

**MINUTES OF BOARD OF HEALTH MEETING**  
**November 1, 2012**

Meeting was called to order by Chair Kraft at 6:02 p.m.

Board of Health Members Present: Chair Kraft, Supervisor Peer, Supervisor Rundle, Ms. Wade, Dr. Winter, Supervisor Bostwick, Dr. Best, and Mr. Rooney.

Board of Health Members Absent: Dr. Peterson

Staff Members Present: Karen Cain – Health Officer; Timothy Banwell – Environmental Health 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. Ms. Wade seconded the motion. MOTION APPROVED.

**Approval of Minutes 10/3/12**

Supervisor Peer made a motion to approve the minutes of the 10/3/12 Board of Health meeting. Dr. Winter seconded the motion. MOTION APPROVED.

**Citizen Participation**

None at this time.

**Unfinished Business**

None at this time.

**New Business**

**Administrative Division**

**Approval of Bills/Transfer of Funds**

Chair Kraft asked what the partnership stipends for Transform Rock County were. Ms. Cain stated that those were for the membership on the Transform Rock County Coalition. She stated that \$150,000 had to be spent in 2 months. They purchased supplies for the groups on the Transform Rock County Coalition to help implement healthy activity for Rock County citizens.

Ms. Wade made a motion to approve the bills for the month of October 2012 in the amount of \$17,712.84 for the Balance Sheet Account in the amount of \$-4808.76, bills for the Consortium Funds in the amount of \$4,444.88, bills for the STI Prevention Grant in the amount of \$23.12, and bills for the Community

Transformation Grant in the amount of \$104,048.45. Supervisor Rundle seconded the motion. MOTION APPROVED.

Transfer of Funds:

Transfer: \$11,000 being transferred from #61100 Regular Wages to #64000 Medical Supplies – There were 2 public health nurse vacancies due to resignations earlier in 2012, providing additional funds in the regular wages expense line item.

\$3,000 being transferred from #62119 Other Contracted Services to #64000 Medical Supplies – The Beloit sublease from Nutrition & Health Associates was discontinued as of 7/31/12, providing additional funds in the Other Contracted Service expense line item.

\$5,000 being transferred from #62503 Interpreter Fees to #64000 Medical Supplies – One of the health department's staff persons is performing most of the department's interpreting services, so the department is not having to pay extra fees for this service.

<u>From:</u>		<u>To:</u>
#61100 Regular Wages	\$11,000	64000 Medical Supplies \$19,000
#62119 Other Contracted Services	\$3,000	
#62503 Interpreter Fees	\$5,000	

There has been a high demand for the shingles vaccine throughout 2012. Zostavax is an expensive vaccine. The changes in the Vaccines for Children program has also required the health department to purchase more vaccine than had been required in previous years, creating more expense for this line item. The department has had to replenish related medical supplies as well such as syringes, exam gloves, sharps disposal containers, etc. in order to able to continue providing immunizations for the citizens of Rock County.

Ms. Wade made a motion to approve the transfer of funds. Supervisor Rundle seconded the motion. MOTION APPROVED.

**Health Department Report**

Dr. Peterson: Ms. Cain stated that Dr. Peterson's picture was in the Janesville Gazette along with an article about a clinic that he assisted with to help the equine population.

Rule 317: Ms. Cain reported that she had received a response to the letter that the Board of Health signed and sent to the CDC 2 months ago regarding their displeasure with Rule 317 change. Each Board of Health member received a separate response, which Ms. Cain handed to them. The response from the CDC basically stated that they were willing to work with the State to make sure the children get their vaccines.

United Way Contributions: Ms. Cain stated that the health department staff has increased their personal contributions from \$1500 last year to \$3000 this year, which is a 100% increase. Two co-chairs from RCHD have implemented some activities to raise more money for United Way. Some of the activities include 'A Pie in the Face for Mangers' and 'Rock, Paper, Scissors' challenge, and a Cake Walk.

## 2013 Budget Review

Ms. Cain handed out copies of the proposed 2013 budget for the health department along with the County Administrator's Comments along with the proposed 2013 RCHD Public Facility Service Charges and Fee Schedule.

Discussion ensued.

### **Summary of Department Requests and Recommendations**

Description	Department Request	Administrator's Request
Positions	36.6	36.6
Salaries	2,080,481	2,080,481
Fringe Benefits	944,765	944,765
Operating Expense	805,144	805,144
Capital Outlay	0	0
Allocation of Services	(422,295)	(425,295)
<b>Total Expense</b>	<b>3,405,095</b>	<b>3,405,095</b>
Revenue	1,039,302	1,039,302
Fund Balance Applied	0	0
Tax Levy	2,365,793	2,365,793
<b>Total Revenues</b>	<b>3,405,095</b>	<b>3,405,095</b>

Ms Cain stated that the County Administrator is recommending that funding for currently tax funded positions (0.4 FTE Registered Sanitarian and 1.0 FTE Health Educator) would be shifted to grant supported positions. Grants that would support these positions would be the STI Prevention Grant, Brownfield Grant, and Transform Rock County Grant as well as other grants that may be sought after in the future.

Personnel changes that would occur as of January 1, 2013:

<b>Summary of Personnel Modifications</b>		
	<b>Department Request</b>	<b>Administrator Recommendation</b>
<b>New Positions</b>		
Administrative Secretary	1.0	1.0
Health Educator LTE	1.0	1.0
Sanitarian II LTE	0.4	0.4
<b>Deletions</b>		
Clerk Steno III	1.0	1.0
Public Health Support Specialist	0.6	0.6
Sanitarian I	0.4	0.4
Reallocations	0	0
Reclassifications	0	0
Re-Titles	0	0
Upgrades	0	0

The 1.0 FTE Clerk Steno III position would be deleted and a 1.0 FTE Administrative Secretary would be hired to better reflect the clerical demands in the department and provide a level of coordination for clerical duties. This position would take on some of the duties that are currently being done by the Nursing and Environmental Health Directors such as scheduling and payroll and the overseeing of the clerical staff. A 0.6 Public Health Support Specialist position would be deleted with the loss of the WIC program no longer contracting with the Health Department to perform pregnancy and prenatal services for those over 20 years of age at the Beloit office.

The 1.0 FTE Health Educator position would be funded by the Transform Rock County Grant money and become the 1.0 LTE Health Educator. Once that grant is gone that position would be gone in 2014. A 0.4 FTE Health educator position remains in the budget.

The 0.4 Sanitarian I position is being deleted and the 0.4 Sanitarian II LTE position is being funded by the Brownfield Grant money.

The Health Department requested \$16,829 in funds be allocated in 2013 towards the purchase of computers and a multi-function printer. These purchases will be made in 2012.

The recommended tax levy for 2013 operations is \$2,365,793, which is an increase of \$18,925 or 0.8% from the prior year.

Ms. Cain asked the Board members if they had any comments or questions on the proposed 2013 budget. Discussion ensued. Mr. Rooney stated that if we could receive what we did last year in the budget we would be doing well. Supervisor Rundle asked if there were any intentions of filling the 0.6 PHSS position, Ms. Cain replied no.

Ms. Wade asked about Olga Myers' position since she was the nurse for PNCC. Ms. Cain stated that her position is that of a Community Health Nurse and she is presently obtaining her BSN to be completed in May 2013. At that time she would be able to perform PHN duties at the department; until then she does the department interpreting, as she is bilingual.

Supervisor Rundle asked for verification on the Environmental Health staff positions that are working under grant dollars and not taxpayer dollars. Ms. Cain stated a 1.0 FTE registered sanitarian would be funded 0.4 FTE under the Brownfield Grant dollars and 0.6 FTE with taxpayer dollars. Other registered sanitarians in the department would cover the 0.4 loss of his RCHD duties until the grant is done.

Chair Kraft stated that if the BOH has no changes to suggest, the budget will be submitted as proposed, but for the next year or two when the grants are exhausted, then the BOH members will probably have to speak up at that time regarding the possible position deletions.

Ms. Cain stated that the proposed 2013 Public Facility Service Charges and Fee Schedule would help with the bringing in more revenue to the department. Most fees have increased about \$5.00.

Mr. Rundle noted that on the proposed 2013 Public Facility Service Charges and Fee Schedule there was an incorrect amount listed for the 2012 Retail Foods, Full Service Grocery amount. It reads \$1,00.00 and should be \$1,000.00. Ms. Cain stated that it would be corrected.

Supervisor Bostwick made a motion to approve the Proposed 2013 Rock County Health Department Budget and Proposed Public Facility Service Charges and Fee Schedule. Ms. Wade seconded the motion. MOTION APPROVED.

Ms. Wade asked if there was going to be a change in the vaccine fee schedule. Ms. Cain stated that the fees for vaccine change throughout the year when we purchase the vaccine. If a fee goes up from the supplier we charge the cost of the vaccine plus \$15 administration fee.

### **Proclamations for Environmental Health and Health Education Staff**

Ms. Cain stated that she would like to have November 12, 2012 declared as Environmental Health Professional and Health Educator Day at the Rock County Health Department. She explained that the Environmental Health and Health Educator staff at the Health Department provide service necessary for the promotion of life, health, and well being of the citizens of Rock County. Ms. Cain had a certificate for the Board Members to sign and then each staff member in environmental health and health education would receive a copy of this certificate expressing the gratitude and appreciation of the efforts they put forth in protecting the health and safety of Rock County citizens.

Dr. Winter made a motion to proclaim November 12 2012 Environmental Health Professional and Health Educator Day at the Rock County Health Department. Supervisor Bostwick seconded he motion. MOTION APPROVED.

### **Resolution – Declaring the Month of November “Pancreatic Cancer Awareness Month” in Rock County**

Ms. Cain stated that one of the Rock County employees had a family member die of pancreatic cancer. The employee learned about this type of cancer and became active with the Pancreatic Cancer Society. She had gone to the Rock County Administration and requested that November be “Pancreatic Cancer Awareness Month”. They told her that a committee would need to submit a resolution for it. The health department would be the most appropriate to do this. Dr. Winter asked if this was just for Rock County. Ms. Cain stated that it was and that a larger organization is promoting it nationally.

**NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled on this \_\_\_\_\_ day of \_\_\_\_\_, 2012, does hereby designate the month of November 2012 as “Pancreatic Cancer Awareness Month” in Rock County.

Dr. Winter made a motion to approve the resolution. Ms. Wade seconded the motion. MOTION APPROVED.

Parking Lot: Ms. Cain stated that the parking lot was mostly done with a few little things to be done yet. She stated that it turned out nicely and thanked the Board of Health.

### **Environmental Health**

#### **Brownfield Grant**

Mr. Banwell handed copies of the first meeting for the Brownfield grant that took place on October 29, 2012, 4<sup>th</sup> Ward/Look West Neighborhoods. He also did a PowerPoint presentation explaining the Brownfield grant.

## Grant Information

- \*Funded by the CDC
- \*Grant Award - \$148,433
- \*Grant Period – 9/30/12 – 9/29/13 with a possible 1-year extension
- \*Partnering with the City of Janesville

## What is a Brownfield

A Brownfield is an abandoned, idled or underused industrial or commercial property where reuse or redevelopment is complicated by real or perceived contamination.

## What is the End Product of Grant

- \*Identify strategies for development of Brownfield properties that will improve the health of the community.
- \*Identify indicators that will measure impact of strategies.

## What are Public Health Concerns of Brownfields

- \*Soil Contamination
- \*Contaminated Runoff
- \*Air Pollution
- \*Unsafe Buildings
- \*Crime Magnet
- \*"Broken Windows" Impacts (signaling an effect of urban disorder and vandalism on an urban setting)

## Public Health Impacts

- \*Lowered property values
- \*Poor housing condition
- \*Limited access to amenities
- \*High Crime
- \*Health disparities: asthma, lead poisoning, lowered life expectancy

## Changes that can be made to a Brownfield

A Brownfield can be made into any community thing like a bike path, gardens, etc.

## What is the Process

- \*Meet with citizens
- \*What are issues in the community
- \*How can development address issues
- \*What are community health benefits
- \*What data is need to measure change

Mr. Banwell discussed the minutes from the first Brownfield meeting that was held 10-29-12. Mr. Banwell – Environmental Health Director, Ms. Cain – Health Officer, Mr. Wietersen - Registered Sanitarian, Ms. Lovaas - Health Educator, Terry Nolan – City of Janesville and 10 neighborhood group residents attended the meeting.

### Neighborhood Group Functions

- Make a cleaner, safer and healthier neighborhood
- Large item pickup program initiated
- Coordinate cooperation with Janesville Police Department
- Formed “Community Action Group with City of Janesville
- ”Yard of the Month” program
- Movies in the Park
- Community Gardens
- Basketball Courts now at Monterey Park
- Pavilion installed at Washington Park
- Group members are “point people” that neighbors can go to
- Landlord/Renter training (Renters Association)

### Community Issues

- \*Safety (i.e. lighting issues and crime/drugs)
- \*Housing (i.e. 5 main slum lords, neighborhood walks with police, code enforcement, lead issues in housing, tenant/landlord education)
- \*Food Access (i.e. year round farmers market, local grocery store in downtown)
- \*Need for Conference Center Downtown
- \*Preservation of Historic Buildings
- \*Need for medical services/clinic in a downtown location
- \*Recreational Opportunities (i.e. dog park, bike trail, recreation center, indoor park)
- \*Programming/Activities for children
- \*Sidewalks (Centerway between Franklin and Jackson)

### Specific Sites discussed:

- Leaf Tobacco Building (Historic Significance)
- Pear Street Corridor (Hospital interest in housing)
- 4<sup>th</sup> Ward Industrial Riverfront area
- J&W Transport (Farmers Market)
- Robinson Dry Cleaners Building (office building)
- Accudyne (parking, business and housing)
- Building north of tracks on River Street
- Vacant Walgreens (medical clinic)
- Hendricks Development Property (grocery store)
- Old Jail Site/Bee Line Auto (conference center)
- Blackhawk Apartments (homeless shelter)
- Romans Gas Station
- Plaza Furniture (parking and green space)
- Plaza parking structure

Mr. Rooney asked how much history is in these Brownfield sites. Mr. Banwell stated that the City of Janesville did a lot of research with analysts going back to old records. Ms. Cain stated that the City of Janesville is applying for another EPA Grant that would help with the cost to do remediation. Ms. Cain stated that if the citizens of Rock County state that they do not want something done the City of Janesville does not have to act on any of the Health Department's recommendations per the resident's concerns.

The Brownfield Grant is also called (Re) Energize Janesville.

## **Public Health Nursing**

### **CDC Mandatory Communicable Disease**

Ms. Erickson handed out a list of the CDC mandatory communicable diseases. There are 3 different categories according to the severity of the disease and how quickly it spreads.

Category I diseases are listed as serious diseases which spread quickly. These have to be reported to the local health officer and either mailed, faxed, phoned or entered into Wisconsin Electronic Disease Surveillance System within 24 hours. Some of these diseases are Anthrax, Botulism, Measles, Hepatitis A, Meningococcal disease, Pertussis, Tuberculosis, Yellow Fever, Rabies, Hantavirus infection.

Category II diseases have to be reported to the local health officer and either mailed, faxed, phoned or entered into Wisconsin Electronic Disease Surveillance System within 72 hours of identifying or suspecting a case. Some of these diseases are: E. Coli, Hepatitis C, Gonorrhea, Giardiasis, Mumps, Meningitis bacterial, Tetanus, Streptococcal disease, Salmonellosis, Syphilis, Varicella.

Category III diseases have to be reported to the State epidemiologist within 72 hours of a suspect or identified case. The diseases for this category are HIV and AIDS. The State mandates the Health Department to do follow up on these cases.

The doctors and laboratories are responsible for reporting these diseases. One change recently with a Category II communicable disease was with Lymes Disease. The Health Department will do follow up on this disease only if a rash is documented. Ms. Cain stated that the Health Department followed up on a total of 1100 communicable diseases and 800 of them were STI's.

When the public health nurse receives a referral on these different diseases the first step they do is call the client's healthcare provider to verify that the disease is the same one that is being reported, to see if client is aware of the diagnosis and if treatment is or has been prescribed. The nurse will attempt to make contact with the client to get information and to provide health education.

These diseases used to be reported using the 4151 communicable disease report form but are now entered into WEDSS (Wisconsin Electronic Disease Surveillance System) and information is shared by laboratories, physicians, health departments and the State.

Ms. Erickson stated that the influenza is a reportable disease if the person is hospitalized or results in death. She stated that the Health Department feels some ownership with the flu and does surveillance of the influenza cases. It is easier to track now that the WEDSS system is in being used. She stated that the first hospitalization



for influenza in our area has been reported and that they are seeing strains that are in the influenza vaccine (2 of the 3).

**Communications and Announcements**

None at this time.

**Adjournment**

Supervisor Bostwick made a motion to adjourn the meeting. Supervisor Peer seconded the motion. MOTION APPROVED. Meeting adjourned at 7:18 p.m.

Respectfully submitted,

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