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## **BOARD OF HEALTH MEETING**

**Tuesday, January 10, 2012**

**10:00 AM**

**Conference Room A/B – Polk County Health Department**

### **AGENDA**

- Welcome/Call to order
- Approval of Agenda
- Public Comment
- Approval of Minutes from December 13, 2011 meeting
- Monthly Bills (Review only) – Sampson
- Agency Statistical Reports – Sampson
- Agency Out of County Meetings Report – Sampson
- Old Business
  - 1) Update on CHAMP software implementation - Sampson
  - 2) Update on resolution to support national voluntary accreditation - Sampson
- New Business
  - 1) Policy 10 final review and discussion – all
    - a. BOH calendar for 2012
    - b. Program Evaluation Focus for 2012
    - c. Policy Initiatives for 2012
  - 2) Review of Health Officer 2011 and 2012 Goals –Sampson
    - a. Update on 2009-12 Agency Strategic Plan
  - 3) Lease Vehicles Disposition for 2012 – Sampson
  - 4) WIMCR Settlement for 2010 – Sampson
  - 5) Proposed Animal Control Ordinance – Brian Hobbs
- Director's Report
  - 1) Public Health Legislative Updates – Sampson
  - 2) Public Health Research – Sampson
  - 3) Agency Updates – Sampson
- Board member Comments/Observances
- Adjourn

This meeting is open to the public according to Wisconsin State Statute 19.83. Persons with disabilities wishing to attend and/or participate are asked to notify the County Clerk's office (715-485-9226) at least 24 hours in advance of the scheduled meeting time so all reasonable accommodations can be made. Requests are confidential.

## BOARD OF HEALTH

The Polk County Board of Health met in the conference room of the Health Department at 10:05 AM on January 10, 2012

Present: Patricia Schmidt Warren Nelson Harry Johansen  
Rick Scoglio Dr. Arne Lagus Kristine Kremer-Hartung

Also: Gretchen Sampson Suz Thomson Caralynn Hodgson

Absent: Wanda Johnson

Chairperson Schmidt called the meeting to order at 10:05 AM.

**Motion by Johansen/Nelson to approve the agenda. All in favor. Motion carried.**

**Public Comment: none**

**Motion by Hartung/Scoglio to approve the minutes of the December 13, 2011 Board of Health meeting. All in favor. Motion carried.**

### **Monthly Bill Review**

Sampson reviewed the list of accounts payable for the Department in the month of December.

### **Monthly Statistical Reports**

Sampson reviewed the agency statistical and financial reports for November.

### **Out of County Meetings**

Sampson reviewed the list of out of county meetings and trainings for January and February.

**Motion by Dr. Lagus/Johansen to approve out of county travel for the Director/Health Officer. All in favor. Motion carried.**

### **Old Business**

#### **1) Update on CHAMP software implementation**

The CHAMP software implementation has gone very well. The Public Health Nurses started using the new program January 3<sup>rd</sup>. They underwent several 2 hour online training sessions as well as received technical support when needed. They have 25 clients already entered into the system. The billing portion of the program should be utilized by the end of the month. The next phase will be bringing Reproductive Health and Jail health into the system. The intent is to be done with paper records. Sampson is very pleased with the outcome so far and views it as a very good investment.

## **2) Update on resolution to support national voluntary accreditation**

Sampson stated the county board approved the resolution to support the application for accreditation at their December meeting. The department needs to complete and submit the formal application which will be done this week. The resolution will be attached to the application as a letter of support. The funding for the accreditation this year will be paid for with grant funds. Future funding will be allocated at a later date.

### **New Business**

#### **1) Policy 10 final review and discussion**

After much discussion and explanation from Administrator Dana Frey, a **motion was made by Hartung/ Scoglio to refer Policy 10 with approval as written to the organizational committee. All in favor. Motion carried**

##### **a. BOH calendar for 2012**

Administrator Frey reviewed his draft committee calendar and the board discussed whether or not hold monthly meeting or as suggested in the policy, meet 7 months out of the year. Schmidt stated she likes the monthly updates and feels more informed with that schedule. Nelson felt the meetings should be held to coincide with the Aging Committee meetings. **A motion was made by Scoglio/Hartung to not schedule a February meeting, but one could be scheduled if needed. Hartung, Scoglio, Johansen, Dr Lagus in favor. Opposed Schmidt, Nelson. Motion carried. 4-2**

##### **b. Program Evaluation Focus for 2012**

Sampson distributed a public health program evaluation tool developed by the Wisconsin Leadership Development Team which Public Health Supervisor Bonnie Leonard was a part of. It is designed to help Local Health Departments prioritize programs during difficult budget times. Administrator Frey stated he thought there could be more fiscal analysis and links to performance measures in the tool. Sampson will explore tweaking the tool to incorporate these suggestions.

##### **c. Policy Initiatives for 2012**

There was much discussion as to what policies the Board of Health may want to pursue or “weigh in” on during legislative processes at various levels of government. Sampson suggested that some issues are community fluoridation or tobacco related polices around product placement. It was mentioned that perhaps a letter of support from the Board would be helpful when public health related grants are being pursued by other entities such as community coalitions. Sampson will keep the Board apprised of opportunities for increased involvement in policy development.

## **2) Review of Health Officer 2011 and 2012 Goals**

Sampson handed out a progress report on the 2011 Department Head Goals for Public Health. She explained the agency Strategic Plan committees made up of program managers as well as employees and that are working on different aspects of the plan goals. There was general discussion on meeting the goals and how well they were met. Sampson also reviewed the Department’s 2012 goals.

**a. Update on 2009-12 Agency Strategic Plan**

Sampson handed out a progress report on the 2009-2012 objectives and strategies that were created for the past 3 year period. She stated that the Department needs to begin working on the upcoming 3 year period.

**3) Lease Vehicles Disposition for 2012**

Sampson distributed a chart regarding the 2 vehicle leases that are coming due. Administrator Frey indicated that the county was looking at new ways for the county to manage county vehicles and would have that information to us by the March meeting. After reviewing the possible options of possibly buying the vehicles opposed to new leases, **a motion was made by Hartung/Scoglio to get bids on the purchase of 2 new vehicles. Hartung, Scoglio, Schmidt, Johansen, Dr Lagus, approved; Nelson opposed. Motion carried. 5-1**

**4) WIMCR Settlement for 2010**

Sampson handed out the Wisconsin Medicaid Cost Reporting Provider Summary Report, which tells how much revenue from the Medicaid program was distributed to the Home Care and Prenatal Care Coordination programs.

**5) Proposed Animal Control Ordinance**

Environmental Health Specialist Brian Hobbs gave an update from a meeting with Supervisor Kienholz, Arnell representatives and others to look at enforcement of animal abuse and neglect issues. It was decided at that meeting that the towns would retain responsibilities for these types of issues and perhaps consider contracting with a humane officer for enforcement. Sampson agreed it is unnecessary for the Health Department to get involved.

**Director's Report**

**1) Public Health Legislative Updates:**

The next Legislative meeting is January 23, 2012 in New Richmond at 9:00am, at the St Croix County DHHS Board Room.

**2) Public Health Research:**

Sampson distributed a brochure titled NALBOH- News Brief. She also handed out an article from NACCHO regarding the FY2012 Labor-HHS-Education Appropriations Update which spells out the final funding bill for public health related programs.

**3) Agency Update**

Sampson has been formally invited by the Robert Wood Johnson Foundation to attend the Forum on Future Public Health Nursing on February 7-8 at the Foundation's headquarters in Princeton, New Jersey. As a selected participant, travel expenses and lodging accommodations will be supported by NNPHI. Schmidt congratulated Sampson on being invited to attend.

**Motion by Hartung/Scoglio to adjourn. All in favor. Motion carried. Meeting adjourned at 11:55 am.**

**The next Board of Health meeting will be March 13<sup>th</sup>, 2012 at 10:00 A.M.**