

# Winnebago County Health Department Board of Health Minutes ONLY



**Public Health**  
Prevent. Promote. Protect.  
**Winnebago County**  
Health Department

**Date:** August 7, 2020      **Time:** 7:30-9:30am      **Location:** County Administration Building, Room 120 and ZOOM  
Join Zoom Meeting <https://zoom.us/j/96883232613?pwd=akpUU0VRby81RjVEMmVERTJZSUdTZz09>  
Meeting ID: 968 8323 2613      Password: 513687      +1 301 715 8592

Attendees:				
Shiloh Ramos	Mike Norton	Rachel Youngquist	Thomas Egan ?	Thomas Ellis
David Zerbe	Barb Sheldon	Doug Gieryn	Julia Salomon	
Anne Boyce	Kim Goffard	Niki Euhardy	Qiauna Ross	Alana Erickson
Not in attendance:				
Paula McNeil	Tom Egan			

Topic and Time	Who	High level overview; Important discussion points; decisions.	Any action needed? By whom?
<b>1. Call to Order</b>	Secretary	<ul style="list-style-type: none"> <li>Meeting called to order at 7:30 am by Shiloh Ramos</li> </ul>	
<b>2. Roll Call</b>	Secretary	Do we have a quorum: <b>x Yes</b> No BOH voting members present: 5	
<b>3. Approval of Minutes</b>	Secretary	<ul style="list-style-type: none"> <li>Motion to approve previous meeting minutes (June 5<sup>th</sup>) by Tom Ellis</li> <li>2<sup>nd</sup> from Mike Norton</li> <li>All in favor</li> </ul>	
<b>4. Public Comment</b>	Public	Any public comment? Yes <b>x No</b>	
<b>5. Business</b>	Various	<b>Agenda items</b> <b>A. Election of Officers: Chair and Vice Chair</b> <ul style="list-style-type: none"> <li>Motion to approve Dr. Shiloh Ramos to continue as Chair by Tom Ellis; 2<sup>nd</sup> by David Zerbe                             <ul style="list-style-type: none"> <li>All voted in favor; 5-0</li> </ul> </li> <li>Motion to approve Mike Norton as Vice Chair by Dr. Shiloh Ramos and 2<sup>nd</sup> by Rachel Youngquist                             <ul style="list-style-type: none"> <li>All voted in favor, 5-0</li> </ul> </li> </ul> <b>B. Director and Staff Activity Report</b> <ul style="list-style-type: none"> <li>Barb Sheldon: retiring October 2. Taking a look at what that transition means for our WIC department. Discussions are being held with Barb, the WIC state etc.</li> <li>Environmental Health Specialist vacancy has been posted</li> </ul>	

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		<ul style="list-style-type: none"> <li>• Community Health and Prevention Division Supervisor has been posted.                             <ul style="list-style-type: none"> <li>○ Was posted pre COVID; but not ready to bring someone on w/COVID</li> </ul> </li> <li>• Administration Division Supervisor                             <ul style="list-style-type: none"> <li>○ Had been included in the budget; Had not been able to post given COVID-19</li> <li>○ More than 6 months have gone by; needs approval from BOH and P&amp;F to move on this.</li> <li>○ Motion to approve Norton, Seconded by Zerbe. Motion carried 5-0.</li> </ul> </li> <li>• David Zerbe: has been of great service to our region working on setting up the isolation site. David will be leaving to go to Montana. Jill Collier has been brought on temporarily to transition that work as well as Shelley Brown-Giebel. Thank you David!                             <ul style="list-style-type: none"> <li>○ Testing: Community COVID testing site today at the Expo.</li> </ul> </li> <li>• Contact Tracing: currently have 16 contact tracers plus an additional 4 from UW-O who will be conducting contact tracing for students once school starts in September.</li> <li>• Board of Health: nominations are being sought; onboarding packet of information being developed. Julia and Niki are working on this.</li> <li>• COVID-19 update:                             <ul style="list-style-type: none"> <li>○ Data being analyzed and reported in various ways (by municipality; by school district; by age, etc.) Sarahjean is the point person for data.                                     <ul style="list-style-type: none"> <li>▪ Metrics for schools to determine phases for their models of instruction is being developed.</li> </ul> </li> <li>○ Many staff have been reviewing school re opening plans</li> <li>○ Governor issues a mask mandate. It seems to be received fairly well. The issue is always how it will be enforced. WCHD has a hotline and a form that people can report non-compliance (complaints) as well. WCHD will follow up with education and referrals as necessary. If things really rise in which some enforcement is needed, WCHD will consult with Corp Counsel. Law enforcement will get involved if there is a disturbance/trespassing issue related to mask mandate. Hotline calls continue to be fielded.</li> <li>○ Continue to wait to hear about public health authority</li> <li>○ Kudos to all WCHD staff who are working tirelessly and additional hours. Still trying to work out how to compensate for an overabundance of work past their normal hours.</li> </ul> </li> </ul> <p>Questions from Mike Norton: To get tested you have pre-register and be symptomatic, is that correct?</p>	

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		<p>For the community testing sites in Winnebago County there are asking that you pre-register to speed up the process but it is not a requirement. Yes, you do have show at least one symptom; however, the national guard will not turn away anyone who shows up for testing. The issue is that there is a scarcity of testing supplies so Winnebago County wanted to prioritize tests for those who are symptomatic. In Calumet County they will test anyone whether they are symptomatic or not.</p> <p>Mask distribution will occur at the county level; more information about their distribution will be forthcoming.</p> <p><b>Kim (CD):</b></p> <ul style="list-style-type: none"> <li>• Cases increasing. We may be breaking our record for number of active cases today. Given we don't have a robust testing capability in the community and we are seeing high number of cases anyway, we may see a surge of cases come up due to the National Guard being in town and conducting 750 tests a day when they are here. The test results from the Menasha National Guard testing site are already coming in.</li> <li>• All RN taking active cases with one exception who is working with Housing Authority.</li> <li>• All disease investigators and contact tracing staff are working 7 days a week.</li> <li>• UW-O collaboration is good and other campuses looking at our model of collaboration in terms of how we will address COVID and the student population. We are also having conversations with Fox Valley Tech.</li> <li>• CDC team. They expanded our capacity to understand our data more and to understand how our community and businesses are being impacted by COVID.</li> <li>• All staff have been working tirelessly to assist in every way possible and have really made it possible for the nurses and contact tracers to really stay focused to work on disease investigation and contact tracers.</li> <li>• Limiting step in disease investigation and contact tracing has been the lab processing of the test results.</li> </ul> <p><b>Anne Boyce (EH):</b></p> <ul style="list-style-type: none"> <li>• EH staff helping out with front desk, getting back into the field (restaurants, etc.), handling complaints and also helping with review of school and business plans.</li> <li>• Food Code was updated and staff getting trained on that. <ul style="list-style-type: none"> <li>○ Main change is on licensing and staff will be updated.</li> <li>○ 3 food establishments starting up; a campsite as well.</li> </ul> </li> </ul> <p><b>Alana (HLS &amp; CHP):</b></p>	

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		<p>Staff starting to look at their coalition work, grant requirements etc.</p> <p><b>Barb (WIC):</b></p> <ul style="list-style-type: none"> <li>• WIC continues to have waivers, so families can continue to be certified and receive benefits without measuring and blood draws through September. National WIC is lobbying to extend this to September of 2021; has to be approved by Congress and FDA. Documents are being texted in and nutrition staff are contacting by phone.</li> <li>• WIC MOM STRONG is a social media campaign that WIC office has been participating in.</li> <li>• Appointment process/system</li> <li>• Intake Q a system that was purchased by the state to verify identify and address securely and organized.</li> <li>• Remote/online education has good content and is more convenient for the families and can be tailored to the needs of the families.</li> <li>• Farmers’ Market continues <ul style="list-style-type: none"> <li>○ Participants can come to the CAB to receive Farmers’ Markets waivers</li> </ul> </li> <li>• Formula change: Gerber to Similac happening in January.</li> </ul> <p><b>Niki:</b></p> <ul style="list-style-type: none"> <li>• Assisting in all ways possible (data, WEDSS, communications, etc.), also keeping equity and policy team work going</li> </ul> <p><b>Julia:</b></p> <ul style="list-style-type: none"> <li>• Supervising 21 contact tracers and in the process of hiring more. Assisting with school re-entry plans and assisting Doug with COVID -19 response.</li> <li>• An evaluation process to assess the work of the contact tracers has been developed and minor follow ups were addressed. Overall, they have been doing a really good job.</li> </ul> <p><b>Ashley:</b></p> <ul style="list-style-type: none"> <li>• Working on COVID-19 communications. If you do not receive situation updates let Ashley know.</li> </ul> <p><b>Qiauna:</b></p> <ul style="list-style-type: none"> <li>• Becoming more comfortable in her role. Assisting with front staff duties, hotline, etc. Getting grants updated. Working with facilities to get the front counter modified to prepare it for COVID-19</li> </ul> <p><b>Shelley:</b> At community testing site today. Transitioning nicely into her role.</p>	

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		<p>C. <b>Budget Transfer:</b> \$1,594,718 for DHS contract for COVID-19 response to fund case investigation, contact tracing, testing coordination and other activities. Funding is only available until the end of the year and waiting to hear what will be available in 2021. Because our BOH meeting was cancelled last month, this budget transfer did go to Personnel and Finance and was approved.</p> <ul style="list-style-type: none"> <li>• Motion to approve by: Mike Norton; Seconded by Tom Ellis; Zerbe abstained</li> <li>• All voted in favor. Motion 4-0</li> </ul> <p>D. <b>Request to fill vacant position</b> – Administration Division Supervisor</p> <ul style="list-style-type: none"> <li>• Need this position to reduce Director’s span of control (number of direct reports) and add supervisory function to Administration Division.</li> <li>• Was included in the budget last year but posting and hiring was delayed due to COVID -19; however more than 6 months have gone by and needs re approval.</li> <li>• Motion to approve by Mike Norton; Seconded by Tom Ellis.</li> <li>• All voted in favor. 5-0 motion carried</li> </ul> <p>E. <b>2020 Budget Update/Income Statement Review</b> (labor will be impacted because so many staff have been diverted to work on COVID work)</p>	
<b>6. Next Meeting</b>	Director	<ul style="list-style-type: none"> <li>• Next tentative meeting will be September 4th 2020</li> </ul>	•
<b>7. Board of Health Members’ Report</b>		<ul style="list-style-type: none"> <li>• Mike Norton was named Vice Chair of Healthy Counties Initiative Advisory Board for NACo</li> </ul> <p>Mike Norton acknowledges that the WCHD has taken the brunt of some of the community’s attacks. Mike would like to recognize the hard work WCHD is doing and has done.</p>	•
<b>8. Adjourn</b>	Board Chair	<ul style="list-style-type: none"> <li>• Call for a motion to adjourn meeting at</li> <li>• <b>Motion</b> by Mike Norton, 2<sup>nd</sup> by Tom Ellis                             <ul style="list-style-type: none"> <li>○ Discussion? Yes      <b>x No</b></li> </ul> </li> <li>• <b>Vote:</b></li> </ul>	•

**Upon request and 24 hours prior notice to the Office of the County Clerk, provisions will be made for people with disabilities. Phone Number: 232-3430**

**Mission:** WCHD protects and promotes health through services, partnerships and equitable practices and policies so all can live their best life.

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**Vision:** Healthy people building thriving communities.