

**MINUTES OF BOARD OF HEALTH MEETING**  
**May 2, 2012**

Meeting was called to order by Chair Kraft at 6:00 p.m.

Board of Health Members Present: Chair Kraft, Supervisor Peer, Dr. Best, Ms. Wade, Dr. Peterson, Supervisor Bostwick (left at 7:00 p.m.), Dr. Winter, and Mr. Rooney.

Board of Health Members Absent: none at this time.

Staff Members Present: Karen Cain – Health Officer; Timothy Banwell – Environmental Health Director, Janet Zoellner – Nursing Director; Sancee Siebold - Nursing Supervisor South Office; Deborah Erickson – Nursing Supervisor North Office; and Carol McComb – Public Health Support Specialist.

Others Present: None at this time.

**Adopt Agenda**

Supervisor Bostwick made a motion to adopt the agenda. Dr. Winter seconded the motion. MOTION APPROVED.

**Approval of Minutes 4/4/12**

Ms. Wade made a motion to approve the minutes of the 4/4/12 Board of Health meeting. Supervisor Peer seconded the motion. MOTION APPROVED.

**Citizen Participation**

None at this time.

**Unfinished Business**

None at this time.

**New Business**

**Administrative Division**

**Election of Vice Chair**

Ms. Wade made a motion to re-elect Supervisor Peer as the Board of Health Vice Chairman. Supervisor Bostwick seconded the motion. MOTION APPROVED.

### **Set Meeting Day and Time**

Ms. Wade made a motion to keep the date and time of the Board of Health meeting as the first Wednesday of every month at 6:00 p.m. Dr. Best seconded the motion. MOTION APPROVED.

### **Approval of Bills/Transfer of Funds**

Ms. Wade inquired about the charge for \$154.56 for 5 STD pamphlets. Ms. Zoellner stated the charge was for an order of 5 different STD pamphlets, not just 5 single pamphlets. The pamphlets were handed out to view the many different kinds of pamphlets we hand out.

Supervisor Peer inquired about the tick cards that were ordered. Mr. Banwell stated these help the public identify what kinds of ticks there are. He provided the Board with samples.

Dr. Winter made a motion to approve the Health Department bills for the month of April 2012 in the amount of \$7,587.16. Ms. Wade seconded the motion. MOTION APPROVED.

There are no transfers of funds this month.

### **Health Department Report**

Friends of Ferals in Dane County: Dr. Peterson brought in a brochure about the Friends of Ferals in Dane County organization located in Madison. They take in stray feral cats that have no home or owner throughout Dane County. They spay/neuter and administer rabies shots to these cats, which assists in out-of-control cat population, and then return them to the same neighborhood where they were found. An ear is clipped to show the animal has already been seen. This is a low-cost/no-cost clinic, which is made up of volunteers. Dr. Peterson stated that if Rock County were interested in doing this, the Friends of Ferals would bring supplies from Dane County to assist.

Annual Report: Ms. Cain handed out 2 versions of the Rock County Health Department 2011 Annual Report. The informal version is a consumer friendly, easy read for the public and the other is the more formal version. She stated that the Health Department had accomplished a lot in the past year. The informal version will be available on our website soon. She will email a copy to the Board of Health members. Ms. Cain will contact Chair Podzilni to be put on the Agenda for the next Board of Supervisors meeting to review the 2011 Annual Report.

Personnel: Ms. Cain stated that since receiving the \$45,664 Rock County Coalition for Sexually Transmitted Infections Prevention Grant money from the Wisconsin Partnership Program, the department is now ready to hire a coordinator who will do some community organizing. They would work 16 hours a week at getting organizations that educate about sexually transmitted infections prevention and see what kind of needs Rock County has.

PHN: Ms. Cain stated that a public health nurse resigned last month. She stated interviews were conducted last week to fill the position and had many qualified applicants. The position should be filled shortly.

Intern: Ms. Cain stated that Laura Conklin, our health department health educator, works with the Wisconsin Area Health Education Center (AHEC). We have been getting summer interns from AHEC and our new intern will be starting June 4, 2012 and working in our department for 8 weeks. These interns have been motivated

students interested in public health. This intern would be working alongside Ms. Conklin on various projects including; monthly newsletters, bulletin boards/display boards as well as accompanying some of the nurses and sanitarians on their visits and inspections. This gives the interns exposure to what the health department does for the community.

**Fetal Infant Mortality Review:** Ms. Cain stated that she and Ms. Zoellner would be meeting with the Children's Health Alliance Keeping Kids Alive. Abby Collier is coming to meet with them in May. The Children's Health Alliance Keeping Kids Alive has asked the health department to look at the Fetal Infant Mortality Review regarding stillbirths beyond 20 weeks of pregnancy, and infants that have died prematurely before leaving the hospital.

**Seminar:** Ms. Cain stated that she is going to the Weight of the Nation Seminar in Washington D.C. on May 7-10, 2012. The seminar will explore ways to improve the obesity problem in the nation, which was one of the issues that had been listed in the Community Health Needs Assessment for Rock County.

### **Change Date for July Board of Health Meeting**

Chair Kraft asked the Board of Health members what day they wanted the July 2012 Board of Health meeting to be changed to since it fell on the Fourth of July holiday. They all agreed to change it to Thursday, July 5, 2012 at 6:00 p.m. Ms. McComb would call and let the Administration office know of the change.

### **Environmental Health**

#### **Report on After Hours Restaurant Inspections**

Mr. Banwell did a PowerPoint on the restaurant program after hours inspections. The purpose of an after hours inspection is to be able to conduct a brief evaluation of a facility after normal inspection hours of 8:00 am to 5:00 p.m. The environmental health technicians perform 2 a month from a list of facilities that are suitable to after hour inspections created from those rated moderate or complex and have an amount of customer traffic resulting in significant food preparation activity.

The EH technician takes a few temperatures and observes the facility operations for approximately 20 minutes. They will concentrate on high-risk situations and summarize what their observations were and provide minimal advice to the facility management in charge, leave a copy of the report and advise that a sanitarian would be contacting them within 5 days. A report is also provided to the environmental health director.

The benefits of an after hour inspection are:

- Additional survey of safe food practices
- Awareness of Health Department presence
- Identify common high-risk practices
- Opportunity for onsite training
- Resource for training initiatives

In 2011, the Health Department did after hour inspections in 42 facilities. Violations noted were temperature problems, improper glove use, date marking, bare hand contact, hand washing, wiping cloth sanitizer, dishwasher sanitizer levels, toxics labeling and storage.

Supervisor Bostwick asked if any of the facilities have stated that they do not want these after hours inspections? Mr. Banwell stated that only a few have and that the overall response has been good. Supervisor Peer asked if the Health Department has posters that show how these violations are done the right way? Mr. Banwell stated that they have documents that have graphics that educate how to do it the right way.

## **Public Health Nursing**

### **2011 Charter Objectives Results**

Ms. Zoellner gave a PowerPoint presentation on the 2011 Charter Objective results. Charter Objectives are agreed upon objectives of the nursing division and should be important to the health needs and outcome of the community. These results are reported to the community in the Annual Report.

Ms. Zoellner went over each objective goal and result in the 4 sections of the of the public health nursing division; Communicable Disease Control, Maternal and Child Health Services, Adult Health, and Family Health Clinics. The public health nursing division is working to meet the public health needs of the citizens of Rock County. Listed is a summary of some of these needs:

- Reached out in partnership with Community Action to provide 325 immunizations to First Choice Women's Health Center participants.
- Delivered over 26 Pack N Plays into the community with follow-up visits to ensure safe sleeping environment for babies.
- Provided education to Hispanic families through the Even Start Program in Beloit.
- Conducted 2 "Steppin' On" classes for the elderly in the community for fall prevention.
- Administered over 4,900 Rock County residents immunization for disease prevention.
- Provided over 400 hours of school nursing services and parent meetings to 4 Head Start Centers.
- Provided over 700 hours of school nursing services to 4 different school districts; Evansville, Edgerton, Orfordville-Parkview and St. Paul Lutheran.
- Provided information and assistance to all parochial schools in Rock County regarding new Department of Instruction requirements for medication administration.
- Partnered with an area business to encourage "breast-feeding friendly" practices
- Did follow up on 1408 clients with either confirmed communicable illness or risk through contact.
- Conducted 2956 home and office visits with families in the Healthy Families First Program.
- Collaborated with Early Head Star and the Exchange Family Resource Center to provide nursing visits to families served by their home visiting programs.
- Co-chaired the Rock County child Death Review Team to analyze the deaths in Rock County of all individuals age 25 and younger.
- Provided nursing consultation with 842 individuals over the phone.
- Participated in 2 coalition groups designed to reduce racial disparity in infant mortality.

The full 2011 Annual Report will be put on our website after the Board of Health has reviewed the finished report.

Supervisor Peer asked what kind of services do we give at Caritas. Ms. Zoellner stated that the nurses deliver immunization information to them at the site. Ms. Siebold stated that the nurse meets and greets the residents to see if they may need any immunizations and if the residents would be available to receive them if the nurse

were to come back to the site. Not many children go through this site, so the nurse surveys to see if it would be advantageous to return to deliver vaccinations as needed.

**Communications and Announcements**

Chair Kraft stated that Supervisor Jane Thompson resigned at the Board of Supervisors meeting last Thursday. An ad for the position for District 20 would be posted in the newspaper this Friday. Chair Podzilni would assign us a new board member as soon as the position is filled.

Chair Kraft asked about the turnout of the last Rx Prescription Drug Roundup held April 28, 2012. Mr. Banwell stated that they collected 300 lbs. at the Janesville site and 55 lbs. at the Edgerton site. He stated that in the first quarter of the collection from the community drop off boxes they collected 1500 lbs, which costs the Health Department does not have to pay for disposal. Mr. Banwell stated that the Rx Prescription Drug Roundups would be held at the senior fairs.

**Adjournment**

Ms. Wade made a motion to adjourn the meeting. Mr. Rooney seconded the motion. MOTION APPROVED. Meeting adjourned at 7:11 p.m.

Respectfully submitted,

Carol McComb, Recorder  
Not Official Until Approved by the Board of Health