



# 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: July 13, 2015

### SUBJECT MATTER TO BE CONSIDERED:

- A. Call to Order
- B. Approval of June 8 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. Wisconsin Well Woman Program Program Update – Discussion
- G. Vaccine Preventable Disease Report in Wisconsin, 1978-2014 – Discussion
- H. 2016 Budget Preparation - Discussion
- I. WIC Health Screener Resignation – Discussion and Action
- J. Animal Bites Policy & Procedure – Discussion and Action
- K. Meeting Date and Time
- L. Adjournment

Mary Cook, Chairperson *SN*  
DATE NOTICES MAILED: 7/6/15

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.

June 8, 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, June 8, 2015 in Room 443 of the Community Services Center, Bldg A, 14301 County Hwy B, Sparta.

**ROLL CALL:**

Present: Dean Peterson  
Gene Treu  
Dr. Emma Ledbetter  
Marlene Sund  
Jim Rice  
Wade Blackdeer  
Kristy Brown  
Mary Cook

Staff: Sharon Nelson

**REVIEW OF MINUTES:** Minutes of the May 11, 2015 meeting were reviewed. Motion by Dean Peterson, seconded by Emma Ledbetter to approve minutes as presented; motion carried.

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

**PROGRAM REPORTS:** Sharon Nelson presented the program reports.

**STAFF COMP TIME & MILEAGE REPORT:** Sharon Nelson presented the staff comp time and mileage report.

**NOTICE OF BUDGETARY ADJUSTMENT – WIC:**

Sharon Nelson informed board members that the health department recently received notification of the 2015 WIC contract/budget from Wisconsin Department of Public Health. Sharon reports the actual 2015 WIC budget contract reflects a \$11,765 decrease over the proposed 2015 budget, grant award is \$199,251.00. She reviewed budget line item adjustments. Motion by Dean Peterson, seconded by Kristy Brown; motion carried.

**NOTICE OF BUDGETARY ADJUSTMENT – PUBLIC HEALTH PREPAREDNESS:**

Sharon reports receiving correspondence from Wisconsin Department of Public Health, indicating the Centers for Disease Control (CDC) is providing supplemental, one-time funding to support state and local public health departments preparedness planning and operational readiness for responding to Ebola. The threat of Ebola virus disease is a top national public health priority. This is an 18-month grant. The grant award is \$16,333.00. Sharon Nelson reviewed the contract objectives and deliverables as approved by the administrator. Motion made by Dean Peterson, Seconded by Kristy Brown; motion carried.

AED POLICY AND PROCEDURE:

Sharon summarized the AED policy and procedure. Motion made by Dean Peterson, seconded by Emma Ledbetter to approve the AED policy; motion carried.

HEALTH PROMOTION & MAINTENANCE POLICY AND PROCEDURE:

Sharon summarized the health promotion and maintenance policy and procedure. Motion made by Emma Ledbetter, seconded by James Rice to approved the health promotion and maintenance policy; motion carried.

STAFFING UPDATE:

Sharon reviewed with board members the staffing restructuring from January/February of this year. Sharon reports that Roberta Walczak, RN, PHN, began on March 16 and is working 24 hours per week, Kayleigh Day, CHES, began her employment on May 26, 2015, and Julie Anderson, RN, MS will begin working as a public health nurse on June 30, 2015. Jennifer Pedersen, RN, PHN, will decrease her hours from 40 hours per week to 24 hours per week effective June 21, 2015. Sharon is looking forward to being fully staffed as of June 30, 2015.

ADJOURNMENT:

The next Board of Health meeting will be held on July 13, 2015 at 9:00 a.m. in Room 443 of the Community Services Building. Motion to adjourn the meeting at 10:05 a.m. made by Kristy Brown, seconded by Emma Ledbetter; motion carried.

Respectfully submitted by,

  
Sharon L. Nelson, RN  
Director/Health Officer

sln/ld



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**TITLE:** Animal Bites Policy & Procedure

**POLICY:** Monroe County Health Department staff shall respond to reports of animal bite incidents. Will provide education and guidance to persons potentially exposed to communicable diseases, and guidance to providers prn.

**DOMAIN/STANDARD/MEASURE:** 11.1.1

**RELATED DOCUMENTS:**

11.1.1 Communicable Disease P & P

**EVIDENTIARY REFERENCES:**

Wisconsin Statute 95.21 Rabies Control Program- <http://docs.legis.wisconsin.gov/statutes/statutes/95/21>

Wisconsin Statute 252 Communicable Disease- <http://docs.legis.wisconsin.gov/statutes/statutes/252/3>

Wisconsin Administrative Code- Chapter DHS 145-Control of Communicable Diseases-  
[http://docs.legis.wi.gov/code/admin\\_code/dhs/110/145](http://docs.legis.wi.gov/code/admin_code/dhs/110/145)

Wisconsin Department of Natural Resources- <http://dnr.wi.gov/topic/wildlifehabitat/mammaldiseases.html>

Wisconsin Electronic Disease Surveillance System (WEDSS)-  
<http://www.dhs.wisconsin.gov/wiphin/WEDSS.htm>

DHS Communicable Disease (Disease specific guidelines, including link to fact sheets)-  
<http://www.dhs.wisconsin.gov/communicable/index.htm>

DHS Rabies Algorithm- <https://www.dhs.wisconsin.gov/rabies/algorithm/index.htm>

CDC Diseases & Conditions- <http://www.cdc.gov/DiseasesConditions/>

Control of Communicable Diseases Manual, David L. Heymann, MD, Editor, 19<sup>th</sup> Edition. Copyright 2008 by the American Public Health Association

**PROCEDURE:**

1. Monroe County Health Department (MCHD) staff will collaborate with the Monroe County Humane Officer on animal bite situations. MCHD will be responsible for following up with the victim of an animal bite/exposure and the Monroe County Humane Officer will be responsible for following up on animals. Monroe County Health Department follow up will generally be made only on
  - bites by animals whose rabies vaccination is unknown or not current,
  - bites by animals which remain at large,
  - bites by wild animals.

2. MCHD staff will:

- A. Collect information on the Animal Bite/Exposure Report form (Attachment #1).
- B. Contact the Monroe County Humane Officer, Monroe County Animal Shelter, (1775) if they do not already have the report, and provide incident details.
- C. Contact the victim to ascertain status including additional incident information, wound details, immediate and subsequent care, status of tetanus shot, health care provider (HCP) contact information if seen, treatment, etc., noting same on Attachment #1.
- D. Review signs and symptoms of infection and need to report to HCP if should occur.
- E. Discuss the potential concerns relating to rabies and the process under which the animal is evaluated. If the animal cannot be identified or found, refer the victim to their HCP for evaluation of need for rabies prophylaxis.
- F. Consult with the state, Bureau of Communicable Diseases, 608-266-2154, regarding unusual circumstances, i.e., wild animal exposure, atypical animal exposure.
- G. Confirm tetanus vaccination status per WIR and, if indicated, refer to HCP or arrange to provide vaccination at MCHD.
- H. Veterinary clinic must contact MCHD for authorization to submit specimen to Wisconsin State Laboratory of Hygiene (WSLH) under MCHD fee-exempt status. Approval for such submission will be made by Director, Assistant Director or designee on a case by case basis.
- I. Fees for specimen prep and shipping will be the responsibility of the owner. If animal is unowned (wild), veterinarian office will need to contact Sanitation, Planning and Zoning (1736) to obtain approval for payment of incurred costs.
- J. Questions regarding management of animal remains requiring testing should be referred to veterinary clinic submitting specimen.
- K. MCHD will be responsible for reporting results of testing to submitting veterinary clinic. MCHD will notify victim of results unless veterinary clinic prefers to do so.

<u>Date</u>	<u>Approved</u>	<u>Reviewed</u>	<u>Revised</u>	<u>SIGNATURE (NAME/TITLE)</u>
1/26/15			X	Rebecca A. Campbell RN Pamela J. Pinard, PhD

Attachments: 1. Animal Bite Report

Author/Date: Unknown

Review Frequency: Every five year