



Sauk County Public Health Department  
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**Public Health Board Meeting Minutes**  
**Monday, October 15, 2012 5:30 p.m.**  
**Gallery, West Square Building**

**Members Present:** Don Nobs, Donna Stehling, Joan Smoke, John Miller, Amy DeLong, Stacy Zobel

**Members Absent:** Mary Burns

**Others Present:** Cindy Bodendein, Cathy Warwick, Amy Lee, Kathy Schauf, Steve Pate, Kadine Jonuzi (student)

The meeting was called to order at 5:31 p.m. by Stehling. Certification of the open meeting law was noted.

Motion by Nobs to approve October 15, 2012 agenda, second by Smoke. Motion carried.

Motion by Smoke to adopt the minutes of the September 17, 2012 Public Health Board Meeting, second by Miller. Motion carried.

**Communications:** Handout – October 2012 Clean Sweep Survey Results, article “Antidote credited with dramatic drop in heroin deaths” from The CAP Times September 12-18, 2012.

**Public Comment:** Introduction of nursing student, Kadine Jonuzi. Is working on the “Purple Cry” project for the Public Health Dept.

**Business Items for Discussion and/or Action:**

- A. Closed session Performance evaluation of the Public Health Director/Health officer. Motion by Smoke, second by Miller to enter into closed session pursuant to Wis. Stats. 19.85 (1) (c) considering employment, promotion compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.  
Role call vote was taken: Stehling – Aye, Nobs – Aye, Zobel – Aye, Smoke – Aye, DeLong – Aye, Miller – Aye. Motion carried.
- B. Motion by Nobs to reconvene into open session. Second by Zobel. Motion carried.
- C. Pate reported on the Health Records Management System. Handed out and discussed the Project Charter- Sauk County Allscripts Implementation Planning packet and Allscripts Implementation Planning Approach draft 10-12-2012. Motion to approve and authorize Donna Stehling to sign the Health Records Management System Project Charter by Nobs, second by Smoke. Motion carried.
- D. Discussion of the following policies; Prenatal Coordination, Employee Safety, Methamphetamine Lab Abatement, Access and Annual Review of Policies. Motion by Smoke, second by Zobel to approve the policies. Motion carried.

- E. Bodendein reported on the Community Health Improvement plan. Staci Dankert computer Project Manager is assitng with UW extension CHIPP grant. Sauk County PH's goal is to increase awareness of opiate drug use in the county. We currently have 5 police departments in Sauk County that will accept expired or unused prescription drugs. Bodendein continues to work on getting speakers for next springs meeting. Baraboo and Reedsburg and SaukPriarie Hosptials are conducting their needs assessment and have similar goals; chronic disease, drug and alcohol abuse, lack of dental care and lack of physical activity/obesity.
- F. Bodendein reported on the Accredidation process. She will be meeting with Sherri Siemers on October 24<sup>th</sup> for a department assessment to see if it will be feesible to send a letter of intent to the National Public Health Accreditation Board(PHAB).
- G. Bodendein reported that the last Functional Group met for the budget presentation process.
- H. Bodendein reported on the progress of the new computer system. The contract should be signed shortly. An all staff meeting to review the new system will take place on October 5<sup>th</sup>. A department assessment was completed by the consultant hired to get the project started.

**Department Updates:**

- A. Reviewed the Monthly Financial Reports for September 2012.
- B. Motion by Nobs and second by Smoke to approve September 2012 invoices of \$34,450.85. Motion carried.
- C. Smoke reported on WPHA/WALHDOB. Discussion of emergency preparedness in winter (cold) and summer (heat) and floods. Bodendein reported that their may be a need to get the policy makers on board regarding; (ie: in winter the heat can't be turned off) in summer look at the cost of cooling bills to be similar to the heating bills in winter.

**Agenda Items for next meeting:**

- A. Accreditation for Public Health Dept & Stategic Plan – Bodendein
- B. Functional Group – Bodendein
- C. Health Care Management System update. (Allscripts)
- D. Policies & procedures
- E. Letter of intent for accreditation
- F. Report on Community Health Improvement Plan – Bodendein
- G. Education & Outreach Videos

**Next meeting date:** November 19, 2012, at 5:30 p.m.

Motion by Miller, second by Nobs to adjourn the meeting. Motion carried. The time was 6:51 p.m.

Respectfully submitted by:



Don Nobs  
Secretary