

# 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: May 11, 2015

### SUBJECT MATTER TO BE CONSIDERED:

- A. Call to Order
- B. Approval of April 13 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. Notice of Budgetary Adjustment - Eagles Club – Discussion and Action
- G. Notice of Budgetary Adjustment Western Wisconsin Cares - Discussion and Action
- H. eWIC New and Improved – Patricia Hagen Coordinator - Discussion
- I. Mental Health Workgroup Update, Jennifer Pederson, PHN – Discussion
- J. Meeting Date and Time
- K. Adjournment

Mary Cook, Chairperson  
DATE NOTICES MAILED: 5/5/15

“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.

April 13, 2015

**TIME AND PLACE:** The regular meeting of the Monroe County Board of Health was called to order by Mary Cook at 9:05 a.m. Monday, April 13, 2015 in Room 443 of the Community Services Center, Bldg A, 14301 County Hwy B, Sparta.

**ROLL CALL:**

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

Absent: Wade Blackdeer  
Kristy Brown

Staff: Sharon Nelson  
Pam Rainwater

**REVIEW OF MINUTES:** Minutes of the February 9, 2015 and March 9, 2015 meetings were reviewed. Motion by Emma Ledbetter, seconded by Jim Rice 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:** Pam Rainwater presented the program reports.

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

**2015 LINE ITEM TRANSFER:**

Sharon requested 2014 public health expenditure line item transfers as follows: \$7.00 from Salaries 24110000 511000 to 24110000 531060 Printing, and \$8.18 from Salaries 24110000 511000 to 24110000 534050 Block Grant Supplies. Motion made by Dean Peterson, seconded by Jim Rice to approve line item transfers; motion carried.

**2015 SAK PACK TOMAH MEMORIAL H9OSPITAL FOUNDATION GRANT AWARD:**

Sharon informed board members of a \$2000.00 grant the health department has received from the Tomah Memorial Hospital Foundation. Sharon noted that receipt of funding would allow the health department to continue with the Safety for All Kids (SAK) Pack initiative, a program which was begun in 2013. Grant dollars will be directed towards the purchase of door/window sensors and other safety devices/items to help assure safer home environments for income eligible families with young children. In 2014, the health department expanded outreach efforts to include SAK Pack issuance by staff of Families First and the Parenting Place in Sparta and Tomah. New to the program this year is a partnering with Coulee Cap and food pantries in Monroe County as a means of additional outreach to eligible participants. Sharon will present at Finance Committee. Motion made by Emma Ledbetter, seconded by Dean Peterson to accept grant funding in the amount of \$2000.00; motion carried.

**2015 PUBLIC HEALTH EMERGENCY PREPAREDNESS GRANT AWARD:**

Sharon notified the board of a \$1500.00 grant award received from the Wisconsin Division of Public Health for public health preparedness efforts. This funding will assist the health department in meeting required preparedness objectives. Of the \$1500.00, \$500.00 will be used as a scholarship for education and training upcoming in Wisconsin Dells and \$1000.00 for developing a mass care plan related to sheltering. The health department is hosting a meeting May 12, 2015, bringing together the human services director, emergency management coordinator and health department staff to begin work on this plan. Sharon will present at Finance Committee. Motion made by Dean Peterson, seconded by Jim Rice to accept grant funding in the amount of \$1500.00; motion carried.

**2014 ANNUAL REPORT:** Sharon distributed and reviewed with board members the Health Department's 2014 Annual Report. She noted that the report focuses on the CDC's Ten Essential Services of Public Health which provides a working definition of public health and a guiding framework for the responsibilities of local health departments. Identified in this report were the major accomplishments achieved in 2014, public health interventions for protecting the community from communicable disease and potential health hazards in the environment, preventing and controlling chronic or acute illness, preventing injuries, assuring public health preparedness and promoting and encouraging healthy behaviors. Funding information included budgeted and actual expenditures and revenues.

Sharon noted that the annual report will be forwarded to the WI Division of Public Health, Eau Claire regional office in compliance with WI Statutes 251.06(3) (h), the county administrator, county board supervisors, healthcare providers, libraries, schools, other local health departments and institutes of higher learning. The annual report will also be available on the county website under Health Department. Sharon thanked the Board of Health for their support as well as the dedicated Health Department staff.

**2014 YEAR-END TRANSIENT NON-COMMUNITY (TNC) ANNUAL ONSITE REPORT:**

Sharon informed board members that the Health Department has successfully completed another year of transient non-community (TNC) well water testing. Establishments meeting TNC criteria are those that serve at least 25 people, 60 days per year; all identified TNC well systems are tested annually for bacteria and nitrates. Sharon noted that two DNR staff were on-site March 17, 2015 for the annual TNC review. This visit was followed by a letter sent to Sharon which was shared with board members. In part, the letter stated that DNR staff reviewed sampling history noting that there were no monitoring violations, that sampling was done in a timely manner and that 20% of the wells had sanitary surveys conducted as per requirement. The DNR concluded their letter by stating that the health department had successfully implemented and fulfilled all of their contractual obligations for 2014 and was to be commended for their excellent job of assuring safe drinking water for the public.

COMMUNICABLE DISEASE FUNDING:

Sharon informed board members of a letter she sent to Monroe County senators and representatives regarding the importance of funding for prevention and control of communicable diseases. The letter encouraged recipients to consider the multitude of emerging infectious disease that local health departments are tasked with addressing and that without dedicated, stable funding this becomes an increasing challenge for public health. Sharon noted that Wisconsin ranks 46<sup>th</sup> in the nation for public health funding.

Sharon provided board members with a handout from the American Public Health Association regarding strides public health has made over the years in protecting communities and kids, saving lives and money, and efforts that can continue with adequate funding.

PUBLIC HEALTH NURSE ORIENTATION POLICY & PROCEDURE: Pam summarized the Public Health Nurse Orientation policy and procedure. Motion by Dean Peterson, seconded Emma Ledbetter, approving the policy and procedure as presented. Motion carried.

RESPIRATORY FIT TESTING POLICY & PROCEDURE: Pam summarized the Respiratory Fit Testing policy and procedure. Motion by Dean Peterson, seconded Emma Ledbetter, approving the policy and procedure as presented. Motion carried.

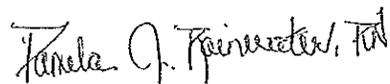
STAFFING UPDATE: Sharon informed the board that Roberta Walczak, RN, has been hired for the 24 hour per week public health nurse position effective March 16, 2015. She also noted that applications for the Community Health Educator position closed April 10, 2015 and that there have been over 20 applications filed.

Sharon advised that Ann Anderson, Public Health Nurse (PHN), has tendered her resignation, effective May 1, 2015; Ann has worked for the health department for 12 years. She has accepted a position with the Tomah VA Medical Center and will begin employment in May. Per authorization of Cathy Schmitt, an ad is currently running for a 40 hour per week PHN position.

ADJOURNMENT: The next Board of Health meeting will be held on May 11, 2015 at 9:00 a.m. in Room 443 of the Community Services Building. Motion to adjourn the meeting at 10:23 a.m. made by Emma Ledbetter, seconded by Dean Peterson; motion carried.

Respectfully submitted by,

  
Sharon L. Nelson, RN  
Director/Health Officer

  
Pamela J. Rainwater, RN  
Recording Secretary

# MONROE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: May 5, 2015  
 Department: Health  
 Amount: \$250.00  
 Budget Year Amended: 2015

Source of Increase Decrease and affect on Program:  
 (If needed attached separate brief explanation.)

Received funding from Sparta Eagles Club for Cribs for Kids Program, providing safe sleep environment education and Pack and Play cribs to eligible families.

**Revenue Budget Lines Amended:**

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
24110000 485000	Cribs for Kids	\$ 3,500.00	\$ 250.00	\$ 3,750.00
				\$ -
Total Adjustment			\$ 250.00	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
24110000 534050	Block Grants	\$ 19,700.00	\$ 250.00	\$ 19,950.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 250.00	

Department Head Approval: *Maureen Nelson*  
 Date Approved by Committee of Jurisdiction: \_\_\_\_\_

*Following this approval please forward to the County Clerk's Office.*

Date Approved by Finance Committee: \_\_\_\_\_  
 Date Approved by County Board: \_\_\_\_\_

*Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.*

Date of publication of Class 1 notice of budget amendment: \_\_\_\_\_

# MONROE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: May 5, 2015  
 Department: Health  
 Amount: \$60.00  
 Budget Year Amended: 2015

Source of Increase / Decrease and affect on Program:  
 (If needed attached separate brief explanation.)

Received funding from Western Wisconsin Cares for the SAK (Safety for All Kids) Pack Program, a child safety and injury prevention initiative for eligible families.

**Revenue Budget Lines Amended:**

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
24110000 485000 HS420	SAK Pack	\$ -	\$ 60.00	\$ 2,060.00
				\$ -
Total Adjustment			\$ 60.00	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
24110000 534050	Block Grants	\$ 19,640.00	\$ 60.00	\$ 19,700.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 60.00	

Department Head Approval: *Maureen L. Nelson*  
 Date Approved by Committee of Jurisdiction: \_\_\_\_\_

*Following this approval please forward to the County Clerk's Office.*

Date Approved by Finance Committee: \_\_\_\_\_  
 Date Approved by County Board: \_\_\_\_\_

*Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.*

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