the motion. MOTION APPROVED. Meeting adjourned at 7:15 p.m.

Respectfully Submitted,

Melissa DeWitt, Recorder

Not Official Until Approved by the Board of Health