

BOARD OF HEALTH MEETING
Friday, September 7, 2012
7:30 a.m.
Winnebago County Health Department
1st Floor Conference Room, County Administration Building

CALL TO ORDER: The meeting was called to order by Chairman Shiloh Ramos at 7:33 am

ROLL CALL: Board members present were: Chairman Shiloh Ramos; Tom Egan; Tom Ellis; Stan Kline; Sue Panek; and Deb Allison-Aasby.

EXCUSED: Joanne Sievert, Jill collier

Also present were Doug Gieryn, Health Department Director; Cindy Draws and Mary Jo Turner, Public Health Nurse Coordinators, Barb Sheldon, WIC Director.

APPROVE MINUTES: Kline/Ellis to approve the August 2012 Minutes. Motion carried 6-0, voice vote.

ITEMS FROM THE PUBLIC: None

BUSINESS

A. Welcome New Board Members

- Introductions were made around the table. Welcome Sue Panek and Deb Allison-Aasby.

B. Review Election of Officers, Set Meeting Schedule

- Shiloh Ramos – Chairman, Stan Kline – Vice Chairman.
- Will keep meeting time at 7:30 AM on first Fridays of the month. P&F Committee will work with us to approve items pending Board of Health approval should the need arise.

C. Update on Public Health Consolidation - Doug

- Oshkosh merged on May 7, staff has integrated at the Oshkosh site.
- Neenah merged on July 2, and operates out of the Neenah Health Department site. We have a lease agreement with the city of Neenah for 3 years. Staff is rotating to the Neenah Office and two of our RNs have moved their offices to Neenah.
- WIC and Public Health have not been able to co-locate in the Northern end, but we do offer some PH services at Neenah WIC.
- Most issues between the merged Health Departments have been settled regarding staffing, services and finances.
- State contracts start over with new objectives on January 1. Some are mid-year. Most are billable contracts.
- New fees for sanitarian inspections have been implemented in Oshkosh.
- Refugee Health Screening has been new for the County. Shiloh requested Refugee Health be on the Agenda for the next Board of Health meeting and recurring.

D. Director's and Staff Activity Report

Doug Gieryn:

- Working on policies and procedures between Oshkosh, Neenah and County.

- Strategic Planning initiative has begun with the help of the UW Extension. Seeking input from staff, community stakeholders. Doug will have a final draft for the next Board of Health meeting. Action plans will be developed
- Quality Improvement initiative is also working to improve our efficiency internally.
- Staff Changes –
 - Jeff Phillips, Environmental Health Supervisor, has taken a new position with the DHS in Madison. We will be posting this position soon. Jeff's responsibilities included a Preparedness component. Meanwhile, existing staff will step up. If filled from within, there will be a vacant Sanitarian position.
 - Mary Capen, Account Clerk from the City of Oshkosh, has interest in being a lead coordinator for the clerical staff. Her Job description needs to be updated and possibly reclassified. Doug is working with HR.
 - Lisa Lang, Drug Free Communities Grant Administrator, has taken a new position in the Oshkosh Area Schools. Recruitment for her position ends today. There is only 1 year left in the current grant cycle. We plan to apply for another 5 year cycle.
 - Emily Dieringer, Public Health Educator, has been selected to administer the recently attained Community Transformation Grant (CTG). This will leave her position as the Multi-Jurisdictional Grant Administrator for Tobacco vacant.
 - The MJC Tobacco Administrative duties will be transferred to Manitowoc and we will keep a part-time position in our office for Tobacco initiatives. We will ask if any current staff wish to take on these hours before posting.
 - Americorps members have been retained. Brenna signed on for another year of Americorps. Evan has taken a Temporary WIC Nutritionist position and will also help with CTG objectives.
 - Anna Carpenter, Student Intern has taken a Temporary Para-Professional position for the CTG Grant.
 - Judy Fenrich, Home Health Aide, will need to have her job description updated. She has been helping with the WIC program and various clerical duties.
 - The position of Health Department Director will be posted in a few weeks in accordance with the Health Department merger agreements.

Cindy Draws

- Refugee Health Screening involves checking for communicable disease, introduction to our Health Care Systems, and health education. We follow them for 90 days.
 - 97 refugees have been seen in the current grant year. Another 100 are expected in the next (Oct to Sep).
 - Main issues include interpretation, transportation and dental care.
 - RN and clerical time with refugees is tracked. We receive grant funding.
 - There are 3 world Relief offices in Wisconsin, one of which is in Oshkosh.
 - Sue Panek heads the Resettlement Committee that meets this afternoon.
- A \$50,000 grant for a pilot program to introduce sex education curriculum in Oshkosh Area 7th grade classrooms has been applied for. Cindy is working with the OASD Curriculum Director. School districts may choose how they want to handle sex education. This grant has objectives that follow new standards.
 - BOH members mentioned the need to keep the School Board informed. The OASD Curriculum Director reports to the School Board Curriculum Committee.
- Strong Bones classes aimed at helping seniors are continuing in the Menasha and Oshkosh areas.

- Fall Prevention – we have applied for RTAC (Regional Trauma Advisory Committee) funds to produce brochures for fall education.
- Older Adult Collaboration – a group of community agencies have begun to meet to discuss issues for Older Adults to prevent overlapping and share resources.
- Communicable disease has tripled for the Health Department due to the merger. Pertussis continues to persist in the county and a few cases of West Nile Virus have been identified in the State.

Mary Jo Turner

- Hep B Vaccine has been offered to the Sheriff's Department.
- Flu clinics for County Employees begin in October. A limited number of doses have been ordered. Parkview Employees are first priority.
- School nursing in the Neenah School District has begun. Dr. Todd McKenzie, pediatrician, has agreed to be the medical advisor for the Neenah School program.
- MCH is changing focus.
 - We have scaled back new-mom contacts and will do home visits for mothers who's babies were in NICU, low birth weight and short gestation time.
 - Have classes for high risk pregnant women – mostly WIC clients.
 - Still work with Parent Connection for referrals
- Immunization funding has changed starting October 1, 2012.
 - We will still be able to give free State vaccine to MA recipients, people with no insurance, and those with insurance but no vaccine coverage.
 - We will no longer be giving vaccine to those that have insurance coverage as we have in the past.
 - We may bill insurance in the future.
 - Private providers will need to adjust as well.

E. 2012 Budget Update and 2013 Budget Planning (handouts)

- 2012 budget handout as of July 2012 shows we are at 45.40% of total revenue. We haven't received a contribution from Neenah at this point. Next year the Neenah and Oshkosh contributions will be built into the levy. Expenses are under-budget currently.
- 2013 Budget will be addressed by the County Board in October. There may be further changes due to consolidation issues. Shiloh Ramos requested the 2012 and 2013 budgets be put on the agenda for the next Board of Health Meeting so members would have time to look them over.

F. Table of Organization Changes

- Kristin Biese, Wisconsin Well Woman Program, is grant funded. Doug is requesting that she go from 1.0 FTE to 0.8 FTE, due to changes in her schedule.
- Ginger Lenz, Account Clerk II, has taken on more responsibilities due to consolidation and increased budget responsibilities. Doug is requesting she go from 0.8 FTE to 1.0 FTE. HR asked that Doug bring it before the Board of Health.
- Shiloh Ramos suggested tabling these requests until October. The Job positions and Table of Organization are to be posted on the Agenda. Doug will bring facts to show the offset in costs for the Account Clerk position. Moved and second, Egan/Kline to table approval of the positions and table of organization.
- Doug mentioned that the new positions are built into the 2013 Budget proposal.

Next Meeting: October 5, 2012, 7:30 a.m. 112 Otter Ave, First Floor Conference Room.
(Sue Panek unable to attend the October meeting)

Reports:

- Deb Allison-Aasby asked if there were any reports of food poisoning from Sawdust Days or the recent Horse Show at the Expo Center. Doug will send an e-mail if there is any evidence of an incident.
- Suggestion to provide Name Cards on the table for the next meeting.

Adjournment: Moved and second, Panek/Aasby to adjourn. Motion carried 6-0, voice vote.

Respectfully submitted,
Linda Baeten, Secretary
Winnebago County Health Department