



## Health Department

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

### Board of Health Meeting Minutes

Tuesday, August 14, 2018

Board Room Gallery, West Square Building

#### REGULAR MEETING

**Members Present:** Donna Stehling, John Miller, Diane Reinfeldt, Dr. Amy DeLong, Scott VonAsten, Glen Johnson, Ken Carlson  
**Members Absent:** None  
**Others Present:** Tara Hayes, Cathy Warwick, Amy Merwin  
**Public:** Kiana Beaudin, Bill Stehling

1. The meeting was called to order at 5:30 p.m. by Donna Stehling. Certification of the open meeting law was noted.
2. Motion by Glen Johnson, second by John Miller, to approve the Board of Health Agenda for July 10, 2018. Motion carried.
3. Motion by Glen Johnson, second by Diane Reinfeldt to approve the minutes for July 10, 2018 meeting. Scott VonAsten abstained. Motion carried.
4. **Communications:** "Addiction Hotline likely first in U.S." by: Kelly Meyerhoffer Baraboo News Republic 7/27/18. Dr. Amy DeLong resigned her appointed position on the Board of Health. August 14, 2018 will be the last meeting she will be attending. Dr DeLong introduced Kiana Beaudin, a Physicians' Assistant at the House of Wellness who may be interested in replacing Dr. DeLong on the Board of Health.
5. **Public Comment:** None
6. **Business Items for Discussion and/or Action:**
  - A. Reviewed and discussed the change to the Public Health Budget. Tara Hayes reported that a full time Public Health Nurse was added to the budget. The need arises from needing consistency in Foot Clinic staff additionally, The State has recently added diseases requiring active surveillance and follow-up. These new requirements have made it necessary to put additional nursing time into the communicable disease program because the requirements exceed the capacity of one nurse. We reviewed the position request form which also includes; Wisconsin Dells welcomes annually approximately 4+ million visitors and 10,000 J1 Visa students to assist with the tourism industry. This adds another layer of scope and complexity to address health and communicable disease issues in this transitory population. With changes upcoming to the ACA, intake hours may have to again be expanded, and more immunization clinics offered at satellite locations to address access to care issues. Median FTEs in selected occupational categories Employed by Local Health Departments (LHDs) by size of population served (according to 2008 NACCHO Profile of LHDs – most recent study) lists 8 Registered Nurses for a population between 50,000 and 99,999. In the state of

Wisconsin, the average PHN is approximately 1 to 10,000 population. In Sauk County, we currently have 4.0 tax levy PHNs doing all PH programming except Nurse Family Partnership. Sauk County's population in 2015 was 63,642. The increase in demand and workload requires an increase in the number of PHNs that Sauk County employs. Sauk County requires more Public Health Nurse capacity.

Tara Hayes explained that we may need to come up with an alternative to the addition of this position with a Plan B and Plan C. The Board supported the new position with no secondary plan. Motion by Ken Carlson to approve the revised 2018 budget in the amount of \$3,245,471, second by Scott VonAsten. Motion carried unanimously.

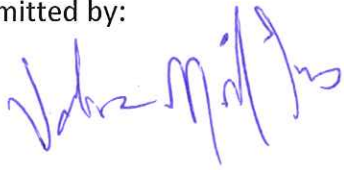
- B. Discussion and Motion to approve the purchase of two (2) 2019 Chevrolet Equinox AWD 4 door vehicles in the amount of \$46,453 by Glen Johnson. Second by John Miller. Motion carried.
- C. Cathy Warwick provided a written report to all Board of health members via Granicus on the Nurse Family Partnership program.
- D. Tara Hayes gave an update for the accreditation process. Tara reported that section II of the Accreditation Annual Report had been completed and submitted. We are currently waiting on the results. Additionally, we have been mentoring Forest County Potawatomi Tribal Health Department on their accreditation process.
- E. Tara Hayes provided a written report to all Board of health members via Granicus on the Community Health Improvement Plan goals and action plan as which also included reports on the PDO Grant, the Sauk County Partnership for Prevention recovery and the Overdose Death review team. Ken Carlson gave a report on the Health Communities designation. Ken also stated that Sauk County may earn at least a Silver status designation. We should have feedback on the Healthy Communities designation sometime in the end of August. He will provide a report at the October Board of Health meeting. Ken encouraged someone from the Board of Health, or a Health Department staff member, attend the Healthiest State Summit, held on September 20-21, 2018 in Green Bay Wisconsin.

#### **7. Department Updates**

- A. Tara Hayes reported on the Environmental Health & Health Department monthly reports. Rabies numbers are up.
  - B. Amy Merwin gave the monthly financial reports for July 2018.
  - C. Amy Merwin reported on the July 2018 invoices. Motion by Glen Johnson, second by Scott VonAsten, to approve the July 2018 invoices in the amount of \$14,841.04. Motion carried.
8. John Miller reported on WALHDAB meeting. They discussed air quality, communication barriers between state and local health departments.
9. **Agenda Items for next meeting:**
- A. Presentation on the Seal-A-Smile program.
  - B. Vice Chair appointment due to Dr. Amy DeLong's resignation
  - C. PDO Grant presentation at Octobers BOH
10. **Next Meeting Date: September 11, 2018**

- 11. Call for Adjournment** – Motion to adjourn the meeting by Glen Johnson; second by Dr. Amy DeLong, Motion carried.  
The time was 7:43 p.m.

Respectfully submitted by:

A handwritten signature in blue ink, appearing to read "John Miller". The signature is stylized with a large initial "J" and a long, sweeping underline.

John Miller  
Secretary