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## **BOARD OF HEALTH MEETING**

**Tuesday, May 8, 2012**

**10:00 AM**

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

### **AGENDA**

- Welcome/Introductions/Call to order – William Johnson
- Approval of Agenda
- Public Comment
- Organizational Matters
  - 1) Selection of Officers
  - 2) Designation of Public Records Custodian
  - 3) Establish Meeting Date and Time
  - 4) Review Duties and Responsibilities of Committee
  - 5) Review Committee Calendar
- Approval of Minutes from April 10, 2012 meeting
- Orientation to the Board of Health & to the Health Department - Sampson
- Old Business
  - 1) Agency 2011 annual report – Sampson
  - 2) Report from PHAB training – Brian Kaczmariski
- New Business
  - 1) SNAP grant award - Sampson
- Director's Report
  - 1) Public Health Legislative Updates – Sampson
  - 2) Public Health Research – Sampson
  - 3) Agency Updates – Sampson
- Board member Comments/Observances
- Adjourn

Enc: BOH minutes April 10, 2012  
PCHD 2011 Annual Report (new board members only)

## BOARD OF HEALTH

The Polk County Board of Health met in the conference room of the Health Department at 10:00 AM on May 08, 2012

Present: Patricia Schmidt Tom Magnafici Brian Masters  
Rick Scoglio Dr. Arne Lagus Leslie Larsen  
Kim Gearin William Johnson

Also: Gretchen Sampson Julie Houman Caralynn Hodgson  
Bonnie Leonard Dana Frey Brian Kaczmarski

County Board Chair Johnson called the meeting to order at 10:00 AM.

**Motion by Masters/Schmidt to approve the agenda. All in favor. Motion carried.**

**Public Comment: none**

### **Organizational Matters**

Introductions were made welcoming the new board members.

#### **1) Selection of Officers**

There was discussion on the policy for nominating a board chair; Supervisors should only chair one committee.

**Motion by Scoglio to nominate Masters as Board Chair**

**Motion by Larsen to nominate Schmidt as Board Chair**

**Motion by Masters/Scoglio to close nominations**

Votes for Masters: Scoglio, Masters, Schmidt and Magnafici. Votes for Schmidt: Larsen, Gearin and Dr. Lagus

Masters to be Board Chairman by 4-3 vote.

**Motion by Masters/Magnafici to nominate Schmidt as Vice Chair.**

**Motion by Larsen/Dr. Lagus to cast unanimous vote for Schmidt as Vice Chair.**

#### **2) Designation of Public Records Custodian**

There was discussion on tracking the minutes of the meeting.

**Motion by Dr. Lagus/Schmidt to nominate the Office Manager as the Records Custodian. All in favor. Motion carried.**

#### **3) Establish Meeting Date and Time**

There was discussion to keep the meetings on the 2<sup>nd</sup> Tuesday of the month at 10:00 am. Scoglio suggested meetings should be after work hours so the meeting is available to more people.

**Motion by Schmidt to keep meetings the 2<sup>nd</sup> Tuesday of the month at 10:00am. In favor: Schmidt, Magnafici, Masters, Larsen, Gearin, Lagus. Opposed: Scoglio. 6-1 vote, Motion carried.**

**Motion by Scoglio/Schmidt to approve the minutes of the April 10, 2012 Board of Health meeting. All in favor. Motion carried.**

### **Orientation to the Board of Health and to the Health Department**

Sampson handed out orientation manuals to all board members. Some of the highlights from the manual include:

- Committee meeting calendar  
Board members may attend a meeting by teleconference/video but will not be allowed to vote.
- Wisconsin Dept of Health Services [www.dhs.wisconsin.gov/localhealth/bohinformation/](http://www.dhs.wisconsin.gov/localhealth/bohinformation/)  
Great resource for board member responsibilities.
- Polk County is a level III health department.  
Last review was in 2009 stating we meet criteria for level III
- Board members are encouraged to get citizen input on issues of public health importance.

### **Old Business**

#### **1) Agency 2011 Annual Report**

An Annual Report is required by statute and due to the state each year by April 15<sup>th</sup>, accomplishments for 2011 include: performance management plan, restructured preparedness consortium, formal submission of application for national voluntary accreditation, new clinical software implementation.

#### **2) Report from PHAB Training**

Brian Kaczmarek, the Director of the Public Health Preparedness Consortium and Accreditation Coordinator, reported on the progress of Public Health Accreditation Board (PHAB) training and accreditation. The Consortium consists of 13 counties and 1 tribe.

- Polk County is 1 of 4 health departments in Wisconsin applying for accreditation.
- Polk County is 1 of 37 health departments nationwide applying for accreditation.
- Polk County has a target date of July 1 to submit all evidence required for accreditation.

Accreditation and performance management forces the health department to set standards, measure outcomes and track progress. If progress is not being made on certain objectives, quality improvement processes can be implemented. After submission of the evidence required for accreditation, a site team will come to the health department to view documentation and interview staff and community members. The team may call Board of Health Members to get input on their role in accreditation preparation activities.

### **New Business**

#### **1) SNAP Grant Award**

WIC has been selected from seventeen applicants to be funded as the new Fit Families Agency and awarded a \$15,000 grant which targets overweight children. The grant will start October 1, 2012.

The Nutritionist position is no longer on-hold and should be filled by June 1.

The Health Department is applying for a grant called The Transform Wisconsin Fund. The goal is to promote healthy environments that help Wisconsinites make healthy choices and therefore prevent chronic diseases. Polk County will apply for the Transformation Grant targeting tobacco-free living, active communities, and healthy food systems. Applications are due June 15.

### **Director's Report**

#### **1) Public Health Legislative Updates:**

Legislative meetings are held on Mondays, quarterly, in New Richmond at 9:00 am at the St Croix County DHHS Board Room. Sampson will email next meeting details when released. There was a discussion on the possibility of a per diem amount and an appointed board member to attend these meetings.

#### **2) Public Health Research:**

Sampson distributed an article "For the Public's Health" published by the Institute of Medicine. The Institute of Medicine convened a committee in 2009 to consider three topics: data and measurement, law and policy, and funding. Population-based prevention efforts can improve Americans' health more efficiently than clinical care alone, according to the committee. Both Sampson and Dr. Lagus commented that the system of funding public health is upside down and needs to be changed.

#### **3) Agency Update**

Sampson reported that Karen Dalzell, the senior public health nurse in the department, has submitted a resignation to retire in June after 33 years of service. Sampson stated she has been a tremendous asset to the department and will be sorely missed.

**Motion by Larsen/Dr. Lagus to accept Dalzell's resignation with regret and applaud her for all her service and expertise. Motion carried.**

The Health Department and the 3 local hospitals were selected as one of ten sites to pilot a Wisconsin Partnership Program funded project for \$5,000 to work on Community Health Improvement Planning.

Masters requested that agendas and minutes be sent via email.

**Motion by Masters/Schmidt to adjourn. All in favor. Motion carried. Meeting adjourned at 11:58 am.**

**The next Board of Health meeting will be June 12<sup>th</sup>, 2012 at 10:00 A.M.**