



Health Department

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Public Health
Prevent. Promote. Protect.

Board of Health Meeting Minutes

DATE: Wednesday, June 10, 2020 TIME: 1:00 P.M.

PLACE: Sauk County Board room, 505 Broadway, Baraboo WI

REGULAR MEETING

Members Present: Patricia Rego, Donna Stehling, Rebecca Klitzke, Thomas Dorner, Ken Carlson,
Diane Reinfeldt

Members Absent: Kiana Beaudin

Others Present: Tim Lawther, Cathy Warwick, Amy Elizabeth Merwin, Shayna Dye

Public: Bill Stehling

1. The meeting was called to order at 1:00 p.m. by Patricia Rego, Board of Health Chair. Certification of the open meeting was noted.
2. Motion by Rebecca Klitzke, second by Donna Stehling to approve the Board of Health Agenda for June 10, 2020. Motion carried.
3. Motion by Diane Reinfeldt, second by Rebecca Klitzke to approve the minutes for the May 12, 2020 Board of Health meeting. Motion carried.
4. **Communications:**
 - a. Email sent by Tim Lawther, Director and Health officer titled: "For Friday Morning COVID-19 Group Email Update" on May 15, 2020.
 - b. Emailed an audio link for: "Health Department SUDS Radio Script" on May 19, 2020.
 - c. Forwarded an email from Michelle Bauer, Nurse Family Partnership Nurse Supervisor regarding; "Nurse Family Partnership Success Story!" on May 30, 2020.
5. **Public Comment:** None
6. **Business Items for Discussion and/or Action:**
 - a. Shayna Dye, Environmental Health Manager gave a PowerPoint presentation on the Environmental Health programs.
 - b. Discussion of the License renewal fee and annual fee due date changes for Department of Safety and Professional Services (DSPS), Department of Agriculture Trade and Consumer Protection establishments (DATCP), and annual Department of Natural Resources (DNR) Water payments, due to COVID19 economic impact. Possible removal of late fees for 2020 fiscal year. Both of these changes mirrors what they are doing at the State Level for DATCP.

Motion by Thomas Dorner, second by Rebecca Klitzke to change the annual fee due dates for licences to December 31, 2020 due to Covid-19 impact on local establishments. Motion carried.

Motion by Donna Stehling, second by Rebecca Klitzke to remove late fees for all applicable payments for the Environmental Health programs for the 2020 fiscal year. Motion carried.
 - c. Tim Lawther presented orientation packets to Board of Health members and reviewed:
 - i. A welcome letter from Tim Lawther

- ii. Wisconsin Division of Public Health Required Services and Descriptions of the three levels of health departments in Wisconsin. Sauk County is a Level III Health Department.
 - iii. Public Health 3.0: The Community Health Strategist
 - iv. The 10 Essential Public Health Services Wheel
 - v. Public Health Acronyms
 - vi. Wisconsin Division of Public Health – Responsibilities of Board Members
 - vii. Wisconsin Department of Health Services – Information for Local Boards of Health, which includes areas and who’s responsible for the policy and operations.
 - viii. Local Public Health regional map – Sauk County is in the Southern Region.
 - ix. Tips on “Being a Good Board Member” from the Wisconsin Division of Public Health website, adapted from: Associations of North Carolina Boards of Health and Indiana Boards of Health Orientation Manual for Illinois Boards of Health Members.
 - x. Sauk County Ordinance Chapter 3 on Sauk County Board of Health
 - xi. List of Board of Health members and contact information and key Health Department contacts.
 - xii. Sauk County Health Department Strategic Plan 2016-2019
 - xiii. Sauk County Community Health Needs Assessment 2018
 - xiv. Sauk County Health Department 2019 Annual Report
 - xv. Annual Board Performance Evaluation form that will be reviewed at the December 9, 2020 Board of Health meeting.
 - xvi. Sauk County has been nationally accredited since 2017 by the Public Health Accreditation Board.
- d. Discussion and appointment of Patricia Rego as primary representative and Rebecca Klitzke as the alternate representative on the Criminal Justice Coordinating Council Committee. Motion by Diane Reinfeldt, second by Thomas Dorner to appoint Patricia Rego as the primary on the Criminal Justice Coordinating Council Committee. Motion carried. Motion by Thomas Dorner, second by Diane Reinfeldt to appoint Rebecca Klitzke as the alternate representative on the Criminal Justice Coordinating Council Committee. Motion carried.
- e. Directors Monthly Report
- i. Tim Lawther reported that May was a lot of Covid-19 work:
 1. Communicable Disease was mostly Covid-19 related
 2. There were no Dental Vouchers given and our Seal-A-Smile program was unable to get back in the schools to complete the 2nd Fluorides.
 3. Immunizations are working to set up appointments with individuals and we will be starting managed clinics.

4. The Lead program has not stopped and we will continue to work with the Housing Authority to lead the abatement project over the summer months.
 5. We were able to continue to provide Vouchers to clients via appointment.
 6. Due to Covid-19 the Foot Clinics have been put on hold and we will re-examine the program to determine how or if to continue.
 7. Naloxone Trainings have continued in very small groups. Will start back up when we open to Phase 3.
 8. Prenatal Care Coordination (PNCC) – we are currently revamping how this operates and who this program focuses on. Our goal is to expand attention to 0-5 year olds and better integrate Nurse Family Partnership (NFP), PNCC and Maternal Child Health (MCH) initiatives and policy into coordinated strategy to improve maternal and child health in Sauk County.
 9. Nurse Family Partnership (NFP) has used telehealth and providing home visits in outdoor areas when needed. The number of babies is increasing and we received 7 new referrals. This is a much needed program for high-risk new mothers and their babies.
 10. Maternal Child Health (MCH) is focused on working with providers and young kids who are failing to thrive. The goal is to integrate this program with PNCC and NFP.
 11. Environmental Health – The DATCP is food establishments, campgrounds, hotels, pools etc. and DNR water inspections are in their busiest time as businesses open up and tourism increases.
 12. Women, Infant and Children (WIC) is providing all telehealth services at this time, unless there is an urgent need for face to face visit. WIC numbers are fairly consistent. Currently we are providing nutrition education and food assistance to 1126 residents.
 13. Justice, Diversion, and Support (JDS) – these programs have been growing since January 2020. There are a lot of positive changes in this section of the Health Department. There has been increased referrals and several upcoming graduations. Program overview will occur at July BOH meeting.
- ii. Tim also shared the Covid-19 2020 Budget Impact Review – reported on the Department program projected changes in loss of revenue and tax levy impact. Also included information on six new grants we received from the State to help cover Covid-19 costs.
 - iii. Program Updates & Numbers
 1. Discussion and Support of refilling the Justice, Diversion, and Support Program Manager position. "Motion by Tom Dorner, second by Patricia

Rego to support the immediate refilling of the Justice, Diversion, and Support (JDS) Manager position, postpone the replacement of the full time Public Health Nurse to save immediate costs of approximately \$96,067 and requesting the Board of Health Chair to contact the Personnel and Insurance Committee to add and review this request at the June 12, 2020 Personnel and Insurance meeting. Motion carried"

- iv. Tim Lawther shared the Coalition Updates. Specifically the Healthy Sauk 2030, focusing on social determinants of health, equity, policy and environmental change.

7. Department Updates

- a. Tim Lawther shared the 2021 Budget process for the Health Department programs. We will be sending out a survey to staff to get their feedback on goals and objectives for the 2021 fiscal year to assist in creating the 2021 goals and objectives.
 - i. Tim handed out the current Mission, Vision, Goals and Measures and we will be discussing broad priorities for 2021.
- b. Amy Merwin gave the monthly financial reports for May 2020.
- c. Amy Merwin reported on the May 2020 invoices Warrant 061220. Motion by Tom Dorner, second by Donna Stehling to approve the May 2020 invoices in the amount of \$27,049.36. Motion carried.

8. Wisconsin Public Health Association (APHA)/ Wisconsin Association of Local Health Departments and Boards (WALHDAB). There was no meeting due to Covid-19.

9. Agenda Items for next meeting

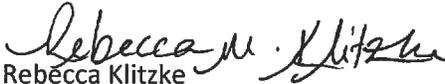
- a. Presentation of the Justice, Diversion, and Support section of the Health Department
- b. Discussion and possible approval of the 2021 Mission, Vision, Goals and Objectives
- c. Covid-19 Update

10. Next Meeting Date: Wednesday July 8, 2020 at 1:00 p.m.

11. Call for Adjournment: Motion to adjourn the meeting by Rebecca Klitzke, second by Diane Reinfeldt. Motion carried.

Time: 4:01 p.m.

Respectfully submitted by:


Rebecca Klitzke

07.08.2020

Secretary