



**Sauk County Public Health
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**Public Health Board Meeting Minutes
Monday, August 15, 2011 5:30 p.m.
Room 306, West Square Building**

Members Present: J.Stoeckmann , S. Clement, D. Nobs, D. Stehling, L. Haugen ,

Members Absent: M. Burns, A. Delong

Others Present: C. Bodendein, C. Warwick, A. Lee, B. Stehling, M. Lohr

The meeting was called to order at 5:30 p.m. by Stoeckmann. Certification of the open meeting law was noted.

Motion by Stehling to approve agenda second by Haugen. Motion carried.

Motion by Nobs to adopt the minutes of the July 2011 Public Health Board Meeting, second by Clement. Motion carried.

Communications: Were included in the Agenda outline

Public Comment: None

Business Items for Discussion and/or Action:

- A.** DATCP facility plan review fee for Environmental Health. M. Lohr explained the DATCP program and need for a "Plan Review" for all new DATCP facilities. The "Plan Review" gives businesses an opportunity to build/remodel the facility according to state regulations before construction is started. Fee's would be the same amount as the Preinspection Fees which are based on the size and annual dollar amount of the business. Motion by Stehling to approve the "Plan Review fees" and each fee to be the same amount as the preinspection fees based on the size and annual dollar amount of the business, second by Nobs. Motion carried.
- B.** Bodendein reported on the customer service surveyfor Immunization Clinics. Last year clinics had been "Walk-In." In 2011 they changed to "Appointments" for the Immunization Clinics. A survey was created to provide feedback to see if this change was beneficial. 31 surveys were returned and of those all the results were positive. Supporting the change to having appointments for immunizations. The surveys indicated that the Immunization clinics run smoother by having appointments.
- C.** Bodedein handed out a list of potential changes in funding and staffing for the preliminary budget numbers for 2012 and briefly explained how those changes will effect the budget process. Will have a full report on Budget for Septembers BOH meeting.

- D.** The Management Group – Special Committee. Stoeckmann reported the Special committee has had a total of 3 sessions and will meet on Friday, August 19. Stoeckmann stated that the TMG report has basically four recommendations for consideration. **1.** Use the current functional group to drive and identify where services provided can be shared to maximize services for all departments (ADRC, HS, PH, HCC, Veterans Depts.) **2.** All 5 Depts (ADRC, HS, PH, HCC, Veterans Depts) continue but the County Hire one Division Director to oversee all 5 depts. **3.** Human Services and Public Health merge. **4.** Do nothing. No changes/No merging.
- Stoeckmann reported that at the last TMG meeting they were asked to look ahead and get input from their Board Members, to take any of the recommendations off the table of consideration. It was the unanimous recommendation of the entire Public Health Board to remove recommendation #2 (**2. All 5 Depts continue but the County Hire one Division Director to oversee all 5 depts.**) and #3 (**3. Human Services and Public Health merge departments.**) from the items to be considered for the TMG committee. It was also noted that All of the Departments need to be supportive of one another and work together to maximize services.
- This committee will gather information to maximize the coordination of Public Health, Human Services and Aging and Disability Resource Center and make recommendations of their findings. Will report information of those meetings to BOH on a regular basis.*
- E.** Bodendein reported on the Community Health Improvement plan and handed out several articles including; Who Should Fix Obesity?, What Works – A plan that Sauk Prairie is using in there schools and Increase Physical Activity. Bodendein also gave a presentation on July 27th to the St. Clare Hospital Foundation Board.
- F.** Bodendein reported on the Accrediation process for the Public Health department. We have contracted with Gray Horse Consulting and Institute on Wisconsin's Health to assist with the accreditation process. This accreditation process is to improve the national standard of best practice. A committee will be organized and would like to have a PH Board member to sit on this committee for input on the accreditation process. Clement will serve on this committee.
- G.** Bodendein reported on the After Action on the Cooling Centers. There were 3 shelters. One in Baraboo at the Court house, one in Reedsburg at the HCC, one in Sauk which provided overnight services. Transportation was provided but only one person used it. Bodendein and Warwick met with EMBS and set up a Standard of Operation and identified some things that will be done different going forward.

Department Updates:

- A.** Financial and Monthly reports were reviewed for July 2011.
- B.** Motion by Haugen and second by Nobs to approve July 2011 invoices of \$39,532.56. Motion carried.
- C.** Haugen reported that WPHA/WALHDOB they had balanced there budget. No new information given at this time.

Agenda Items for next meeting:

- A. Report on Management Group / Special Committee – Stoeckmann
- B. Accreditation for Public Health Dept & Strategic Plan - Bodendein
- C. Policy for Cold Chain - Immunization
- D. Report on MCH Program – Bjorklund
- E. Approval of 2012 Budget

Next meeting date: September 19, 2011, at 5:30 p.m.

Motion by Stehling second by Clement to adjourn the meeting. Motion carried. The time was 7:13 p.m.

Respectfully submitted by:

Donna Stehling
Secretary