

Monroe County Health Department

Serving the Community since 1921

14301 Co. Hwy. B, A18 · Sparta, WI 54656 · (608) 269-8666 · Fax (608) 269-8872

NOTICE OF MEETING

COMMITTEE: Monroe County Board of Health

TIME: 9:00 a.m.

PLACE: Community Services Building, Room 443-444

DATE: December 14, 2015

SUBJECT MATTER TO BE CONSIDERED:

- A. Call to Order
- B. Approval of November 9 Board of Health Minutes - Action
- C. 2015 Budget Reports – Discussion
 - Public Health
 - WIC
 - Loan Closet
- D. Program Reports - Discussion
 - Public Health
 - WIC
- E. Staff Comp Time and Mileage Report -Discussion
- F. 2015 Line Item Transfer – Discussion and Action
- G. 2015 Notice of Budgetary Adjustment – UNIMIN Carseat Program– Discussion and Action
- H. Personnel Matters – WIC Health Screener/Clerk – Discussion
- I. Postpartum/Infant Home Visit Policy & Procedure – Discussion and Action
- J. Employee Safety & Building Security – Discussion and Action
- K. Meeting Date and Time
- L. Adjournment

Mary Cook, Chairperson *SN*

DATE NOTICES MAILED: 12/7/15

“The mission of the Monroe County Health Department is to protect, promote, and improve the health of county residents”.

PLEASE NOTE: A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above.

November 9, 2015

TIME AND PLACE: The regular meeting of the Monroe County Board of Health was called to order by Mary Cook at 9:04 a.m. Monday, November 9, 2015 in Room 443 of the Community Services Center, Bldg A, 14301 County Hwy B, Sparta.

ROLL CALL:

Present: Mary Cook
Jim Rice
Wade Blackdeer
Marlene Sund

Absent: Dean Peterson

Excused: Gene Treu
Kristy Brown
Emma Ledbetter

Staff: Sharon Nelson
Pam Rainwater

Guest: Patricia Hagen, RD, WIC Coordinator/Nutritionist

REVIEW OF MINUTES: Minutes of the October 12, 2015 meeting were reviewed as presented.

BUDGET REPORTS: Sharon Nelson presented the budget reports for Public Health, WIC, and Loan Closet to the Board.

PROGRAM REPORTS: Pam Rainwater presented the program reports.

STAFF COMP TIME & MILEAGE REPORT: Pam Rainwater presented the staff comp time and mileage reports.

NOTICE OF BUDGETARY ADJUSTMENT – UNIMIN CARSEAT PROGRAM:
Sharon informed board members of a \$500.00 donation received from Unimin, intended for the purchase of car seats. No action taken due to lack of quorum.

STATE WIC PROGRAM ONSITE REPORT:
Sharon introduced Patty Hagen, RD. Patty reported that the WIC Regional Consultant, Southern Region, Division of Public Health conducted onsite WIC management visits on September 10, 14 and 15; visits are conducted every two years. Patty provided board members with a Review of Reports compiling data (nutrition and health, breastfeeding, and administration) from 2013, 2015. State averages and Wisconsin WIC goals and commented on strengths and areas of improvement that were identified with the site visit. Patty noted that the WIC project was found to be in compliance with Wisconsin WIC policies and procedures.

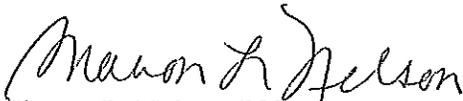
POSTPARTUM/INFANT HOME VISIT POLICY & PROCEDURE:

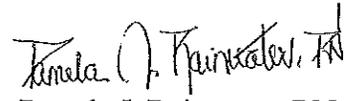
Discussion and action deferred until next month due to lack of quorum.

ADJOURNMENT:

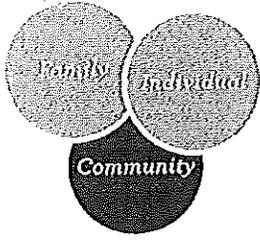
The next Board of Health meeting will be held on December 14, 2015, at 9:00 a.m. in Room 443 of the Community Services Building. Motion to adjourn the meeting at 10:07 a.m. made by Marlene Sund, seconded by Jim Rice Treu; motion carried.

Respectfully submitted by,


Sharon L. Nelson, RN
Director/Health Officer


Pamela J. Rainwater, RN
Recording Secretary

sln/pjr/ld



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TITLE: Postpartum/Infant Home Visit

POLICY: Public Health Nurse (PHN) will offer nursing assessment and education to all referred postpartum women and newborn infants.

DOMAIN/STANDARD/MEASURE: 11.1.1

RELATED DOCUMENTS: 7.2.2

EVIDENTIARY REFERENCES: American College of Obstetricians and Gynecologists www.acog.org

American Academy of Pediatrics www.aap.org

WI Department of Health Services <https://www.dhs.wisconsin.gov/>

PROCEDURE: PHN will:

1. Contact client within 5 working days of referral to offer postpartum visit/infant assessment.

If agreeable to postpartum and/or infant visit, PHN will:

- a. Obtain client consent on the Client's Bill of Rights document. (Attachment A).
 - b. Perform a physical assessment of the mother and document on the Monroe County Health Department Postpartum Assessment Flow Sheet (Attachment B).
 - c. Perform physical assessment of the newborn and document on the Postpartum Flow Sheet Infant Assessment (Attachment C).
 - d. Provide teaching and education according to needs identified on the postpartum and/or infant assessments forms.
 - e. Provide educational materials relevant to client/infant needs. This may include baby care basics, nutrition, immunizations, breastfeeding, growth and development, contraception, lead poisoning, etc. Review with parent as needed.
 - f. Provide referrals to resources in Monroe County as needed which may include WIC, Badger Care, Food Pantries, Department of Human Services, Families First, Parenting Place, etc.
 - g. Schedule additional PHN visits if indicated by client's needs.
2. Send outcome of PHN visit to health care provider. (Attachment D).

<u>Date</u>	<u>Approved</u>	<u>Reviewed</u>	<u>Revised</u>	<u>SIGNATURE (NAME/TITLE)</u>
5/15/2015			X	<i>Joy Krueger, RN</i>

Attachments:

- A. Client's Bill of Rights
- B. Monroe County Health Department Postpartum Assessment Flow Sheet
- C. Postpartum Flow Sheet-Infant Assessment
- D. Outcome of Referral/Home visit

Author/Date: Joy Krueger, RN, 5/15/2015

Review Frequency: Five years