



Agenda

Jefferson County Board of Health
1541 Annex Road, Jefferson, WI 53549
Health Department Conference Room
November 19, 2014
11 a.m.

Board Members

Dick Schultz, Chair; Ed Morse, Vice-Chair; Marie Wiesmann, RN, BSN, Secretary; John McKenzie; Don Williams, MD

1. Call to order
2. Roll Call/Establishment of a Quorum
3. Certification of Compliance with the Open Meetings Law
4. Review of the Agenda
5. Public Comment
6. Approval of September 17, 2014 Meeting Minutes
7. Communications
 - a. Management Evaluation Letter from the State WIC Program
 - b. 140 Review Letter
8. Tobacco Free Ordinance Discussion of Possible Update
Guest – Dianna Forrester, Tobacco Free Partnership – Dodge, Jefferson, Waukesha
9. Board of Health Organization & Report on Meeting with Corporation Counsel
10. Financial Report
 - a. Income Statement
 - b. Vehicle Usage Report & New Vehicle Usage Policy
 - c. Funding of Hazmat Team
11. Operational Update of the Environmental Health Program
12. Public Health Preparedness
13. Public Health Program and Review of Statistics
 - a. Communicable Disease Cases Reported
 - b. 140 Review
14. Personal Care Program and Review of Statistics
 - a. 2015 PCW Program Planning
15. Director's Report
 - a. Monthly Report to Administration/County Board
16. Status of Rock River Free Clinic and Community Dental Clinic
17. Next Meeting Date/Time/Agenda Items: 2015 Meetings: January 21, March 18, May 20, July 15, September 16, November 18
NOTE: Discuss meeting time due to conflict with other meetings
18. Adjourn

The Board may discuss and/or take action on any item specifically listed on the agenda.
Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator at 920-674-7101 24 hours prior to the meeting so appropriate arrangements can be made.

Jefferson County Board of Health
Meeting Minutes – Wednesday, September 17, 2014
Jefferson County Health Department – Conference Room
1541 Annex Road, Jefferson, WI. 53549

Call to Order: D. Schultz, Chair, called the meeting to order at 1:00 p.m.

Roll Call/Establishment of a Quorum:

Quorum established.

Board Members Present: Dick Schultz, Chair; Ed Morse, Vice-Chair; Marie Wiesmann, RN, BSN, Secretary

Board Members Excused Prior to the Meeting: John McKenzie; Don Williams, M.D.

Staff Present: Gail Scott, Director; Jeff Larkin, Environmental Specialist; Sandee Schunk, Clerical/Recorder

Staff Excused Prior to the Meeting: Diane Nelson, Public Health Program Manager

Guest: Benjamin Wehmeier, County Administrator

Certification of Compliance with the Open Meetings Law: The meeting was properly noticed.

Review of the Agenda: No changes to the agenda.

Public Comment: None

Approval of July 16, 2014 Meeting Minutes:

Motion by E. Morse to approve the minutes as written; second by M. Wiesmann; motion carried.

Communications:

G. Scott reviewed the letter received from the “UW Madison School of Nursing” thanking the Health Department staff for providing an excellent clinical site for their student nurses each semester. Special thanks by G. Scott to Diane Nelson, Public Health Program Manager; Amy Fairfield, Public Health RN (Student Coordinator) and all Public Health RNs for mentoring the students.

Financial Report:

- a. **Income Statement:** G. Scott reviewed the handout of the July 2014 “Statement of Revenue and Expenditures”.
- b. **Vehicle Usage Report & New Vehicle Usage Policy:** G. Scott reviewed the handout showing mileage, fuel and repair expenses for the van and jeep as of July 31, 2014.
G. Scott reviewed the handout of the “County Vehicle Used for Work-Related Travel” policy effective September 1, 2014. Staff mileage reimbursement requests will be monitored to assure the vehicles are being used as much as possible by the staff. Included in the policy is the requirement for staff to wear seatbelts at all times while driving a County vehicle. This is a Federal guideline per the Bureau of Transportation for car seat grant recipients.

- c. **2015 Budget:** G. Scott reviewed the 2015 Budget Summary showing a Tax Levy request of \$875,223.

G. Scott explained that \$20,000 of the 2013 Unassigned Funds Capital will be used to enclose the clinic reception area downstairs for security/staff safety and \$9,000 was designated to the Office of Emergency Management for Hazmat Team Funding expenses per the e-mail in the packet from Donna Haugom, Director.

B. Wehmeier explained that the Health Department is non-County wide tax levy due to the City of Watertown Health Department. The \$134,000 of 2013 Unassigned Funds is outside of the General Fund Policy and was used to offset the costs of remodeling the downstairs reception area and reduce the tax levy amount requested for 2015.

G. Scott reported on a few major changes in the 2015 Budget: The "Personal Care Program" is budgeted to end on March 31, 2015. This program has been showing an average loss of \$5,000 per month. The program cannot rely on receiving WIMCR (Wisconsin Medicaid Cost Reporting) revenue to break even, as this amount is subject to change each year and is not guaranteed. The two staffing agencies that provide Personal Care Workers for the clients, the Jefferson County Human Services ADRC (Aging & Disability Resource Center) and Care Wisconsin Managed Care Organization have been notified of the upcoming change. It was noted that the Health Department staff have done an outstanding job coordinating and providing supervision of this in-home program for aging and disabled residents of Jefferson County for many years. The current clients will still receive in-home services but the Health Department will no longer be the "coordinating agency" between the staffing agencies and the funding source. A Health Department clerical position will not be filled when it is vacated by a pending 2015 retirement and the Personal Care Coordinator will be assigned those duties.

- d. **Downstairs Security Project:** Please review notes under "2015 Budget".

- e. **Funding of Support of Hazmat Team:** Please review notes under "2015 Budget".

Operational Update of the Environmental Health Program:

J. Larkin reported that he and Ted Tuchalski have been busy with pre-inspections and follow-up inspections of hotels, restaurants, campgrounds and food stores. They have received hands-on training regarding campground inspections.

They are still catching up on the workload due to the staff changeover in early 2014.

The event inspections such as the County Fair and 22 other special events are winding down with only 5 events left for the season.

Annual school inspections have started. Two inspections are required per year. The first visit is to make sure the kitchens are in compliance and the second visit is to check on the food safety programs in place.

J. Larkin reported he is working on becoming certified as an inspector of lead, asbestos and other hazards. He has passed 3 exams and needs to pass the State certification exam in October to become a State Certified Lead Hazard Investigator.

The 3 Environmental Health staff will attend a Public Health Environmental Health conference next week.

J. Larkin reported that the number of complaints have decreased with the exception of a few bed bug complaints.

J. Larkin reported that the two establishments that experienced fires have re-opened for business.

E. Morse reported he tagged along with Ted and it was very interesting to see the work done by Environmental Health.

Public Health Preparedness:

a. **2015-2016 Public Health Preparedness Grant:**

G. Scott reviewed the handout in the packet and highlighted some of the grant objectives. The grant in the amount of \$54,660 has been awarded and covers July 1, 2014 – June 30, 2015. The budget for the anticipated expenses has been submitted to the State; staff will attend training on the Preparedness plan; there will be regional exercises held; Mark Stigler was contracted with to write a Mass Casualty Plan which was completed during the last grant cycle.

Public Health Program and Review of Statistics

a. **Communicable Disease Cases Reported:** G. Scott reported that D. Nelson, Public Health Program Manager, is at a training session in Madison at the State Lab of Hygiene. The “Monthly Disease Incident Counts” reports were reviewed in the packet.

G. Scott reported that the new Public Health RN, Katrina Waldron, was commended for recognizing that the wrong treatment was ordered for a client due to confusion with a diagnosis. Katrina was persistent in getting this fixed. G. Scott reported that car seat inspections have increased; immunization administration has decreased due to the rules of the Affordable Care Act; Well Child Clinics will only be held in Jefferson in the near future.

G. Scott reported that Mass Immunization Clinics will be held to administer Flu and other school-age vaccines to children (the Affordable Care Act restrictions for insurance coverage do not apply for these mass clinics) in the schools and at the Health Department as part of a Mass Clinic Exercise.

b. **140 Review:** G. Scott reviewed the handout in the packet regarding the “Wisconsin Department of Health Services – Review of Required Local Public Health Authority”. This 28 page review is required every 5 years under Chapter 140 of the Administrative Rules. Gail Scott, Amy Fairfield and Sarah Born, Public Health RNs, worked on collecting data and uploaded 120 documents to a file. The Health Department is a Level II and needed to choose seven programs for review. Evaluation components need to have qualitative and quantitative data. One requirement was evidence that this Board of Health provides guidance to the community, passes ordinances, sets policies, sets budgets, meets at least quarterly, has an RN and MD on the Board and acts as a Regulatory Board. The handout lists the seven programs used for evidence of compliance for the 140 Review scheduled on Thursday, September 25, 2014 at 9:00 a.m. – Noon. The Board of Health members are invited to attend the review meeting.

c. **Revised TB & Rabies Prevention & Control Policies:** G. Scott reviewed the handouts in the packet. It was reported that one rabid bat was confirmed in rural Cambridge. It is advised that if a bat is found in a house or had direct contact with a person or pet, it should be tested for Rabies.

G. Scott reported that the TB (Tuberculosis) policy and forms were updated due to an active TB case that a Public Health Nurse is visiting every day.

d. **Results of the Department of Corrections Jail Nursing Audit:** G. Scott reported that the audit was passed and the auditor reported that the jail nursing program is advanced in policy and procedures.

e. **New Hire – Part-time Jail Nurse:** G. Scott reported that the position has been filled and the nurse is currently in orientation.

f. **Results of the Department of Health Services WIC Audit:** G. Scott reviewed the handout in the packet. The staff received good reports along with a few corrective actions required.

- g. New Hires – Breastfeeding Peer Support Counselors for WIC:** G. Scott reported that two part-time Peer Support Counselors were hired to replace the two resignations. There were several good applicants to choose from.

Personal Care Program and Review of Statistics:

- a. Care Wisconsin Revised Agreement for Services and Rates:** G. Scott reported that Care Wisconsin has agreed to increase two billing codes by \$1.00 per hour effective July 1, 2014.
- b. 2015 PCW Program Planning:** See notes under “Financial Report - 2015 Budget” above. G. Scott reported that Care Wisconsin Managed Care Organization will continue to refer clients to the Personal Care Program until the transition of clients begins in January 2015 with the proposed end date of the program on March 31, 2015.

Director’s Report:

- a. Monthly Report to Administration/County Board:** G. Scott reviewed the handout in the packet and explained this is a monthly activity report of the entire Health Department with staff contributing information for review by the County Administrator and Board of Health. It was noted that this reflects good management of staff being involved in a team environment.
G. Scott reported that \$1,425.00 has been received in private donations for the “Cribs for Kids” program allowing the purchase of 20 cribs with 40 sets of sheets.

Status of Rock River Free Clinic and Community Dental Clinic: G. Scott reported that the Rock River Free Clinic has raised the income eligibility guideline to 250% of the Federal Poverty Level (FPL) making more uninsured clients eligible to attend the clinic. The Community Dental Clinic Board voted to keep their income guideline at the current 200% of FPL.

Both clinics have appointments available.

B. Wehmeier asked if the Rock River Free Clinic would consider seeing patients that have high deductibles under their Affordable Care Act insurance policies. G. Scott reported that this is being discussed by the Free Clinic Board and they will be checking with other free clinics to see if this is in place elsewhere.

Next Meeting Date/Time/Agenda Items: November 19, 2014

2015 Meetings: January 21, March 18, May 20, July 15, September 16, November 18

Next meeting will be on Wednesday, November 19, 2014. The time will need to be determined due to a conflict with LEPC meeting. G. Scott will send an e-mail to committee members with the time for the meeting.

Adjourn:

M. Wiesmann motioned to adjourn the meeting at 1:58 p.m.; second by E. Morse; motion carried.

Respectfully submitted,
Sandee Schunk - Recorder



DIVISION OF PUBLIC HEALTH

Scott Walker
Governor

1 WEST WILSON STREET
P O BOX 2659
MADISON WI 53701-2659

Kitty Rhoades
Secretary

State of Wisconsin

608-266-1251
FAX: 608-267-2832

Department of Health Services

dhs.wisconsin.gov

September 26, 2014

Mary Wollet, WIC Director
Jefferson County WIC Project
Jefferson, WI

Mary,

Thank you for your satisfactory reply to the management evaluation report. I am writing to formally close out the CY2014 WIC monitoring. I look forward to reviewing your project again in 2016. Thank you for all your good work for the families of Jefferson County.

Sincerely,

Terrell Brock, MPH, RDN
Public Health Nutrition Consultant
Southern Regional Office

C: Gail Scott, Health Officer
WIC Central Office file
SR file



DIVISION OF PUBLIC HEALTH

Scott Walker
Governor

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September 26, 2014

Dick Schultz, Chair
Jefferson County Board of Health
913 Whitewater Ave.
Fort Atkinson, WI 53538

Dear Mr. Schultz:

The Department of Health Services (DHS) congratulates the Jefferson County Health Department for demonstrating the infrastructure and program capacity to be certified as a Level II Health Department. As authorized by state statute and defined in Administrative Rule DHS Chapter 140.07, the department shall direct a process to determine compliance with state statutes and establish the level of services being provided. The Jefferson County Health Department presented to DHS evidence of providing seven programs or services which address at least five focus areas identified in the state health plan: *Healthiest Wisconsin 2020: Everyone Living Better, Longer*. Formulas used by DHS to distribute grant funds provide for additional funds to Level II Health Departments.

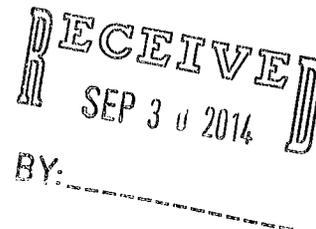
I am happy to report the Jefferson County Health Department provided all services required by statute and rule. Tools used by DHS to gather evidence of statute and rule compliance and identify strengths of the health department are available from your local health officer or Division of Public Health (DPH) Regional Director.

I want to acknowledge the work of the Jefferson County Health Department staff. Gail Scott, Health Officer, did an excellent job of providing quality evidence of meeting statutes and rules. I also appreciate the support of the Jefferson County Board of Health for maintaining a strong public health department. I am sure that with ongoing support, the Jefferson County Health Department will continue to protect and promote the health of the people in your jurisdiction.

Sincerely,

Karen McKeown, RN, MSN
State Health Officer and Administrator

cc: Gail Scott, RN, Health Officer
Jim Schroeder, County Board Chair
Don Williams, MD, Medical Advisor
David Pluymers, DPH Southern Regional Director
Cynthia Virnig, DPH Southern Regional Office Manager



Jefferson County Health Department - Statement of Revenues & Expenditures

01/01/2014 - 09/30/2014	YTD Actual	Prorated Budget	Annual Budget	YTD Variance
REVENUE:				
Personal Care Medical Assistance	267,887.70	212,850.00	283,800.00	55,037.70
Personal Care Private Pay	53,323.00	24,750.00	33,000.00	28,573.00
Personal Care - Care WI Private Pay	287,872.71	315,000.00	420,000.00	-27,127.29
Personal Care Human Services	49,346.00	50,865.00	67,820.00	-1,519.00
Personal Care Other Revenue	15.69	0.00	0.00	15.69
Personal Care Prior Year Revenue	0.00	0.00	0.00	0.00
Personal Care WIMCR Funding	0.00	37,500.00	50,000.00	-37,500.00
Total Personal Care	658,445.10	640,965.00	854,620.00	17,480.10
Total WIC	246,706.21	252,386.25	336,515.00	-5,680.04
Public Health Fee for Service	79,142.05	103,909.50	138,546.00	-24,767.45
Public Health Grant Income	117,182.00	92,361.75	123,149.00	24,820.25
Total Public Health	196,324.05	196,271.25	261,695.00	52.80
Total Income	1,101,475.36	1,089,622.50	1,452,830.00	11,852.86
EXPENSE:				
Personal Care Salary & Benefits	80,559.14	77,067.00	102,756.00	3,492.14
Personal Care Contracted Services	607,680.92	505,755.00	674,340.00	101,925.92
Personal Care Operating Expense	10,961.99	49,038.75	65,385.00	-38,076.76
Total Personal Care	699,202.05	631,860.75	842,481.00	67,341.30
WIC Salary & Benefits	201,494.29	216,093.75	288,125.00	-14,599.46
WIC Contracted Services	4,937.35	7,399.50	9,866.00	-2,462.15
WIC Operating Expense	40,274.57	28,893.00	38,524.00	11,381.57
Total WIC	246,706.21	252,386.25	336,515.00	-5,680.04
Public Health Salary & Benefits	728,544.56	725,211.75	966,949.00	3,332.81
Public Health Contractual	30,487.13	50,181.75	66,909.00	-19,694.62
Public Health Operating Expense	121,388.81	151,436.25	201,915.00	-30,047.44
Capital Equipment	27,364.50	0.00	0.00	27,364.50
Total Public Health	907,785.00	926,829.75	1,235,773.00	-19,044.75
Total Expense	1,853,693.26	1,811,076.75	2,414,769.00	42,616.51

SUMMARY				
Total Income	1,101,475.36	1,089,622.50	1,452,830.00	11,852.86
County Funding Tax Levy & Conting. Transfer	665,459.25	665,459.25	887,279.00	
<i>2013 Restricted Carryover Funds</i>	18,078.02		23,893.30	
2013 Operating Carryover to reduce tax levy			44,660.00	
<i>2013 Capital Auto Carryover</i>	27,364.50		30,000.00	
Total Revenue	1,812,377.13	1,755,081.75	2,438,662.30	57,295.38
Total Expenditures	1,853,693.26	1,811,076.75	2,414,769.00	42,616.51
Net Surplus (Deficit)	-41,316.13			14,678.87

Prior Year Carryover Funds:	23,893.30
BU 4635 - PH Preparedness \$6,195.30	\$ 664.02
BU 4406.646 WIC Fit Families \$3,749	\$ 3,749.00
BU 4501 - Car seats \$284.00	
BU 4632 - PH Preparedness \$13,665.00	\$ 13,665.00
= Total Carryover Applied:	\$18,078.02

Year	Public Hlth. 4501 Mileage Pd	Public Hlth. 4501 Fuel Cost	Pers.Care 4301 Mileage Pd	Pers. Care 4301 Fuel Cost	WIC 4406 & Peer 4456 Mileage Pd	WIC 4406 & Peer 4456 Fuel Cost	Total Annual Mileage Pd	Total Annual Fuel Cost	Total Annual Travel Exp.	Routine Maint. 535352	Non- Routine Repairs	Total Annual Costs	Total Mileage Logged	Mileage Expense "Saved"	Rate per mile
2008	\$ 14,442.00	\$ -	\$ 11,660.00	\$ -	\$ 2,593.00	\$ -	\$ 28,695.00	\$ -	\$ 28,695.00	\$ -	\$ -	\$ 28,695.00	n/a	n/a	
2009	\$ 10,557.00	\$ -	\$ 15,599.00	\$ -	\$ 1,178.00	\$ -	\$ 27,334.00	\$ -	\$ 27,334.00	\$ -	\$ -	\$ 27,334.00	n/a	n/a	
2010	\$ 7,065.20	\$ 287.57	\$ 923.50	\$ 61.19	\$ 368.00	\$ 602.60	\$ 8,356.70	\$ 951.36	\$ 9,308.06	\$ -	\$ -	\$ 9,308.06	n/a	n/a	
	2008: County vehicles not used/Personal Care – large volume visits														
	2009: County vehicles not used/Personal Care nurses contracted w/Care WI – large volume visits														
	2010: County vehicles utilized more often when available/Personal Care downsized with Family Care implementation														
VAN	Purchased: 2/15/2011		\$22,105.00												
2011	\$ 5,953.46	\$ 874.65	\$ 329.60	\$ 502.74	\$ 30.93	\$ 609.63	\$ 6,313.99	\$ 1,987.02	\$ 8,301.01	\$ 86.59	\$ -	\$ 8,387.60	9,478	\$ 5,260.29	0.555
2012	\$ 6,558.26	\$ 507.54	\$ 280.34	\$ 530.04	\$ 474.46	\$ 729.30	\$ 7,313.06	\$ 1,766.88	\$ 9,079.94	\$ 133.52	\$ 889.50	\$ 10,102.96	10,437	\$ 5,792.54	0.555
*2013	\$ 6,533.38	\$ 516.95	\$ 422.31	\$ 246.27	\$ 51.42	\$ 499.84	\$ 7,007.11	\$ 1,263.06	\$ 8,270.17	\$ 138.38	\$ -	\$ 8,408.55	8,447	\$ 4,772.56	0.565
**2014	\$ 4,488.34	\$ 467.48	\$ 297.49	\$ 124.33	\$ 124.88	\$ 377.09	\$ 4,910.71	\$ 968.90	\$ 5,879.61	\$ 305.23	\$ -	\$ 6,184.84	4,681	\$ 2,621.36	0.560
Van:													33,043	\$ 18,446.74	
JEEP	Purchased: 05/14/2014		\$27,290.00												
2014													2557	\$ 1,431.92	0.56
Totals:	\$ 23,533.44	\$ 2,366.62	\$ 1,329.74	\$ 1,403.38	\$ 681.69	\$ 2,215.86	\$ 25,544.87	\$ 5,985.86	\$ 31,530.73	\$ 663.72	\$ 889.50	\$ 33,083.95	35,600	\$ 19,878.66	

*2013 expenses = as of 12/31/2013 (paid @ \$0.565/mile)
**2014 expenses = as of 09/30/2014 (paid @ \$0.56/mile)

Public Health Program Statistics 2014

Public Health Statistics	2013	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	2014
Blood Lead Level Screenings	611	50	35	53	41	64	38	56	41	50	54			482
Blood Lead Level ($\geq 10\mu\text{g/dL}$)	10	1	3	1	1	3	2	2	2	2	3			20
Car Safety Seat Inspections	96	29	11	10	10	25	11	6	7	15	7			131
Communicable Disease Cases	278	42	23	32	21	28	11	20	29	25	17			248
County Jail Client Visits	3631	328	321	364	372	331	335	392	414	353	413			3623
EH Dept. of Ag Agent Inspections														
EH Dept. of Health Agent Inspections														
Nuisance Complaints														
Fluoride Clients	84	13	13	0	0	2	5	10	2	0	6			51
Fluoride Varnish Contacts	51	3	0	0	2	2	2	4	0	0	0			13
Health Education Attendees	874	23	7	196	321	36	0	120	329	7	689			1728
Health Education Sessions	40	6	4	8	4	6	0	5	2	3	14			52
Hearing / Vision Screening Sch (H-403, V-715)	769	0	0	0	0	0	0	0	0	0	0			0
Immunizations Given	2677	131	75	78	95	75	63	89	194	211	956			1967
Immunization Clients	1805	89	50	41	46	40	37	44	87	121	717			1272
Mental Health CSP Visits	669	43	48	50	47	40	56	54	38	48	41			465
Office Clients Blood Pressures	54	2	0	0	1	7	5	3	1	0	3			22
Office Clients Mental Health Meds	75	5	7	6	7	6	7	8	8	6	8			68
Office Clients TB Skin Tests	144	27	24	20	28	17	35	21	24	26	33			255
Paternity Tests	175	0	1	0	0	0	1	5	0	0	1			8
PHN Well Water Samples	63	1	7	3	6	2	4	2	1	1	2			29
Pregnancy Tests	73	4	3	5	0	6	1	8	4	6	5			42
Public Health Contacts	3567	401	315	262	274	360	326	317	245	344	201			3045
Well Child/HealthCheck Clinic	183	9	5	5	8	7	10	9	22	9	16			100
WI Well Woman Program Clients	129	9	13	17	10	10	9	2	6	3	10			89
WIC Monthly Caseload Average	1449	1377	1325	1335	1320	1312	1342	1318	1338	1330	1352			
WIC Breastfeeding Peer Support Visits	560	70	54	41	59	47	42	49	6	45	64			477



JEFFERSON COUNTY HEALTH DEPARTMENT

1541 Annex Road ♦ Jefferson, WI 53549 ♦ 920-674-7275 (Phone) ♦ 920-674-7477 (FAX)

www.jeffersoncountywi.gov

November 12, 2014

Dear Valued Personal Care Client/Family member;

This letter is to inform you of an upcoming change at the Jefferson County Health Department.

The Personal Care Program has served the people of Jefferson County since 1986. Due to decreased revenue and staff changes, Jefferson County has decided that this program will no longer coordinate services for Personal Care clients.

We wanted to give you this information as soon as possible to make your transition and planning easier. Your Personal Care services are covered under the State Medicaid program. You will need to transfer to another Medicaid Certified Personal Care Agency by the end of the 2014. You will find enclosed a listing of area agencies that provide Medicaid covered Personal Care services and their contact information. Your Personal Care Program Nurse and Program Assistant, Michele, can assist you in transferring over to a new agency.

We are sorry for any inconvenience this may cause you. We are proud of the 28 years of service provided to Jefferson County residents.

Please call the Jefferson County Personal Care Program at 920-674-7188 for any questions you may have.

We wish you the best and thank you for allowing us to assist you in coordinating your Personal Care needs.

Sincerely,

Gail M. Scott, RN, BSN
Director/Health Officer

Michele Schmidt
Personal Care Program
Administrative Assistant II



JEFFERSON COUNTY HEALTH DEPARTMENT

1541 Annex Road ❖ Jefferson, WI 53549 ❖ 920-674-7275 (Phone) ❖ 920-674-7477 (FAX)

www.jeffersoncountywi.gov

September 2014 Monthly Report

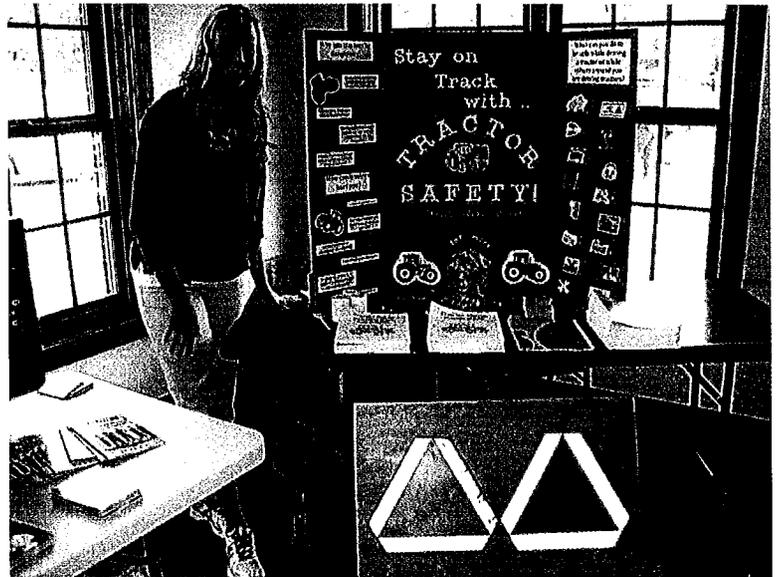
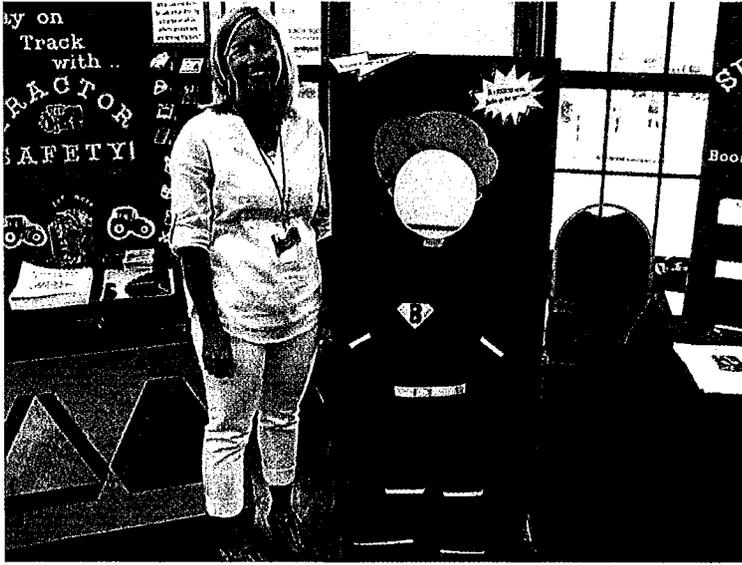
	Event Attended or Activity
140 Review & Level II Certification	Gail Scott had 2 teleconferences with the Division of Public Health for the 140 Review Preparation Public Health management and staff, Board of Health, County Board Member, County Administrator and members of the Division of Public Health completed the on-site 140 Review The Public Health Nurses presented information on the seven programs for Level II Letter received from Karen McKeown, State Health Officer and Administrator of the Department of Health Services, indicating that the Health Department passed the 140 Review and is certified as a Level II Health Department
Board of Health	Bi-Monthly meeting
Budget	Gail Scott and Sandee Schunk presented the 2015 Health Department Budget to the Finance Committee
CHIP	Gail Scott attended the Community Health Improvement Plan (CHIP) leadership team meeting
Chronic Disease	Kathy Cheek provided Blood Pressure screening at the Fort Senior Center
Clean Sweep	Gail Scott & Diane Nelson worked at the Fort Atkinson Clean Sweep sorting medications
Collaboration with Human Services	Kathy Cheek attended I Team meeting (elderly abuse prevention interdisciplinary team) Kathy Cheek is organizing/planning with Human Services staff Incredible Years (IY) parenting group to start in Oct. Will team lead with Birth to Three staff member
Communicable Disease Control	Katrina Waldron, PHN, is providing Directly Observed Therapy (DOT) to a client with previously active tuberculosis Katrina Waldron presented information on Communicable Disease to the Daycare network Immunizations given - 211 immunizations given to 121 clients Serena Jahnke Berg and Mary Stearns provided five immunizations to Jail inmates (Hepatitis A & B; Tetanus/Pertussis/Diphtheria) Communicable Diseases investigated 23 confirmed and 22 suspect reportable cases The Public Health Nurses distributed Communicable Disease Charts to schools and child care centers Flu clinic held for Palmyra-Eagle School District employees with 37 given Kathy Cheek, Katrina Waldron and Amy Fairfield, PHNs, attended the Immunization Symposium in Watertown (Dodge County/Watertown Immunization Coalition) Public Health staff are planning for October flu clinics, both for the public and mass clinic plan exercises in school-based flu and immunization clinics. Diane Nelson attended the annual regional Wisconsin Clinical Lab Network meeting in Madison
Director/Health Officer	Gail Scott worked on updating policies and procedures; attended Rock River Free Clinic Board meeting; attended Department Head meeting; attended the Community Dental Clinic Board meeting; Gail Scott & Diane Nelson attended the WALHDAB and PHEP meeting; Gail Scott received her annual evaluation from Ben Wehmeier; Gail Scott attended HIPAA management training; Gail Scott attended the Human Resources training on Health Insurance (staff participated in a separate training); Gail Scott met with Blair Ward regarding Board of Health organization/duties; Gail Scott & Diane Nelson attended the Community of Practice Performance Management training; Gail Scott listened to the State Health Officer webcast
Jail Nursing Program	Diane Nelson and Gail Scott attended the Law Enforcement Committee meeting regarding the Jail Strategic Plan Diane Nelson participated in the strategic planning session with the Reducing Recidivism coalition Annual State Jail Inspection: Nursing section completed with flying colors. Commended for the jail implementing the requirements for the new statutes that were put into effect on Sept 1 st . The forms the jail nurses developed were requested to share with other correctional institutions

Kids Safety Project Injury Prevention Program	<p>Health Department staff including Diane Nelson, along with Nationally Certified Car Seat Technicians, Serena Jahnke, Mary Stearns, Marsha Hake, Vicki Gallardo and Amy Fairfield (Lead PHN for UW Madison Nursing Students), and UW Madison Nursing Students met with Cambridge School District (including Law Enforcement) to partner in “Booster Boy Hero” project. The goal of this pilot project is to increase the use of booster car safety seats in school age children by educating 4K, Kindergarten, 1st and 2nd graders. A car seat informational table will be set up during parent teacher conferences in November.</p> <p>To target the Hispanic demographic on booster seat laws and safety, Katrina Waldron and Serena Jahnke attended a multicultural family dance at Purdy Elementary. They had a very good response and felt it was a good educational opportunity.</p> <p>Diane gave a short presentation on safety and injury prevention initiatives at the Jefferson County Area Safety Network monthly meeting. She also thanked them for a recent contribution to the Cribs 4 Kids program.</p> <p>The Car Seat Technicians installed 15 seats in September with all parents exhibiting understanding of how to properly install the seats.</p> <p>Gail Scott, Mary Stearns, Marsha Hake and 3 students attended the BOTS grant training.</p>
Maternal & Child Health	<p>Well Child Clinics were held in Waterloo and Jefferson</p> <p>Breastfeeding Coalition meeting—planning breastfeeding friendly workplace outreach, other outreach ideas (Facebook page update, consistent messaging, mentoring, designated class for expectant parents)</p>
Personal Care Program	<p>Gail Scott and Michelle Schmidt met with the two contracted staffing agencies, TLC and Visiting Angels, regarding possible changes to the PCW Program; Gail Scott and Michelle Schmidt met with Ben Wehmeier, Kathi Cauley and Sue Torum to plan for transition of the PCW Program</p>
Public Health Preparedness Program	<p>Gail Scott participated in the Health Care Coalitions Transition Team teleconference</p> <p>Distribution of the Mass Fatality Plan for comment</p> <p>Gail Scott reviewed the 2014-2015 grant objectives</p> <p>Gail Scott participated in 2 PHEP webcasts</p> <p>Staff participated in a Mass Clinic planning meeting to facilitate holding Mass Immunization Clinics at schools throughout the County, with an emphasis on the flu vaccine.</p>
School Nursing	<p>Kathy Cheek provided School inservices for teachers at St. Paul’s Lutheran, St. Joseph Catholic for Bloodborne Pathogens, Anaphylaxis, EpiPen and Diabetes training; Record review at Faith Community Christian School</p>
Student Clinical	<p>Diane represented the JCHD at the Fall UW Madison preceptor workshop</p> <p>Public Health Nurses preceptoring four UW-Madison BSN students this fall</p>
WIC Team	<p>Gail Scott signed the Addendum for the Fit Families Grant for \$15,800, up from \$15,000</p> <p>Two newly hired Breastfeeding Peer Support Counselors started work Sept 8th in the WIC program</p> <p>WIC Program Caseload Report – September caseload at 95% up from a 6 month average of 89%</p>

Focus for October 2014

- ❖ Updating policies and procedures
- ❖ Further development of the QI Plan, working on QI projects
- ❖ Development of booster seat education pilot program at Cambridge School District
- ❖ Further development of the Community Health Improvement Plan (CHIP)
- ❖ Working on partnership and further development of the “Fix It or Ticket” program between local Law Enforcement and Certified Car Safety Seat Technicians in the community
- ❖ Working on formalizing role of the Board of Health related to 140 requirements
- ❖ Development of the 2015 Consolidated Contracts and entering into Grants & Contracts (GAC)
- ❖ Continue developing a culture of Performance Management into all programs

Pictures from a recent Health Fair in Johnson Creek with Vicki Gallardo, Dietetic Technician, showing her Booster Boy Hero painting to promote car seat safety and UW Oshkosh student Kristin Koeppel teaching about farm safety.





JEFFERSON COUNTY HEALTH DEPARTMENT

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October 2014 Monthly Report

	Event/Attended or Activity
Budget	Gail Scott and Sandee Schunk listened to the WIMCR webcast. Sandee Schunk completed and submitted the 2013 Wisconsin Medicaid Cost Report (WIMCR).
CHIP	Gail Scott attended the Community Health Improvement Plan (CHIP) leadership team meeting
Staff Training	Staff attended Civil Rights Training
Communicable Disease Control	Katrina Waldron, PHN, is providing Directly Observed Therapy (DOT) to a client with previously active tuberculosis Ebola information distributed to area providers, Fort HealthCare, EMS, Emergency Management, Law Enforcement, Fire and schools Serena Jahnke Berg and Mary Stearns provided immunizations to Jail inmates (Hepatitis A & B; Tetanus/Pertussis/Diphtheria) Mass school immunization clinics held in Fort Atkinson, Jefferson, Lake Mills, and Waterloo. 70 employee flu vaccinations at Employee Benefit Fair 17 confirmed/ probable communicable diseases followed in October. Continuing to do daily directly observed therapy with an active TB case. October is busy with flu as well as school immunization requirements. 932 vaccinations were given to 705 clients so far in October. Some records still being put into state Immunization Registry.
Director/Health Officer	Gail Scott worked on updating policies and procedures; attended Rock River Free Clinic Board meeting; attended Department Head meeting; attended the WALHDAB and PHEP meeting;
Kids Safety Project Injury Prevention Program	The Car Seat Technicians installed 3 seats in September with all parents exhibiting understanding of how to properly install the seats. Management/staff attended the Quarterly Child Death Review Team Meeting Awarded a "Randy Schopen Foundation" \$1,000 grant for the Cribs for Kids program. The money will be used to purchase Pack N Play cribs.
Public Health Preparedness Program	Gail Scott participated in the Health Care Coalitions Transition Team teleconference Staff participated in a Mass Clinic planning meeting to facilitate holding Mass Immunization Clinics at schools throughout the County, with an emphasis on the flu vaccine.
Student Clinical	Amy and students preparing for Cambridge Elementary school presentation on Booster Seat Safety as part of the Child Death Review recommendations
WIC Team Mary Wollet Marsha Hake Vicki Gallardo Patty Pohlman Socorro Olson Amber Kruesel Dawn Wokasch	Mary and Vicki participated in JUMP (Jefferson United Motivating People to Wellness) Fun Run on 10/20 Mary, Marsha and Vicki continue to participate in Fort Healthcare's Rock the Walk step challenge The Fit Families Program is sponsoring a water challenge Oct 26 through Nov 1, for the Health Department and Head Start staff Mary and Vicki attended the annual Fit Families training in Wausau on 10/20. Training focused on competencies for Fit Families program Mary attended webinar on WIC and digital media on 10/28 Mary attended Food Safety recertification training to maintain Wisconsin Food Manager certification on 10/29 Patty, Socorro, Amber and Dawn attended WIC Support Staff training in Waukesha on 10/30/14 Mary attended WIC Southern Region WIC Directors meeting on 10/31

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- ❖ Working on formalizing role of the Board of Health related to 140 requirements
- ❖ Development of the 2015 Consolidated Contracts and entering into Grants & Contracts (GAC)
- ❖ Continue developing a culture of Performance Management into all programs
- ❖ Working on Ebola preparedness including developing protocols, updating information and collaborating with partners in the community including Fort HealthCare, police, fire, EMS, the community and schools