

**BOARD OF HEALTH MEETING**  
**Friday, March 1, 2013**  
**7:30 a.m.**  
**Winnebago County Health Department**  
**1<sup>st</sup> Floor Conference Room, County Administration Building**

**CALL TO ORDER:** The meeting was called to order by Chairman Shiloh Ramos at 7:35 am

**ROLL CALL:** Board members present were: Chairman Shiloh Ramos; Jill Collier; Tom Egan; Tom Ellis; Mike Norton; Dr. Sam Hofman; Deb Allison-Aasby

**EXCUSED:** Sue Panek and Joanne Sievert.

Also present were Cindy Draws and Mary Jo Turner, Public Health Nurse Coordinators; Anne Boyce, Environmental Health Supervisor; Heidi Keating re:THINK DFC Grant Coordinator; Ginger Lenz Account Clerk; and Mary Capen Administrative Support.

**APPROVE MINUTES:** Moved and second, Ellis/Egan to approve the Minutes from February 1, 2013. Motion carried 5-0, voice vote.

**PUBLIC COMMENTS:** None.

**BUSINESS:**

**A. WELCOME MIKE NORTON**

Mike Norton is a County Board Supervisor since year 2000 and newly appointed to the Board of Health. Mike serves on the Human Services Board, ADRC, ADVOCAP and other committees. Introductions were made around the table.

- Staff from WCHD that are new to the Board of Health include Heidi Keating, DFC Grant Coordinator, Mary Capen Administrative Office Support and Ginger Lenz, Account Clerk.

**B. VICE CHAIR SELECTION - VOTE**

A new Vice Chair for the Board of Health is required due to the departure of Stan Kline. Moved and second, Norton/Ellis to nominate Tom Egan as Vice Chair.  
Moved and second, Norton/Ellis to close the nominations.

**All were in favor of Tom Egan for Vice Chair. Motions carried 7-0 by voice vote.**

**C. DIRECTOR AND STAFF ACTIVITY REPORT**

**Cindy Draws – Nurse Coordinator**

- Refugee Health –
  - 20 new refugees for 2013, either Burmese or Iraqi.
  - Working with Health Care Providers
- Communicable Disease –
  - Reporting fewer cases of pertussis and flu.
  - Presently working on an unusual TB case
- Older Adult initiatives continue
  - Strong Bones exercise classes
  - Collaborative Workgroup working on continuum of care

**Mary Jo Turner – Nurse Coordinator**

- Students – 8 Student Nurses from UWO and 2 BSN completion students (one from UWBG and one from UWO)

- Day Care project for developmental screening: “Ages & Stages”
- Quality improvement projects
- Immunization – seeing impact of slower clinics due to the new insurance rules
  - Doctor offices have vaccine available
  - Some people may not get their children vaccinated due to high deductibles
- Schools – continue to work on policies and procedures. Meet monthly.

**Anne Boyce – Environmental Supervisor**

- Started a new cycle of well testing for the DNR. We have 114 TNC wells.
- Sarah Burmeister, newly hired sanitarian, is helping out with inspections.

**Heidi Keating – Drug Free Communities**

- Application for the STOP Grant in partnership with UWO is due today. Plan to help reduce alcohol abuse and focus on house parties.
- Application for the DFC Grant is due March 22. Due to the great structure of the re:TH!NK Coalition, we have high expectations to receive this award.

**D. 2012 BUDGET UPDATE – Ginger Lenz**

Ginger presented a handout detailing year 2012.

- Revenue came in at 87.64% of budget
- Expense total came in at 81.42% of budget
- Due to unknowns with merging health departments in 2012, we have a surplus of \$317,890 for the reserve fund.

**E. CH 11 APPENDIX A COUNTY CODE UPDATE: 2013-14 SANITARIAN FEE SCHEDULE - VOTE**

Anne Boyce explained the new fee schedule (see handout):

- Fees were kept flat with a few exceptions:
  - Exempt Facility Inspection Fee went to \$50.00 from \$75.00
  - Temporary Inspection Fee (new this year) is at \$40.00
    - This fee is for those who may be licensed by the State, but still need inspection at events such as Country USA, Rock USA.
  - Non-Profit Temporary Permit went from \$10.00 for up to 3 calendar days to \$40.00
    - If they have events for more than 3 calendar days, they must jump to the \$148 yearly Temporary Restaurant License.
  - The State changed the language for “Mobile Home Parks” to “Manufactured Home Community”.
  - Temporary Operating without a Permit/License Fee (new) is double permit fee
    - Designed for those businesses who chronically try to operate without a permit.
- There was a question whether Non-Profits should be charged the same as businesses for Temporary Inspection fee. Last year they were charged \$10.00. A jump to \$40 may be too much at one time.
  - Non-Profits from Oshkosh had received a reduction from \$60 to \$10.00 for the previous cycle.
  - Non-Profits from the County had received an increase from -0- to \$10.00 for the previous cycle.
- **Moved and second Norton/Aasby to Approve the fee schedule – Discussion followed. Motion denied 6-1, voice vote.**
- Suggestion to amend the motion and reduce the fee for Non-Profit Temporary Permits to \$25.00 for this cycle – more discussion.

- **Moved and second Hoffman/Egan to amend the Non-Profit Temporary Permit fee from \$40.00 to \$25.00. Motion carried as amended 5-2 voice vote.**

#### **F. NEW POSITION REQUEST - VOTE**

Anne Boyce explained the need for an additional Sanitarian (see handout).

- A sanitarian position had been eliminated when the Health Departments consolidated due to vacancy that occurred during consolidation discussions.
- The number of establishments has tripled due to consolidation. The workload makes it necessary to add the position back.
- The new position would be entirely funded by fees, without increases.

**Moved and second, Norton/Egan to approve the new position. Motion carried 7-0, voice vote.**

#### **G. CH 11 ORDINANCE UPDATE – VOTE**

Anne Boyce explained the changes to Chapter 11 – Board Members had received an e-mail draft document indicating the changes. A hard copy was available at the meeting.

- Redundant language was removed.
- Some of the State Codes (Tattoo Ordinance and Manufactured Home Communities) had been written out entirely as well as being referenced with Code numbers. It was decided to reference the State Code number and not write out the actual Code.
- Some changes to jurisdiction had to be made due to consolidation. Find language “with the exception of the City of Menasha and City of Appleton”
- All changes involved stricken and adjusted language.
- **Moved and second, Egan/Ellis to approve the Chapter 11 Update. Motion carried 7-0, voice vote.**
- Suggested to put chapter 9 – Rabies on the agenda for the next meeting.

#### **H. BUDGET TRANSFER – VOTE**

Ginger Lenz explained the budget transfer.

- We are requesting \$25,000 for the purchase of a new vehicle for availability at the Neenah site.
- Funds are available in the reserve.
- County vehicles are purchased through a bid from the State.
- Discussion took place regarding not having a specific amount named. The Board decided to add “not to exceed \$25,000” to the language of the Budget Transfer.
- **Moved and second, Norton/Egan to approve a budget transfer for the purchase of a vehicle not to exceed \$25,000. Motion carried 7-0, voice vote.**

**NEXT MEETING:** April 5, 2013, 7:30 am County Administration Building, 1<sup>st</sup> Floor Conference Room.

#### **REPORTS:**

Mike Norton – invited Public Health to attend stakeholder meetings of the Transportation Committee to address rural residents’ needs who live west of Hwy 41.

Tom Egan – The County executive needs to announce Doug Gieryn as Director of the Health Department at the County Board Meeting.

Tom Ellis – witnessed a fall taken by a 79 year old. The Health Department is addressing fall prevention through resources, education and exercises classes and partnering with the Fire Departments for referrals for home assessments.

**Meeting Adjourned**, 8:40 am, Egan/Ellis. Motion carried, 7-0 voice vote.

Respectfully submitted,  
Linda Baeten, Secretary  
Winnebago County Health Department