Board Members Present: Jon Zwirschitz, Ray Faehling, Rudolph Reiter, Sue Giese, Jim Lowey, Dr. Culhane

Others Present: Jaime Bodden, Nick Benzinger, Deb Zeitler, Marshal Giese, Ann Retzlaff

Location & Time: Shawano County Courthouse, Room 7 at 6:15pm

Meeting Was Called To Order By Chairman Zwirschitz @ 6:15PM.

Approval of Minutes from November 16, 2015: Motion by Lowey, seconded by Faehling to approve minutes from November 16, 2015. All in favor and motion carried.

Motion to Deviate: Motion by Giese, seconded by Reiter to deviate from agenda if necessary. All in favor and motion carried.

Public Comments: Bodden informed the board members of the Norovirus outbreak at the Wittenberg Elementary school the week of January 11, 2016. This event involved nearly one-half of the students. They are expected to return to school on Monday. Bodden read an email from Becky Wendell, Wittenberg School Nurse, commending the nurses at Shawano-Menominee Counties Health Department on their expertise in the handling of this event.

Discussion of Annie’s Campground and health and safety protocols regarding recreational licensing:

Ann Retzlaff presented to the committee her concern and frustrations with the licensing issues around the inflatable water attraction at her campground. She has done research on code requirements and has made a draft checklist that she will use for her attraction in the future. Bodden asked that the committee review the information Retzlaff provided and that they bring any questions to February’s meeting. Retzlaff asked for the committee’s support for the licensing issue between her campground and the state. The committee will discuss and possibly act at February’s meeting.

Veteran Services Report

Board training; State benefits for veterans – Benzinger noted grants for low income veterans are available for hearing aids, glasses, and dental care. He sees about six veterans a year that use this grant on mostly dental care. The Wisconsin GI Bill is also available for educational assistance to all veterans.
Preparedness Program Updates

**After Action Reporting** – Reports on Ebola, Accreditation, and TB have been completed and will be given to the Board members as Executive Summary Reports.

**Continuity of Operations Plan** – Sengstock, Preparedness Planning Chief, presented a PowerPoint on the COOP. This presentation explained the process needed to provide essential services to the public during an event. The Health Department is the first to complete this plan in the courthouse. Every department in the courthouse will need to complete a COOP before the asbestos abatement project begins.

**Discussion and possible approval for Community Health Educator position refill and review of classification appeal** – Bodden informed the Board that our Community Health Educator has accepted a position at another Health Department. This was due largely to compensation issues. Bodden indicated the Administration Committee has voted not to review the appeal for this position. Motion was made by Lowey to approve a wage appeal review of the Community Health Educator position to the next pay grade and refill the position, seconded by Faehling. All in favor and motion carried.

**Discussion and possible approval of revised Environmental Health Investigation Policy and Procedure** – Bodden noted that previous policy did not outline specific procedures for environmental investigations. She noted that the new procedures were more specific to help staff with limited environmental health experience. Lowey and Zwirschitz noted that it is thorough and comprehensive. Bodden hopes that the new procedure will help identify public health’s roles and responsibilities in a response and help facilitate investigations. Motion was made by Lowey, seconded by Faehling to approve revision of Investigation Policy and Procedure for the Shawano-Menominee Counties Health Department. All in favor and motion carried.

**Health Officer Reports**

**2015 End of Year review** – Bodden reviewed Board of Health Actions in 2015 with committee. This started two years ago as part of the accreditation process, but she noted that it is a good way to review actions and items that were brought up and discussed.

**2015 Environmental Health Report** – Bodden noted that the health department received fewer complaints in 2015 but that complaints are still similar in nature. Licensing complaints are referred to Food Safety and Recreational Licensing. Many complaints are landlord/tenant issues in which the health department has limited ability to assist.

**2015 Communicable Disease Report** – Bodden noted that there were 488 cases which were reported to the health department.
Chlamydia and enteric diseases continue to be most common. Bodden noted that some vector borne diseases are on the rise, looking at five year trend data. These are carried by ticks and other vectors commonly found in the area.

**Food Safety and Recreational Licensing (FSRL) Report** – Bodden shared data from FSRL on licensed facilities in the two counties. Menominee County facilities are currently licensed through the tribe. Shawano County has almost 300 facilities, the majority being food and lodging. She noted that she’s talked with management of FSRL about local agent status. Typically a county needs to have 200 facilities to employ a sanitarian full time. Bodden also shared inspection results with the committee and explained difference between types of inspections. Zwirschitz asked about fees and Bodden explained that local health departments with agent status give a proportion of fees to the state but they also keep a large amount. They are also able to set fees higher than the state. SMCHD is currently one of 25 local health departments that have inspection and licensing conducted by the state.

**Wisconsin Association of Local Health Departments and Boards Legislative Grid and discussion of state related public health policies** – Bodden discussed key policies with the board members. She will update the board on the multi-county legislation in currently in session as it will impact the Shawano-Menominee Counties Health Department’s contract.

**Discussion topic: Open Community Presentation ideas** – Bodden will schedule the first of a 4-part documentary entitled “Raising Children in America” in March that will be open for the public. She noted that the Healthy Families Coalition has watched this and that health department staff will also watch this.

**Meeting Adjourned:** Motion by Giese, seconded by Reiter to adjourn meeting at 7:30 pm. All in favor and motion carried.

Minutes submitted by Deb Zeitler, Medical Administrative Assistant