

PEPIN COUNTY HEALTH DEPARTMENT
PEPIN COUNTY NURSING SERVICE
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Minutes of Regular Pepin County Board of Health Meeting, Friday, April 9, 2010

1. **Call to Order:** The meeting was called to order by Vice-Chair, Patrick Milliren at 6:35 a.m. on Friday, 4/9/10 stating that the meeting had been posted according to provisions of Section 19.84 of the Wisconsin State Statutes and Pepin County Policy.
2. **Roll Call**
Board of Health Members Present: Patrick Milliren, Donna Setterlund, Sean Scallon, Steven Johnson and Beth Anderson.
Board of Health Members Absent: LaVerne Crapsler and Peter Adler
Also Present at Meeting: Heidi Stewart, Health Dept. Health Officer/Director; Penelope Bauer, Health Dept. Adm. Assistant.
3. **Approval of Board of Health Meeting Minutes of February 5, 2010**
A motion to approve the Pepin County Board of Health Meeting Minutes of February 5, 2010 was made by Donna Setterlund and the motion was seconded by Sean Scallon. All BOH members present voted in favor by voice vote. Motion carried.
4. **Vouchers:** Health Dept., Grants.
A motion was made by Sean Scallon and seconded by Donna Setterlund to approve HD vouchers of \$2,463.69 and Grant vouchers of \$7,012.51. All BOH members present voted in favor. Motion carried.
5. **Renewal of BOH Citizen Member Term**
Donna Setterlund has agreed to serve another term as a Citizen Member of the Pepin County Board of Health.
A motion was made by Sean Scallon to recommend to the Pepin County Board to reappoint Donna Setterlund to another 3 year term as a Citizen Member of the Pepin County Board of Health. The motion was seconded by Steven Johnson. All BOH members present voted in favor by voice vote. Motion carried.
Beth Anderson present at meeting
6. **Public Health Week – April 5-9, 2010:** Reported by Heidi Stewart
 1. Pepin County Health Dept. Public Health Postboard Display: Picture display of all the types of public health areas and services that are performed by the Health Dept. and examples of the types of activities and services being conducted and provided on a daily basis throughout Pepin County. This display was constructed to be displayed in the Government Center, Durand and Pepin libraries and other public areas throughout Public Health Week.
 2. Car Safety Seat Program: Update on how program is progressing, number of car seats that have been provided to the public and the benefit of providing education on the proper car seat placement to program participants.
7. **Approval for AHEC Summer Intern: Gardening for Healthier Communities:** Reported by Heidi Stewart
 1. School to Lunch Line Garden Program Update: Program began in 2009 with Mike Retzloff as the project supervisor at the Durand High School. This program has continued into this school year. Goal for growing vegetables was to eventually serve them in the school lunch line but presently it seems that the students are enjoying these vegetables before they reach the lunch line. The program has proved to be a success.
 2. Innovative Partnerships with Local Health Depts.: WI Area Health Education Centers will continue development of the Community Health Internship program to address this initiative, providing real-life work experiences for students in a variety of public or private community health settings. Internships are designed to provide health professions students with a successful experience in a project related to their chosen career. We have been approved to have one student intern at our Health Dept. The student that we have chosen is Colleen Barthel who is becoming a dietician and attending Stout University in Menomonie, WI. There was discussion on this. She would be working with us in June and July for approximately 40 hours. A motion was made by Donna Setterlund that the consensus of the BOH is to approve the Health Dept. to participate in the AHEC Summer Intern Program and to allow Colleen Barthel to be the student intern for the Pepin County Health Dept. The motion was seconded by Sean Scallon. All BOH members present voted in favor by voice vote. Motion carried.
8. **CHIP Meeting Review and Results:** Heidi Stewart reported
The CHIP Stakeholders Meeting was held on 2/24/10 at the Durand Fire Hall.
Booklet that was used for the CHIP meeting was available for BOH members to review. An overview of the process was presented to the BOH members.

Heidi shared with the BOH what was presented to participants and how they identified and scored the top three priority areas, out of 12 to choose from, for Pepin Community Health Improvement: (1) Chronic disease prevention and management; (2) Unhealthy alcohol and drug use and (3) Healthy growth and development. The goal is to have a plan in place by the end of this year, on how these priority areas will be accomplished.

9. Budget Modifications:

Grant Budget modifications were presented to BOH members with explanation of changes.

10. WRPPHP Update and Approval to Purchase Vaccine Storage Device and Computer Equipment: Heidi Stewart reported

1. **Alarm System for Vaccine Storage Refrigerator/Freezer:** As approved at prior meeting, the Sensaphone Alarm system has been purchased and has been installed by Nelson Telephone Coop. Explanation was given on how this system works.
2. **Vaccine Storage Device Upgrade:** Requesting a SANYO Vaccine Refrigerator/Freezer Storage Unit at a cost of \$3,779, with three additional shelves at \$60 each. Explanation given was that the present vaccine storage refrigerator/freezer has been proven to be too small. We are requesting the purchase of a unit that is twice the size of the present one. Most vaccines that we receive are now being sent in pre-filled syringes that take up more space and we learned with the H1N1 vaccine program that we needed addition vaccine storage to accommodate the amount of vaccine needed for Pepin County. There was discussion on this. Grant funds will be used to purchase the SANYO Unit. A motion was made by Beth Anderson to approve the purchase of a SANYO Vaccine Refrigerator/Freezer unit, along with 3 shelves, in the amount that has been requested and that grant funds will be used for the purchase, and that this proposal can now be presented to the Pepin County Finance Committee for approval. The motion was seconded by Sean Scallon. Further discussion included contacting Terry Mesch who is in charge of PC property disposal & re-locating, regarding possible sale of present vaccine storage unit. All BOH members present voted in favor of motion by voice vote. Motion carried.
3. **Computer equipment:** Presently do not have quotes for computer equipment. Explanation was given that we may need to purchase additional computer equipment to accommodate on-line WEDSS (Communicable Disease) reporting.

11. Health Officer Update: Heidi Stewart reported

1. **Rabies:** Two cases of cat bites investigation and follow-up
2. **Communicable Disease:** Handout: Pepin County Health Dept. Communicable Disease Investigation & Control Policy changes presented to BOH members to review. There was explanation and discussion. A motion was made by Donna Setterlund and seconded by Steven Johnson to approve the updated Pepin County Health Dept. Communicable Disease Investigation & Control Policy and Procedure as presented to the BOH. No further discussion. All BOH members present voted in favor by voice vote. Motion carried.
3. **Human Health Hazard:** Received a call regarding Raw Honey Sales: Investigation into this resulted in the fact that State Statutes indicate that raw honey can only be sold by licensed bee keepers.

12. Nursing Service and Home Care Update: Heidi Stewart Reported

Handouts: Client and Services Update.

1. **Client caseload** with number of visits and hours.
2. **PCW:** Nancy Pruka, PCW has resigned her 80% employee position. This position will not be filled at this time. Workload will be picked up by other PCW employees.
3. **2010 Human Service Contract Rate Approval:** Proposed 2010 Human Service ~ Health Dept. Contract was presented to BOH to review. After discussion, it was consensus of BOH members present that rates as presented are to be implemented for the 2010 Human Service ~ Health Dept. Contract.

13. Grants & Contracts: Heidi Stewart Reported

School Nursing Contract Discussion: Durand School District budget situation has prompted looking at possible situations that may occur with our contract for school nursing. There was discussion on this. Further discussion and decisions on our part will be made after additional information is received regarding the Durand School District budget cuts.

14. Other Business Discussed:

1. Lock Box Update: Not used to present date.
2. NALBOH News Brief publication given to BOH members.
3. Human Health Hazard Ordinance: Still working on and have presented to Law Enforcement Committee. Will be taking this Ordinance to the County Board for approval

15. Next Board of Health Meeting Date:

The next Regular Pepin County Board of Health meeting will be on Friday, May 7, 2010 at 6:30 a.m. in the County Board Room, Pepin County Government Center.

16. Adjourn

A motion was made by Sean Scallon and seconded by Donna Setterlund to adjourn this meeting. All BOH members present voted in favor. Motion carried. Meeting was adjourned at 8:10 a.m.

Donna Setterlund, Secretary

Recording Secretary
Penelope Bauer, Adm. Assistant
Pepin County Health Dept.