

**BOARD OF HEALTH MEETING**  
**Friday, June 1, 2012**  
**7:30 a.m.**  
**Winnebago County Health Department**  
**Conference Room**

**CALL TO ORDER:** The meeting was called to order by Chairman Shiloh Ramos.

**ROLL CALL:** Board members present were: Chairman Shiloh Ramos; Dr. Joseph Bachman; Tom Egan; Tom Ellis; Ken Neubauer, Peggy Larson,

**EXCUSED:** Jill Collier, Vice Chairman Joanne Sievert

Also present were Doug Gieryn, Health Department Director; Cindy Draws and Mary Jo Turner, Public Health Nurse Coordinators; Jeff Phillips, Sanitarian; Anna Carpenter, Student Intern.

**APPROVE MINUTES:** Motion to approve minutes from April 6, 2012, Tom Egan/Tom Ellis. Motion carried 5-0, voice vote.

**ITEMS FROM THE PUBLIC:** None

**BUSINESS**

**A. Directors and Staff Activity Report**

**Doug Gieryn:**

- Doug introduced Anna Carpenter, Student Intern. Anna is a student from Winona pursuing a degree in Community Health. She will be helping with research for the Community Transformation Grant application and with a variety of other projects. Welcome Anna!
- Two AHEC students will be joining us as well next week. One will work with WIC on promotion of Farmer's Market Vouchers. One will work on program support for re:TH!NK in the area of alcohol awareness and policy.
- Staff Development Day will be held on June 5<sup>th</sup> at the Miron Construction facility.
  - Includes Neenah, Oshkosh and County staff
  - "Colors" training will be offered
  - Strategic planning for the department will be facilitated by Chris Kneip. QI initiatives will begin and help toward our application for voluntary National Accreditation.
- The Community Transformation Grant is due June 15.
- Awards:
  - Teresa Paulus for the Nightingale Award. (Sue Ashton and Mary Jo have been past recipients of this award from UWO)
  - Silver Achievement Media Award to Lisa Lang and re:TH!NK for the Community TV show.
- Open Records Laws – Doug reported a question regarding open records brought up by County Supervisor Chuck Farry regarding re:TH!nk committee meetings. Doug is in discussion with Superviosr Farry and John Bodnar to resolve issues
  - Meeting minutes and agendas are posted on the re:TH!NK website in a timely manner. Those involved on the committees are notified by e-mail.
  - Community collaboration is required for Re:TH!NK funding. Community members are encouraged to lead committees. There is always a WCHD liason.
  - Lisa Lang will do research to find out about open records laws in other coalitions.

- Doug will keep the Board informed of the progress of these discussions.

**Jeff Phillips:**

- It has been difficult this month incorporating Oshkosh establishments and licensing and fielding phone calls regarding changes.
- Summer events are coming up fast.
- An audit by the Dept of Ag took place the first week in May. We are doing well, but need to update policies and procedures as we incorporate Oshkosh. Jeff will share the report when it comes in.
- The front office is busy with permits and new Health Space software
- We want to inspect all establishments from both jurisdictions at least once a year.

**Cindy Draws:**

- Communicable Disease:
  - Pertussis has shown an increase with 2 confirmed cases this past month.
- Refugee Health is new to WCHD. We've transitioned State refugee funding from Oshkosh to Winnebago and we will continue to do the Health Assessment piece for refugees. Currently there are 23 cases and we expect that to double by the end of 2012.
  - We find more latent TB in the refugee population
- Strong Bones Program – we have found 5 people in the community interested in leading classes. Some funding has been found.

**Mary Jo Turner:**

- MCH Program is in the process of integrating the Oshkosh Staff. We are learning from each other. Currently have pulled back offering home visits to some first time moms and are offering packets of information.
- Parents are Key Program is an attempt to get parents to talk with teens regarding driving under the influence of alcohol or drugs. We are looking to integrate with the DOT and possibly do a pilot program for the state. City of Neenah and Menasha Police are also interested.
- 3 demonstration cribs have been obtained as a teaching tool to promote safe sleep.
- CDRT (Child Death Review Team) is investigating 2 teen suicides.

**B. Update on Public Health Consolidation**

- Oshkosh Health Department joined WCHD on site May 7. We are working through the challenges during this time of transition, integrating practices of both.
  - We have incorporated levy from Oshkosh for the remainder of the year. Employee benefits have also transferred. Still working on policies.
- Neenah is still working on contract terms
  - Planning for a 3 year lease of the Neenah city building space, which gives us extended time before co-locating with Neenah WIC and will require other planning to better combine those services.
  - Neenah City is passing final ordinances
  - Currently in discussion regarding Neenah School Nursing Contracting. A Request for Proposal is due June 13.
  - Neenah has gone ahead and sent out Sanitarian licenses for their jurisdiction even though they will be consolidating with us in July. The fiscal year for the Dept of Ag is July 1 to June 30. Neenah City plans to keep half of the revenue.

- Budget effect – shortfalls may occur due to consolidation. Doug is working with Finance.
  - Unexpected loss of revenue from Neenah Sanitarian program
  - Unbudgeted transition costs due to IT setup, moving expenses.
  - May need to borrow against the General Fund as our past Reserve Fund has been promised back to the Towns. If we do exceed budget we will likely have to borrow against the general fund.
- Short term Goals for WCHD related to consolidation
  - Doug has asked for lead from the support staff for support staff coordination
  - Need to look at duties and shared interests for support staff, re allocate work load
  - Need to reconfigure some job descriptions Develop workspace at the North End.
- The Director's position will be open for recruitment after July.

### **C. Board of Health Membership Update**

This is the last meeting of the current configuration of our Board of Health. Most appointments have been made by Mark Harris for a new Board. We say farewell to Peggy Larson, Dr. Joseph Bachman, and Ken Neubauer. Doug thanked them for their contributions. Linda presented them with a certificate of appreciation.

The new configuration consists of:

- Neenah – Dr. Shiloh Ramos, Jill Collier
- County – Tom Egan, Tom Ellis, Joanne Sievert
- Oshkosh – Stan Kline, Sue Panek and Deb Allison-Aasby
- A physician from Oshkosh is to be announced soon

#### **Board of Health Reports:**

Doug reported the recent WPHA conference was well worth the experience. Keynote speakers were excellent. Discussion on the changing times for Public Health was prevalent. Doug would like to have staff continue to participate in health forums such as these to remain competitive in the field.

#### **Next Meeting: July 13, 2012, 7:30 a.m. 112 Otter Ave, First Floor Conference Room.**

This meeting was rescheduled to the second Friday in July due to the 4<sup>th</sup> of July Holiday week. Doug hopes to discuss the scheduling of Board of Health meetings to better coincide with Personnel and Finance meetings.

**Motion to adjourn: Ellis/Neubauer, motion carried 5-0, voice vote. 8:55 a.m.**

Respectfully submitted,  
Linda Baeten, Secretary  
Winnebago County Health Department