



## Health Department

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**Public Health**  
Prevent. Promote. Protect.

### Board of Health Meeting Minutes Tuesday, February 13, 2018 Board Room Gallery, West Square Building

**Members Present:** Andrea Lombard, Donna Stehling, Scott Von Asten, John Miller, Dr. Diane Reinfeldt, Dr. Amy Delong , Ken Carlson  
**Members Absent:** NA  
**Others Present:** Cathy Warwick, Tara Hayes, Diana Haley, Shayna Dye, Amy Merwin  
**Public:** Bill Stehling

1. The meeting was **called to order** at 5:32 p.m. by Donna Stehling. Certification of the open meeting law was noted.
2. Motion by Andrea Lombard to **approve the Board of Health Agenda** for February 13, 2018, second by Scott VonAsten. Motion carried
3. Motion by Andrea Lombard to approve the minutes for January 9, 2018, with the correction to the lettering on section #6 A and B, second by Diane Reinfeldt. Motion carried.
4. Motion by Diane Reinfeldt to approve the minutes for January 25, 2018, second by John Miller. Motion carried.
5. **Communications:**  
E mail communication; letter from Karen McKeown, RN MSN, State Health Officer and Administrator congratulating the Sauk County Health department on their certification of a Level III Health Department.
6. **Public Comment:**  
Introductions of Shayna Dye, Environmental Health Manager, Tara Hayes, Nursing Supervisor, Diana Haley, Public Health Nurse.
7. **Business Items for Discussion and/or Action:**

- A. Motion by Scott VonAsten to approve travel request in excess of 300 miles for two (2) Environmental Health Staff members to attend the 2018 FDA Regional Retail Food Safety Seminar, in Louisville, KY in August 2018. Second by Ken Carlson. Motion carried.
- B. Presentation on Communicable Disease by Diana Haley, Public Health Nurse. Discussed a possibility of implementing a Reproductive Health Coalition in the future to educate members of the community and organizations on reproductive health issues and concerns.
- C. Discussion and motion by John Miller to approve the 2018-2019 Environmental Health DATCP rates. Specifically the proposed Tier system for Operating without a license will be effective February 13, 2018 and the remaining proposed 2018-2019 DATCP rates effective with the Licensure year for 2018-2019. Second by Scott VonAsten. Motion carried.
- D. Discussion and motion by Scott VonAsten to approve the Ordinance amending Chapter 29, Food Safety and Recreational Licensing and Inspection and Chapter 30, Body Art Licensing and Regulation. Second by John Miller. Motion carried.
- E. Cathy Warwick shared that Cindy Bodendein's retirement date moved up. The interview process for the replacement of the Director/Health Officer was discussed. Three Board of Health members expressed interest in participating in the Director interviews. Those names will be given to the Personnel Director for consideration.
- F. Tara Hayes informed the Board to review the 2017 Annual report and discussion of any questions will be addressed at the March 13, 2018 Board of Health Meeting.
- G. Cathy Warwick reported on the Nurse Family partnership program. Provided the monthly written report on the updates of the program.
- H. Cathy Warwick reported that the annual report for Accreditation is due in June 2018. Warwick also reported we are officially a Level III Health Department.
- I. Report of the Community Health Improvement Plan provided by Tara Hayes;
  - a. PDO Grant: We are continuing with Naloxone training. Next training February 20, 2018 and April 10, 2018. We are still in the process of finalizing the MOU with Ho-Chunk so we can collaborate with the Ho-Chunk Pharmacists to provide Naloxone trainings to Ho-Chunk staff and community members in Sauk County.
  - b. Sauk County Partnership for Prevention and Recovery: Have had three coalition meetings with over 40 attendees each meeting. The Coalition has formed four short-term action teams. We also have travel

scholarships available through grant carryover funds. The next Coalition meeting is on February 22, 2018.

- c. Opioid Fatality Review team: Had the first meeting on January 19, 2018, for an introductory training session. Our first Overdose Death Review will take place on March 28, 2018. This team will review all overdose deaths in Sauk County. This work is being funded by a grant from the Department of Justice (DOJ).
- d. Healthy Communities Designation: Ken Carlson reported that he was going to look into submitting a letter of application on behalf of Sauk County.

**8. Department Updates:**

- A. Amy Merwin reported on the monthly/ financial reports for January 2018.
- B. Motion by Scott VonAsten to approve the January 2018 Invoices in the amount of \$22,917.18. Second by Andrea Lombard. Motion Carried.

**9. WPHA/WALHDAB – Donna Stehling reported there was not a WALHDAB meeting for February due to the Operation Conference on February 6-7, 2018.**

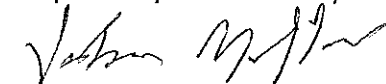
**10. Agenda Items for the next meeting**

- A. Status of Health Officer Position
- B. 2017 Annual Report follow-up

**Next meeting date:** March 13, 2018

Motion by Scott VonAsten to adjourn the meeting; second by Andrea Lombard Motion carried.  
The time was 7:47 p.m.

Respectfully submitted by:



John Miller  
Secretary