

MINUTES OF THE GREENFIELD BOARD OF HEALTH MEETING HELD AT THE GREENFIELD CITY HALL ON THURSDAY JANUARY 13, 2013 AT 7:00 P.M.

1. Meeting called to order @ 7:05 P.M.

ROLL CALL:

Alderson Pam Akers	Present
Darren J. Rausch, MS, CPH	Present
Andrew Martinez, Phar.	Present
Allen Owen, D.D.S.	Present
Mary Kitten, R.N.	Present
Luanne Wielichowski, R.N.	Excused
Leon A. Saryan, Ph.D.	Present
Cindy Leran	Present

Additional Attendees: Amy Radtke, Greenfield Public Health Nurse
Lisa Forsch, Greenfield Public Health Specialist

2. **A motion was made by Leon Saryan, seconded by Pam Akers, to approve the minutes of the November 8, 2012 Board of Health meeting. The motion carried unanimously.**

Approval of 11/08/12 BOH Minutes

3. **Citizen Commentary** – No citizens present.

4. Darren introduced Richard Dettman as the new Board of Health member, appointed by Common Council in late December. Dr. Dettman introduced himself as a cardiac ultrasound teacher at MATC who also recently completed his PhD in Public Health; additionally, Dr. Dettman works at a free clinic with his students, works on-call positions with Aurora and Columbia St. Mary's, and is a consultant with GE Healthcare.

New BOH Member and Department Staff

Darren introduced two new public health staff to the Board of Health. Lisa Forsch, Public Health Specialist, joined the department in July. Lisa has been working in a grant-funded position on a wide variety of projects including strategic planning which is on the agenda this evening. Ms. Forsch is a current MPH student at the Medical College of Wisconsin who will graduate in May.

Amy Radtke, Public Health Nurse, joined the department in mid-July. Ms. Radtke is working as a generalist public health nurse, following eleven years in hospital settings. Ms. Radtke has worked diligently to get up to speed with public health nursing and will complete her probationary period very shortly.

Both staff members added additional introductory comments, and Board members introduced themselves to Dr. Dettman and staff.

5. Darren highlighted for the Board that the strategic planning process has been ongoing since October 2012. This plan is the third requirement before

Department Strategic Plan

local health departments can apply for accreditation, thereby underscoring its importance. This plan builds upon the community health assessment and the community health improvement plan, and intends to provide internal agency strategic direction to the department. A few years earlier strategic planning was on the department's radar screen, but it was held back until after the completion of the CHA and CHIP last year to better align with best practices.

Lisa Forsch has led much of the strategic planning efforts to date, and provided a brief overview for Board members. Both electronic surveys and in-person meetings were used to gather feedback and perspective from internal agency staff. The mission, vision and value statements were shared with Board members:

Mission

The mission of the Greenfield Health Department is to assure optimal health and wellness of all members of the community through protection, promotion, education, enforcement and partnership.

Vision

The Greenfield Health Department envisions people living and working in a healthy community where all individuals have an opportunity to reach their highest level of wellness. We also envision collaboration with community partners to address local concerns and develop strategies to improve the health and safety of the community.

Values

1. Excellence & quality. As a well-trained, dedicated and creative workforce, we strive to provide the highest quality services through individual efforts, teamwork and collaboration with partners and the community to improve overall health. We do this by executing evidence-based strategies and services that prevent disease and promote healthy living environments, which lead to long-term health benefits for everyone.
2. Integrity & ethics. We act with a consistency of character as we honor the public's trust and maintain the highest standards of accountability.
3. Respect. We embrace each other's differences and treat everyone with equality, understanding, compassion and dignity.

Lisa and Darren collectively led a discussion of departmental strengths, weaknesses, opportunities and threats with Board of Health members. The perspectives of Board members are very important to the strategic planning process, and will provide additional inputs to staff comments. Discussion ensued and Lisa recorded for planning purposes; additionally, Lisa shared the results from the staff survey as well and the draft strategic goals that will be part of the final plan:

1. Provide, maintain and develop quality public health services.
2. Support, enhance and retain a well-trained, competent workforce.
3. Improve communication, enhance and increase partnerships and expand public health awareness to the community.
4. Establish and maintain organizational capacity and resources to support continuous quality improvement with an eye toward voluntary national accreditation.
5. Maximize resources to support the Greenfield Public Health System in fulfilling its mission.

An additional staff survey is underway now to gather direct input about these strategic goals and what that may look like in the department. The final strategic plan will be brought back to a future Board of Health meeting for approval, most likely in May 2013.

6. Darren provided an update related to the recent staff retirement of the Health Department Secretary and the retirement of a Public Health Nurse later this month. While one employee had a scheduled retirement for nearly a year, the other was first mentioned in late November. Darren moved quickly to get these positions approved by the Finance Committee and Common Council. Both were approved to be filled, with the Secretary position to be reclassified as an Administrative Assistant. In light of the Board of Health's role, Darren wanted to share these updates with all members. Recruitment for the Nurse position is underway with an anticipated date of filling the position in March depending on the how fast the process moves along. The Administrative Assistant position was posted internally and a qualified candidate was chosen from another City Hall department; Jessica Freitag will start with the department in late January.

Staff Retirements and
Recruitment for Positions

7. Due to the approval of the 2013 City budget, Weights and Measures functions moved to the Health Department. Darren shared the list of establishments (ie, gas stations with pumps, grocery stores with scales, Laundromats with timers, and jewelry places with scales) with Board members, and discussed the plans for licensing these establishments for this year. An assessment of the fee structure must be considered for future budgets, as well as a movement to collect license fees in advance of the licensing year. Dan Koralewski, West Allis Public Health Sanitarian, will continue to function as the Greenfield City Sealer but will report to the Health Department rather than the Inspection Services Division. The licenses run annually and the City Sealer is responsible for annual inspections and complaint inspections. Overall, moving this function to the department will enable consistent enforcement in establishments like grocery stores that have both Food Code violations and Weights and Measures violations as we have seen at Viet Hoa d/b/a Pacific Produce.

Update on Weights and
Measures Transition

8. Darren provided an update on the Safe Routes to School Program and the grant application submitted by the City several months ago. The City recently learned that they received funding approximately \$173,000 for three local schools: Greenfield Middle School, Glenwood and Elm Dale. Funding was received for traffic calming efforts – including signs, speed

Safe Routes to School
Funding Award

bumps/humps, pavement markings, etc. 2013 will largely be a planning year, with implementation most likely in late 2013 or 2014. Bottsford Ave, on the backside of Maple Grove, may be reconstructed using Community Development Block Grant funds over the next year or two. Darren briefly outlined the planned improvements for each of the schools; however, much will depend on grant availability.

9. The Health Department has not been back to Viet Hoa d/b/a Pacific Produce for a full inspection. The plan discussed in November was for the department to conduct full inspections prior to the March and July Board of Health meetings.

Viet Hoa d/b/a Pacific
Produce

10. Darren Rausch stated for the Board that there was no need for a closed session tonight.

11. The Board did not go into closed session. Therefore, there was no need to reconvene into open session.

12. **Public Health Legislative Updates:** Darren mentioned to Board members that there are several pieces of legislation that may have a bearing on public health funding and programming. The Affordable Care Act will have an impact, but uncertain of the extent to date. Additionally, the impending fiscal cliff and sequestration could have a significant impact on federal funding that may trickle down to grants received by the department.

13. **Public Health Research:** Darren cited that the 2012 Greenfield Community Health Survey is complete and the data is being summarized by the contract survey company. The data should be available for a presentation to Board members in March or May.

Community Health Survey

14. **Executive Officer's Report:** Darren distributed an up-to-date Board of Health roster. Darren shared preliminary final 2012 communicable disease statistics with comparison data provided for 2009-11; the top three diseases reported in 2012 were chlamydia (90 cases), pertussis (59 cases), and non-tuberculosis mycobacterial disease (29 cases). Darren shared 2013 grant objectives and National Association of Local Boards of Health board governance functions as informational items.

15. **Chairperson's Report:** None

16. **Aldersperson's Report:** None

17. **Miscellaneous Report:** None

18. **Items for Future Agenda:** The following items will be on the March 14, 2013 agenda:

- Community Health Survey Data results
- Health Officer/Director Evaluation

- Update related to Strategic Planning
- Analysis of Chlamydia and Sexually Transmitted Infections data

19. A motion was made by Cindy Leranth, seconded by Leon Saryan, to adjourn the meeting at 8:28 PM. The motion carried unanimously.

Adjournment

Respectfully Submitted by,

Darren J. Rausch, MS, CPH
Health Officer/Director

jf

MINUTES OF THE GREENFIELD BOARD OF HEALTH MEETING HELD AT THE GREENFIELD CITY HALL ON THURSDAY MARCH 14, 2013 AT 7:00 P.M.

1. Meeting called to order @ 7:06 P.M.

ROLL CALL:

Alderson Pam Akers	Present
Darren J. Rausch, MS, CPH	Present
Andrew Martinez, Phar.	Excused
Allen Owen, D.D.S.	Present
Mary Kitten, R.N.	Present
Luanne Wielichowski, R.N.	Excused
Leon A. Saryan, Ph.D.	Present
Cindy Leranah	Present (Arrived 7:12 PM)
Richard Dettmann, Ph.D, M.Ed.	Present

2. **A motion was made by Leon Saryan, seconded by Allen Owen, to approve the minutes of the January 10th, 2013 Board of Health meeting. The motion carried unanimously.**

Approval of 01/10/13 BOH Minutes

3. **Citizen Commentary** – No citizens present.

4. Prior to the meeting, Mr. Rausch had sent the Community Health Survey Report and Summary to Board of Health members via email. He asked the Board about whether they were looking for a formal presentation, or a summary of the data and findings. Leon Saryan suggested an overview of the results and the trends, specifically about the trending in small population subsets. Mr. Rausch responded by saying that the entire survey has a margin of error of +/- 5% considering the total sample of 400 residents; the margin of error increases as the sampling subsets get smaller, which leads to greater fluctuation in the data.

Community Health Survey Report

Mr. Rausch continued by addressing the data from the 2012 report. This data reflects the fourth community health survey in Greenfield, with the others in 2003, 2006, and 2009. In many cases the trends identified in previous surveys. In some cases, as with the variables on economics, there may be greater fluctuation due to the global economic uncertainties but it is difficult to know. Data related to routine medical check-ups has decreased in the most recent survey decreased; some of the decrease could be related to economics, employment. Related to health conditions the data for hypertension increased from 29% to 38%, cholesterol from 25% to 33%. Additionally, related to physical exercise moderate or vigorous exercise went from 48% to 39%, and overweight went from 62% to 73%, and vegetable intake increased by 7% to 31%. Mr. Rausch feels that the 2012 Community Health Improvement Plan, though prepared in advance of the most recent survey data, fully accounts for the continued health issues highlighted in the survey report.

Mr. Rausch specified that this survey and report were underwritten by all health care systems serving the Greenfield community. Based on recent IRS requirements, the health care systems are required to address their own

improvement plans to improve community health. Mr. Rausch is not certain at this point how the health care system plans will align with local health department improvement plans.

5. Mr. Rausch stated that a draft Strategic Plan will be disseminated to the Board of Health prior to the May meeting; approval of the Plan will be anticipated at that meeting. Mr. Rausch stated that Lisa Forsch, Public Health Specialist, and himself will be presenting on March 20th about the department's strategic planning efforts at a regional Community of Practice forum related to strategic planning. Mr. Rausch thinks that the process used by the department will be valuable to others who are preparing for their own strategic planning efforts; specifically, the department used the web-based survey tool, SurveyMonkey, to collect staff responses to streamline the process in an efficient manner while still collecting feedback from all staff during the process.

Strategic Planning

6. Mr. Rausch stated that staff has been back to Viet Hoa d/b/a Pacific Produce to inspect a few weeks back. Staff cited six critical violations including evidence of rodent activity, employee knowledge and education issues, sanitizer concentrations four times higher than necessary, and food from an unapproved source; temperatures of food products were acceptable throughout the establishment. Mr. Rausch had communicated recent inspection report findings with Attorney Germanotta, and shared the attorney's follow-up report with Board members. Staff has been back to the establishment and continue to have concern related to the rodent issue, and we will work collaboratively with the establishment and their pest management company to stay on top of this issue. Unfortunately, this issue is common in food establishments due to the nature of their business but can be successfully controlled with proactive pest management.

Viet Hoa d/b/a Pacific Produce

Mr. Le has indicated that he would like to open the "deli area" in the near future, and staff has conducted a pre-inspection of this area in anticipation of opening within the month. This production area anticipates preparing Asian dishes for sale. It is likely that this area will be licensed separately and distinctly from the retail food store operating as Pacific Produce.

7. Due to the absence of the Board of Health Chairperson, Andrew Martinez, the Health Officer/Director Evaluation will be held over until the May 2013 Board meeting. The Board of Health proceeded into closed session to discuss the Environmental Health Investigation updates item on the agenda; there are no items for Communicable Disease Investigation Update(s) or Personnel Matters for this meeting.

Health Officer/Director
Evaluation

A motion was made by Ald. Akers, seconded by Cindy Leranth, to approve holding over the Health Officer/Director Evaluation until the May 2013 Board meeting. The motion carried unanimously.

9. Mr. Rausch was recently appointed to the WPHA Joint Public Affairs Committee. Last week he attended Public Health Day at the Capital, with the morning session dedicated to discussion on the pressing public health

WPHA Appointment

issues and the afternoon spent with local legislatures. The two bills seeking public health support include a bill on Work Place Wellness and to stop any bills related to Raw Milk Sales. Mr. Rausch will share this information with Board members with the meeting minutes. WPHA and WALHDAB jointly hire a lobbyist annually to work with legislators to advance public health items.

Discussion was held about the use of raw milk to make cheese; currently this practice is allowed, but the cheese must be held for sixty days prior to sale.

10. No report.

10. Darren Rausch stated for the Board that there was no need for a closed session tonight.

11. Mr. Rausch did not get a chance to prepare a communicable disease report, but stated that the numbers so far this year are within normal expectations. There have been many reports of norovirus, a gastrointestinal illness caused by a virus, in many of the local nursing homes throughout the area. Discussion also included the new coronavirus, which is the same virus that caused SARS, but most of the illnesses are centered nationally and globally with no illnesses in the state. Antibiotic resistant bacteria have also been very prevalent within the state once again, and this will continue to be a medical and public health challenge in the coming years. Pertussis is decreasing thus far in 2013.

Communicable Disease Report

Mr. Rausch highlighted that he took the WIC Agreement and the Quality Improvement grant to the Finance Committee last evening. This occurred without Board of Health approval due to the timing of the agreements and the signatures necessary for execution; the Board has been supportive of these efforts in the past.

The Health Department is working diligently to start a Greenfield Farmers Market this summer. The community survey has been completed; we have spent much time on developing policies and procedures, and are actively recruiting vendors at this time. The Market location is likely to be Konkel Park as Plan A, but a very viable Plan B could occur in the Library parking lot. The likely Market date will be Sundays from 10am to 2pm, based on resident feedback on the survey, with an anticipated start date in mid-June. The Market will remain open every Sunday from mid-June through the end of October. Additional discussion occurred among Board members about Market details.

12. ***Chairperson's Report:*** None

13. ***Aldersperson's Report:*** None

14. ***Miscellaneous Report:*** None

15. ***Items for Future Agenda:*** The following items will be on the May 16th, 2013 agenda:

- Strategic Planning Approval
- Health Officer/Director Evaluation

16. **A motion was made by Ald. Pam Akers, seconded by Allen Owen, to adjourn the meeting at 7:56 PM. The motion carried unanimously.**

Adjournment

Respectfully Submitted by,

Mr. Darren J. Rausch, MS, CPH
Health Officer/Director

jf

MINUTES OF THE GREENFIELD BOARD OF HEALTH MEETING HELD AT THE GREENFIELD CITY HALL ON THURSDAY MAY 16, 2013 AT 7:00 P.M.

1. Meeting called to order @ 7:03 P.M.

ROLL CALL:

Alderperson Pam Akers	Present
Darren J. Rausch, MS, CPH	Present
Andrew Martinez, Phar.	Present
Allen Owen, D.D.S.	Present
Mary Kitten, R.N.	Present
Luanne Wielichowski, R.N.	Present
Leon A. Saryan, Ph.D.	Excused
Cindy Leranath	Present (Arrived 7:04 PM)
Richard Dettmann, Ph.D, M.Ed.	Present

2. **A motion was made by Luanne Wielichowski, seconded by Pam Akers, to approve the minutes of the March 14, 2013 Board of Health meeting. The motion carried unanimously.**

3. ***Citizen Commentary*** – No citizens present.

4. Darren Rausch provided an update related to Strategic Planning efforts in the department. He reminded Board of Health members that, at their request, he made Strategic Planning a Health Officer goal in 2009. Work began in 2009 with an internal assessment of strengths, weaknesses, opportunities and threats that was also shared with BOH members at that time; additionally, a draft strategic plan was created and shared with the Board. Ultimately, due to the release of the Public Health Accreditation Board criteria for local health department accreditation, this project was stalled until after the completion of the community health assessment and the community health improvement plan. The accreditation criteria deem the assessment, improvement plan, and strategic plan to be the most important building blocks for departmental accreditation; therefore, it was best for the department to stop strategic planning at that point and restart in Fall 2012.

Strategic Plan

The Board of Health received an update about strategic planning in January and March. Since that time we have worked to finalize the strategic planning document, but unfortunately could not share it with the BOH in advance of the meeting due to other competing deadlines. Darren summarized the key facets of the strategic planning document, with an emphasis on the strategic goals and direction of the department. Darren provided an overview of the five strategic goals included in the plan: (1) provide, maintain and develop quality public health services; (2) support, enhance and retain a well-trained, competent workforce; (3) improve communication, enhance and increase partnerships and expand public health

awareness to the community; (4) establish and maintain organizational capacity and resources to support continuous quality improvement with an eye toward voluntary national accreditation; and, (5) maximize resources to support the Greenfield public health system in fulfilling its mission.

After brief review by Board members there was discussion and clarification on the strategic goals and objectives. The Board agreed to move forward with approving the plan due to the nature of the plan being nearly fully completed at this time, with some minor editing needed over the next few weeks.

A motion as made by Luanne Wielichowski, and seconded by Allen Owen, to approve the Strategic Plan. The motion carried unanimously.

5. Darren stated that this agenda item remains open due to BOH direction in November 2012. In summary, the Board endorsed the department recommendations to allow Viet Hoa d/b/a Pacific Produce to remain open through the end of the licensing year (June 30, 2013) while showing evidence that they can operate in full accordance with Wisconsin Food Code.

Viet Hoa d/b/a Pacific Produce

The last full inspection of this establishment occurred on February 20, 2013, and cited multiple violations. At this inspection, staff cited six critical violations including evidence of rodent activity, employee knowledge and education issues, sanitizer concentrations four times higher than necessary, and food from an unapproved source; temperatures of food products were acceptable throughout the establishment. Staff has been back to the establishment and continues to have concern related to the rodent issue, and we will work collaboratively with the establishment and their pest management company to stay on top of this issue. Another follow-up to the establishment, and discussion with management and the pest control company, did not indicate any additional documented rodent activity. Unfortunately, rodents are big concern in food establishments and require active management and pest control efforts to eliminate and control the issue.

Subsequently, the “deli area” within Pacific Produce has opened as a stand-alone licensed establishment (“Pacific Deli”) since March. Inspection staff has been working with management to address issues with holding temperatures that have been noted at previous inspections. Items cited in the pre-inspection included hot and cold temperature holding, storage and date marking issues, labeling, demonstration of knowledge, and need for a certified food manager. At this inspection, beef and shrimp were discarded due to inadequate cold holding within a refrigeration unit. A follow-up inspection was done a few weeks back and pork and duck was discarded due to improper hot holding, though a visit by the Health Officer a week later showed appropriate temperatures for hot holding.

Darren noted for the Board that the Pacific Deli, as a stand-alone entity, may be exempt from the restrictions placed upon Pacific Produce by the Board of

Health. Darren will follow-up with the City Attorney related to the relationship of the Deli with the enforced restrictions. As a new establishment, Darren is willing to allow them a very small learning curve but expects all establishments to be fully compliant with Wisconsin Food Code.

Prior to the end of the licensing year, Health Department inspection staff will conduct a full re-inspection of Pacific Produce. This inspection, including any necessary follow-ups, will be shared at the July BOH meeting to determine any further action on the license status for Pacific Produce. Though the licensing year ends on June 30th, the Board was also apprised that the license decision would be made a few weeks after this deadline due to the scheduling of the Board of Health meeting.

6. Pam Akers moved to go into Closed Session Pursuant to Wisconsin Statutes, Section 19.85 (1)(f) and 19.85(1)(c) to discuss the following:

Closed Session

- a) Health Officer/Director Evaluation**
- b) Communicable Disease Investigation Update(s)**
- c) Environmental Health Investigation Update(s)**
- d) Personnel Matters**

Cindy Leraneth seconded the motion, which carried unanimously.

7. A motion was made by Luanne Wielichowski, seconded by Pam Akers, to adjourn the closed session and reconvene into open session. The motion carried unanimously.

Reconvene Into
Open Session

8. Darren summarized the current legislative efforts that are being closely watched by the Wisconsin Public Health Association and the Wisconsin Association of Local Health Departments and Boards.

Public Health
Legislative Updates

- 1. Sugared Beverage Legislation (pending biennial budget) – forbids any Wisconsin municipality or county to enact an ordinance or adopting a resolution that bans, prohibits or otherwise restricts the sale of food or nonalcoholic beverages based on the number of calories, portion size, or other nutritional criteria.
- 2. Workplace Wellness Tax Credit (**AB 78/SB 73**) – provides a tax credit or a grant to businesses to increase workplace wellness offerings across Wisconsin.
- 3. WIC/Electronic Benefits (AB 110) – multiple entities, including WPHA/WALHDAB & Hunger Task Force, are encouraging the state to move forward with electronic WIC benefits. This effort aligns well with national priorities as well.
- 4. Food Share – legislation seeks to mandate that a certain percentage of Food Share benefits be spend towards healthy, WIC-approved foods. This is contrary to current national efforts, and would put the State at odds with Food Share rules.
- 5. “Cookie Bill” (AB 182) – exempts licensing requirements for those producing certain baked goods (generally those with pH [measure of acidity] less than

6. 4.6) if they sell face-to-face (i.e., farmers markets, etc.) and sell less than \$10,000 or products annually.
7. Raw Milk legislation has not advanced as a legislative bill yet, but there are current legal proceedings in Sauk County where a farmer, Vernon Hershberger, is accused of illegally selling raw milk. Per the Milwaukee Journal Sentinel article dated 5/13/2013, "if convicted, Vernon Hershberger faces up to a year in jail, and thousands of dollars in fines, on charges that he distributed milk from his Grazin' Acres dairy farm without a milk producer's license, operated a retail food establishment and dairy plant without licenses, and violated a hold order placed on his dairy products after a raid on his farm." Discussion ensued about which states allow raw milk sales; Darren to research and inform Board following meeting.

9. No report.

Public Health Research

10. Darren distributed the year-to-date communicable disease numbers for the City of Greenfield. The main diseases of note in 2013 include chlamydia (34 cases) and non-tuberculosis mycobacterial disease (13 cases). Of note, the statewide pertussis outbreak of 2011-12 seems to have subsided with only 1 case reported in 2013 as compared with 32 at this point in 2012. Darren shared brief update related to the tuberculosis cases identified at a high school in Sheboygan over the past few weeks following the identification of a positive case their last month.

Executive Officer's
Report

Darren provided an update related to the Greenfield Farmers Market. The Market will open on Sunday, June 23rd, and will operate each Sunday until October 27th from 10am to 2pm. A contractor has been hired to be the Farmers Market Manager and he has been working diligently to recruit additional vendors for nearly a month. The Market currently has about 10 vendors that have reserved approximately 18 stalls. The department will host a meeting for volunteers on Monday, May 20th, from 6-7pm in Greenfield City Hall, Room 105.

Darren shared current data related to the department's immunization program. The changes to the funding and eligibility for all immunization clinics in October 2012 have had a significant impact on the program. Since the program can only serve those without insurance, the numbers for Jan-Apr 2013 are nearly half of those in the previous two years when excluding influenza vaccinations. Darren distributed a comparison table to all Board members. As discussion, Darren shared feedback from the Wisconsin Immunization Program that interprets State Statute to require local health departments provide immunizations. Darren will be meeting with other Zone D Health Departments to discuss the future of the collective immunization programs; it is likely that the future may include a cooperative agreement among these departments through the sharing of software, ordering vaccine, scheduling clients, etc. Darren will provide an update at a future Board of Health meeting.

Darren shared with the Board that he attended the Public Health Accreditation Board's Site Visitor training in April in Alexandria, Virginia. Darren was selected to attend with approximately 20 other individuals as they were trained on the Site Visitor process; the Site Visitors are the public health professional volunteers that review documentation and visit local health departments that are seeking to become nationally accredited. Darren said that the training was very good, and through this process, he hopes to collect more information related to the accreditation process that will assist Greenfield's application within the next two to three years.

Darren shared that the department filled the part-time PHN position in April. Katie Strachan started with the department on April 10th, following three years as a nurse at two area hospitals working in neurosurgery and day surgery. The department will host two interns this summer: one will work on health education and nutrition activities related to the community health improvement plan "Get Healthy, Greenfield," and the other student will assist with citywide emergency management efforts while also helping with public health preparedness activities.

Darren cited that the July meeting needs to be rescheduled due to his attendance at the National Association of County and City Health Officials meeting. Discussion ensued about moving the meeting back a week to accommodate this conflict. The agenda will likely be limited to the Pacific Produce license status and any budget information, though it may be too early for an in depth budget discussion. After discussion, it appeared that most Board members would be available on July 18th.

11. ***Chairperson's Report:*** None

12. ***Aldersperson's Report:*** None

13. ***Miscellaneous Report:*** None

14. ***Items for Future Agenda:*** The following items will be on the July agenda:

- Viet Hoa d/b/a Pacific Produce
- Feral cats: enforcement challenges and potential ordinance changes
- Acceptance of public health grants
- 2014 departmental budget including license and fee revenues (pending City budget timeline)

15. **A motion was made by Allen Owen, seconded by Pam Akers, to adjourn the meeting at 8:25 PM. The motion carried unanimously.**

Adjournment

Respectfully Submitted by,

Mr. Darren J. Rausch, MS, CPH
Health Officer/Director
jf

MINUTES OF THE GREENFIELD BOARD OF HEALTH MEETING HELD AT THE GREENFIELD CITY HALL ON THURSDAY July 18th, 2013 AT 7:00 P.M.

1. Meeting called to order @ 7:03 P.M.

ROLL CALL:

Alderperson Pam Akers	Excused
Darren J. Rausch, MS, CPH	Present
Andrew Martinez, Phar.	Present
Allen Owen, D.D.S.	Present
Mary Kitten, R.N.	Present
Luanne Wielichowski, R.N.	Excused
Leon A. Saryan, Ph.D.	Present
Cindy Leraneth	Present
Richard Dettmann, Ph.D, M.Ed.	Present

2. **A motion was made by Leon Saryan, seconded by Cindy Leraneth, to approve the minutes of the May 16th, 2013 Board of Health meeting. The motion carried unanimously.**

3. ***Citizen Commentary*** – No citizens present.

4. Darren Rausch provided background information related to inspection and enforcement activities at Viet Hoa d/b/a Pacific Produce since the May Board of Health meeting.

Viet Hoa d/b/a
Pacific Produce

On June 26th, Health Department Environmental Health Specialists Mary Kapelis and Angie Beyer conducted a full inspection at Viet Hoa d/b/a Pacific Produce. Results of this investigation included multiple violations including several critical violations that were reviewed at a follow-up inspection on 7/17/13.

During the first full inspection on June 26th, there were six critical and ten non-critical violations noted. The critical violations included food from unapproved source (twice noted), uncovered food in cooler, knowledgeable person in charge, proper cold holding, and storage of chemicals over food. The non-critical violations included adequate hand washing supplies, food from approved sources, proper cooling, improper labeling, entry doors that didn't close, food items stored on the cooler floor, and issues with physical location maintenance and cleaning.

The follow-up inspection on July 17th noted five critical violations including rotting food in hallway area, uncovered meat in the cooler, inappropriate thawing and separation, and knowledgeable person in charge. An additional ten non-critical violations were noted related to cooling, thawing, labeling, improper closing of doors that could allow rodents into the building, flies in produce area, condensation dripping in coolers, cutting board needing

replacement, leaking ice machine, and a few issues with physical location maintenance and cleaning.

Darren briefly summarized the inspection history over time. In March of 2011, Viet Hoa had 9 critical and 19 non-critical violations. There has been some progress from March 2011 until now, and there has been general improvement. We have compared establishments similar in size to Viet Hoa, such as Pick N Save, Ray's Butcher Shoppe, and Sendik's, and Viet Hoa has demonstrated the most problems with Food Code compliance.

In conversation with the City Attorney, Roger Pyzyk, Darren stated that the Board of Health has two options related to this agenda item:

Option 1: Dismiss the complaint without prejudice, so that the City can use the facts and evidence collected at a future date if necessary.

Option 2: Move to revoke the establishment's license and schedule a hearing for a future date at a special Board of Health meeting.

Under discussion Board of Health members raised questions regarding the ability to continue as is, and continuing to monitor Viet Hoa's activity without dismissing the complaint. A question was raised related to the need to continue to do walk-throughs, inspections, etc, to continue to ensure Viet Hoa is complying with ordinances, rules, and regulations. Darren stated that there is a fine balance related to inspection frequency at this location, but his intent would be for staff to conduct two annual inspections on this establishment and others in this category. Darren Rausch stated he believes Viet Hoa is continuing to improve and they are receptive to working with inspectors, and if the Board of Health dismisses the complaint without prejudice then the establishment will be treated similar to others in the same category.

A motion as made by Cindy Leranth, and seconded by Allen Owen, dismiss the complaint without prejudice. All in Favor: Andrew Martinez, Cindy Leranth, Mary Kitten, Allen Owen, Richard Dettmann, Darren Rausch. Leon Saryan is opposed.

5. Darren stated that this item is only for discussion this evening, due to lack of final solution for this issue. Overall, this conversation is necessary due to the increasing burden that feral cats place upon Mary Kapelis, the Environmental Health Specialist. Feral cats are essentially those cats that run wild in the neighborhood, and become an issue when a resident routinely feeds them. These animals taking residence in the neighborhood often upset neighbors.

Discussion regarding
Feral Cats

To date, the Greenfield Health Department feral cat investigation policy included going to the site and talking to the person allegedly feeding the cats. The department also sends a letter, notifying the person feeding the

animals that the feeding of stray animals is prohibited by city ordinance.

We would like to be more proactive and direct on these situations. In a brief discussion with the City Attorney, it was decided to review the definition of ownership and feeding of stray animals. If updates are needed, these would be made in the Municipal Ordinances and approved by Legislative Committee and Common Council. We would envision proactive enforcement with more immediate citations for those in violation because that has proven to be more effective than letters and visits to the home.

Under discussion Board members raised the importance of educating the public through informational pieces in places like the Recreator because many people may not know they cannot feed wild animals, as well as in the newspaper, social media, and City website.

This agenda item will be brought back to the Board in September.

6. Darren stated that this data is important to many program areas including home visiting, maternal and child health, and immunization to name a few. This agreement is between the department and the State of Wisconsin Vital Records office and permits the use of vital records birth certificate data. This is a standard renewal for every two years.

Agreement for Use of
Vital Records Birth Data

Under discussion Board members raised questions of “invasion of privacy” and Darren Rausch explained how the process works. Darren stated that the data is used from a population perspective as opposed to individual data; additionally, all staff with access to this data must sign confidentiality agreements above and beyond the standard department agreements.

A motion was made by Allen Owen, seconded by Cindy Leranth, to renew the agreement. The motion carried unanimously.

7. As background, Darren stated that Carroll University began an undergraduate program in public health approximately 2-3 years ago. As part of their program, upper-class students (mostly seniors) are required to complete an internship in a public or community health setting. Darren sees this agreement as a positive arrangement between the department and Carroll, and one that provides trained and educated underclass students that can complete projects on behalf of the department while meeting their academic requirements. All of the student contracts/agreements on the agenda tonight are important for the training of the student, as well as providing a pipeline and link to the future public health workforce. While previous interns have not been hired by the City due to timing of absences, two former department interns work in local public health practice in the region.

Carroll University
Affiliation Agreement for
Clinical Education

A motion was made by Cindy Leranthy, seconded by Leon Saryan, to approve the Carroll University Affiliation Agreement. The motion carried unanimously.

8. The Medical College of Wisconsin expanded their Master of Public Health program several years back, and has a continued need for student placements in local public health settings. These students would be second year graduate students who have completed their core public health coursework, and who would be capable of applying their course knowledge to a larger project(s) in the department.

Darren believes that the Greenfield Health Department would be a good location for this program. We would plan to match projects we would like accomplished with students with the same interests. This is at no cost for the department.

A motion was made by Cindy Leranthy, seconded by Leon Saryan, to approve the Medical College of Wisconsin Master Educational Affiliation Agreement. The motion carried unanimously.

9. The Alverno College contract agreement has been in place for many, many years. This contract allows for the placement of an upper-class nursing student who needs a public health practicum location. While we haven't had a student in approximately four years, the department would like to welcome a student in the future.

Contact Rider with
Alverno College
Nursing Program

A motion was made by Leon Saryan, seconded by Cindy Leranthy, to approve to Contact Rider with Alverno College Nursing Program. The motion carried unanimously.

10. The following grants were awarded to the Greenfield Health Department in 2013, and funding is expected to continue in all grant categories for 2014. The Quality Improvement Grant (f, listed below) is the only competitive grant but Darren Rausch feels optimistic that the department can secure additional funding in 2014 to continue quality improvement and accreditation efforts in the department.

Acceptance of Public
Health Grants

- a. Lead Grant
- b. Immunization Grant
- c. Maternal & Child Health Grant
- d. CDC Focus A Grant
- e. Cities Readiness Initiative Grant
- f. Quality Improvement Grant

As in the past, Darren Rausch requests the BOH permit him and staff to consider applications to other grants as they may become available.

A motion was made by Leon Saryan, seconded by Richard Dettmann, to approve the acceptance of public health grants. The motion carried unanimously.

11. Darren and staff have attended two sessions hosted by the Milwaukee County Enrollment Network related to the implementation of the Affordable Care Act-provided health exchanges beginning October 1, 2013. The specifics are still a bit of a moving target, however, there is an important role for public health departments to play. At a minimum, local health departments can certainly be educated and informed to provide information to residents in link with the “Link to Services” essential public health service; additionally, there may be opportunities for health departments to facilitate enrollment of residents into one of the exchanges which would require 30 hours of training for staff. While nothing has been decided yet, Darren wished to provide this overview to all BOH members and to have discussion on the role of the department.

Affordable Care Act
And Health Exchanges

Darren Rausch shared a handout on Affordable Care Act and public health. Although we are not insurance experts, we aim to be a resource to the public to direct them to the correct places to get the information we need.

Currently, there is not enough information available to us that we can reach out to the community. Even the informational website does not have details regarding Wisconsin.

A motion was made by Cindy Leranth, seconded by Leon Saryan, to use the Greenfield Health Department as an informational and resource location for the public.

12. Darren stated just information would be shared this evening. To date, department heads have not been provided budget specifics from the Mayor for 2014. The Health Department will attempt to leverage additional funds for staff, if budget permits, because there are several project areas that could benefit from converting a part-time staff position to full-time. On the revenue side, the department will seek and budget for increased license fees for environmental health licensing and weights and measures permitting. The budget will also reflect a special fund for the Greenfield Farmers Market that will enable specific expenditures and revenues to be tracked within this fund; additionally, this fund will allow for the continued rollover of revenues to fund future years’ Market activities.

Budget Including
License and Fee Revenue

There is a meeting with the Mayor regarding budget in about four weeks. Hold on the decision until there is more information.

13. The Greenfield Health Department has an opportunity to participate in a regional Zone D immunization effort with Health Departments in Franklin, Greendale and Hales Corners. This initiative surrounds the programmatic area of immunization and is a direct reflection of the nature of the immunization program following the loss of federal 317 grant funding in October 2012, whereby only uninsured individuals could be served by local health department programs. The loss of 317 grant funding has led to a 50 percent decrease in the numbers of immunization clients served by the department in 2013. This agenda item provides for approval to move forward with a regional effort – most likely including a formal Agreement or Understanding – related to provisions of the immunization program but will also include regional access and use of the Software Expressions program for clinic scheduling and billing.

By way of background, Software Expressions has been utilized in the Franklin Health Department for several years to schedule clients and bill for services (mostly Medicare immunization billing). The software program is housed on the Franklin network and provides for a real-time link to the Wisconsin Immunization Registry that eliminates the need for duplicate data entry. The regional proposal would place this system in each of the four health departments and programmatically clinic efforts would be coordinated on a regional basis in a manner that is to be determined.

Secondarily to this regional effort, the Greenfield Health Department has a strong interest in the Software Expressions software for Medicare billing solely. The former department billing system, a dial-up modem connection to Wisconsin Physicians Service (WPS), is no longer possible because WPS lost the contract for Medicare billing in Wisconsin. Effective in August, this contract will be administered by National Government Services. The timing of this larger regional effort provides extra incentive for the department and this item will be needed for early fall influenza billing.

Additionally, we need to work through a clearinghouse for billing. This clearinghouse may require a contract with the City, so approval of this agenda item is with the understanding that the clearinghouse contract will advance through Finance Committee and Common Council when appropriate. The recommended clearinghouse is MedXpress and Darren will contact them soon to move through the approval process.

A motion was carried by Leon Saryan, seconded by Mary Kitten, to approve the Regional Immunization shared service among Zone D

health departments utilizing Software Expressions for scheduling and billing. The motion carried unanimously.

14. The Greenfield Health Department is interested in becoming a formal “champion” of *Healthiest Wisconsin 2020*. This will continue to endorse key elements of the Community Health Improvement Plan, including: nutrition, mental health, physical activity, etc.

Healthiest Wisconsin 2020

A motion was made by Cindy Leranath, seconded by Allen Owen, to approve becoming a champion of the *Healthiest Wisconsin 2020*. The motion carried unanimously.

15. The Greenfield Health Department recently completed its fourth week of operations and has been very successful thus far. The attendance has surpassed the expectations of all associated with the Market, and the patron feedback has been overwhelmingly positive. Multiple City departments deserve appreciation for their efforts in getting the Market to this point, especially DPW completing the construction within a very narrow timeframe. Darren Rausch thanked the BOH for their support and attendance at the Market for the ribbon cutting on June 23rd.

Greenfield Farmers Market

The Market is officially full with no additional room for vendors. A waiting list has been established and has approximately 6-10 vendors at this time. The Market may expand at mid-season, approximately Labor Day weekend, when it is anticipated that the grassy areas may be opened to vendors; otherwise, expansion into these areas will not occur until June 2014.

Under discussion Board members discussed ways to improve the market, including consistent music, seating areas, and shade for patrons to enjoy the market.

16. Darren Rausch stated for the Board that there was no need for a closed session tonight.

Closed Session

17. The Board did not go into closed session. Therefore, there was no need to reconvene into open session.

Adjourn closed session and reconvene in open session

18. Darren Rausch stated there is not much of an update for legislative updates. Some of the pending pieces that involves public health are:

Legislative Updates

- a. The Workplace Wellness Tax Credit – pending
- b. Raw Milk Bill – has not been formally introduced
- c. Proposed legislation regarding personhood and when life begins

Legislature is currently in recess and will not be back until sometime in August. Darren noted that Raw Milk Bill is one that more greatly affects public health. He also noted the Governor does not support the bill, due to safety concerns.

19. Milwaukee Healthcare Partnership conducted a key informant interview report last year, received executive summary about Milwaukee County Community Health needs. Interviewed multiple health departments and address numerous health concerns.

Public Health Research

Darren Rausch provided this information to the Board. He noted the report encompasses City of Milwaukee and surrounding suburbs, so it is important to be aware that some concerns in the City of Milwaukee are not occurring in the surrounding suburbs.

20. Darren Rausch stated he was unable to run the Communicable Disease Report. Chlamydia and Pertussis are the main concerns, as previously discussed. Darren Rausch will email this report to the Board of Health. Under discussion, Cindy Leranthe asked about eLegionnaire's Disease and if Greenfield has been affected by this disease. Darren Rausch stated the department has had one case, and he is currently unsure if it is linked to the Legionnaire's cases in Milwaukee.

Executive Officer's Report

Darren Rausch encouraged the Board members to listen to an audio clip from National Public Radio regarding the Sheyboan Tuberculosis incident in the high school and extended families.

Darren Rausch attended the NACCHO Conference in Dallas, Texas recently. The conference had a large emphasis on accreditation and using data to drive policy. Darren had the opportunity to attend a pre-conference session related to ethical public health practice; it was a good course, based on a template from a few national organizations, and may be an opportunity to host a "mini course" with staff in the future.

As mentioned previously Darren Rausch was trained as Public Health Accreditation Board site reviewer in April, and will be going to a county to do a site review regarding accreditation. This visit is tentatively scheduled for October and will be a beneficial experience as the department works towards accreditation in the coming years.

21. ***Chairperson's Report*** – None

22. ***Aldersperson's Report*** – None

23. ***Miscellaneous Board Member's Report*** – None

24. ***Items for Future Agendas:***

- a. Feral Cats
- b. Budget
- c. Updates on Regional Immunization Shared Service
- d. Farmers Market

25. **A motion was made by Allen Owen, seconded by Cindy Leranthe, to adjourn the meeting at 8:51 PM. The motion carried unanimously.**

Adjournment

Respectfully Submitted by,

Mr. Darren J. Rausch, MS, CPH
Health Officer/Director
jf

MINUTES OF THE GREENFIELD BOARD OF HEALTH MEETING HELD AT THE GREENFIELD CITY HALL ON THURSDAY, SEPTEMBER 12TH, 2013 AT 7:00 PM.

1. Meeting called to order @ 7:02 P.M.

ROLL CALL:

Alderpersion Pam Akers	Present
Darren J. Rausch, MS, CPH	Present
Andrew Martinez, Phar.	Present
Allen Owen, D.D.S.	Present
Mary Kitten, R.N.	Present
Luanne Wielichowski, R.N.	Present
Leon A. Saryan, Ph.D.	Present Arrived 7:11pm
Cindy Leraneth	Absent
Richard Dettmann, Ph.D, M.Ed.	Present

2. **A motion was made by Luanne Wielichowski, seconded by Allen Owen, to approve the minutes of the July 18th, 2013 Board of Health meeting. The motion carried unanimously.**

3. **Citizen Commentary** – No citizens present.

4. Mr. Rausch distributed a copy of the departmental budget submitted to the Mayor in late August. The Mayor will be presenting the full City budget to the Common Council in early- to mid-October. Currently, the department budget request is approximately \$558,964 for the tax levy; department revenue is proposed at \$184,000 (including Environmental Health licenses, influenza billing, and general Health Department revenue) and grant revenue is proposed at about \$87,000.

2014 Department Budget

The overall department budget allocation remains largely the same as 2013. There was approximately a \$30,000 savings related to payroll and insurance status with new staff on board in 2013. Darren stated he has discussed with the Board of Health previously regarding bringing on more full time staff, and the Mayor agreed to fund the Public Health Specialist position with additional tax levy to bring it to a full-time position. The Public Health Specialist position would bring continuity to the department and would focus on public health accreditation and quality improvement activities. The next step includes the Mayor presenting the budget to Common Council and approval of the budget will be mid-November.

Darren noted the license and fee revenue were to remain the same fall revenue items, with the exception of Weights & Measures which has not been increased over the past 20 to 25 years. One of the board members raised the question of where Greenfield stands in the cost of the fees compared to other organizations. Mr. Rausch stated Greenfield's fees are now more of an average of the other fees researched.

A motion was made by Allen Owen, seconded by Leon Saryan, to approve the 2014 budget. The motion was carried unanimously.

5. Mr. Rausch stated that the primary issue of Animal Health legislation is regarding the keeping of animals. This relates to a long-standing complaint in the 63rd and Leroy Avenue area. There is a resident in this neighborhood bringing multiple (approximately 8 – 12) puppies at once and then “trading” them at a Tractor Supply store in Mukwonago. At this time, the owners are in compliance, as they allege to have puppies that are less than three months old. However, there is no paperwork indicating the puppies’ ages.

Discussion and Decision
Regarding Municipal
Code 12.11, Animal
Health

The current ordinance states any animals less than three months shall be prohibited unless a person holds a valid animal fanciers permit. This can be interpreted in that a person with a female dog can have puppies, and not be in violation of this ordinance until the puppies are three months old, at which time the puppies may be adopted or sold.

At the next legislative committee, the department and City Attorney propose to change the ordinance to require that puppies must be born on the premises. This would decrease the importation of puppies from out of state, and make the total number of animals consistent with current municipal code.

The new portion of the ordinance will read 12.11 (1)(c): “the keeping, harboring, sheltering, or possessing at any time more than two dogs or cats or any combination thereof, which are under the age of three months, shall be prohibited unless the person holds a valid animal fancier permit, kennel permit, pet shop permit, or grooming permit. An exemption to the requirement of obtaining a permit herein exists if the dogs or cats were born on the premises of which the owner resides.”

Darren stated it is important to close this loophole, so that enforcement can begin. Leon Saryan asked if this legislation is for one violator. Darren stated that it is currently to prevent one violator, but to close the loophole so that other people do not continue this trend.

Leon Saryan asked how big of a nuisance this is to the neighborhood. Darren explained to the board that this is a very residential area, neighbors have been very vocal about this concern, and the dogs are one of the more vicious breeds.

A motion was made by Pamela Akers, seconded by Richard Dettmann, to approve the change to the animal health ordinance. The motion carried unanimously.

BOARD OF HEALTH MINUTES OF SEPTEMBER 12TH, 2013

Darren also talked about the feral cat issue that was discussed at the last meeting. The city ordinance states that one may not feed animals. If a resident is interested in feeding birds, the resident may do so as long as the food is off the ground (i.e. bird feeder).

Luanne Wielichowski asked why this has become a recent concern. Darren stated that is has been a growing concern because we have residents feeding the feral cats, creating a nuisance for neighbors in the area. It is important to make sure there is something in place for the Health Department to send out a letter and have further enforcement, such as a citation.

Luanne Wielichowski stated that this is not a new problem and asked why this is such a concern now. Darren explained that the complaints come in and continue regularly. It has a lot to do with neighborly disputes and concerns. However, this is an ordinance we have and it is important to find a more proper way to enforce not feeding animals.

6. Mr. Rausch stated that the current Greenfield Municipal Code, Chapter 12 Health and Sanitation, requires some general updates. Specifically, there are definitions and abbreviations that need to be updated, including: Department of Health & Family Services to Department of Health Services and added a new department called Department of Child & Families; here were also additions of definitions and adding the Public Health Nurse Supervisor position and the Public Health Specialist position that needed to be accurately reflected. The ordinance reads, defining Health Officer and his/her designee, including positions previously discussed. The updates to the Health and Sanitation code will go to the next Legislative Committee meeting to be updated. The Board decision to approve will be held until the Board members can see the changes made.

Discussion and Decision
Regarding Municipal Code
Revisions Related to
Chapter 12

7. The Affordable Care Act (ACA) is moving forward. Staff is continuing to attend trainings to understand the provisions of ACA so that we may best inform our community. The Greenfield Library and Health Department are teaming up to provide resources and talk about provisions of ACA. The Greenfield Health Department will maintain a role of a resource for Greenfield residents.

Informational Update
Regarding Affordable Care
Act

8. Approximately a month ago, City of Greenfield had a suspect death due to legionella. Initially, the media reported the case was from West Allis, but ultimately it was determined he lived in Greenfield. We confirmed to the media that confirmed the man had legionella but cannot confirm that he died from legionella, but recently received the death certificate that listed pneumonia as the cause of death.

Informational Update
Regarding Legionellosis

BOARD OF HEALTH MINUTES OF SEPTEMBER 12TH, 2013

Darren shared with the Board some of the epidemiology information in the county. This time of the year, we have typically seen approximately 10 cases. From

June 1st, 2013 until August 29th, 2013, there is a total of 50 cases of legionella in Milwaukee County with the majority, 34 cases, occurring in the City of Milwaukee; Greenfield has 4 confirmed cases.

Other surrounding neighborhoods had the other 12 cases. The age range for City of Milwaukee cases was 29-77; Greenfield cases ranged from 49-65. Smoking and advanced age are underlying risk factors with legionella.

9. Mr. Rausch shared an update regarding Pertussis. Through the end of 2011 to the beginning of 2012, the department had a big peak of Pertussis. Year-to-date through the end of August, the department has had 617 cases statewide. As of today, Greenfield had only three cases of Pertussis year-to-date. Greenfield's records indicate cases for the last couple of years:

2010: 2

2011: 0

2012: 32

2013: 3

Informational Item Regarding
Pertussis

Due to the ongoing outbreak, Pertussis vaccine is provided at department immunization clinics without concern for insurance status. Darren shared a couple of visuals/graphs to show that we had a peak in 2012 and it is continuing to decline.

10. Mr. Rausch shared the newest news about the farmers market: there was an expansion on August 25th, so there are vendors on the entire outside of the path. The mid-season celebration was very successful and well attended. We handed out 400 reusable shopping bags, frequent shoppers cards. This will be the last expansion for the season and we will reevaluate more expansions for 2014.

Update Regarding the Greenfield
Farmers Market

We are now looking to expand marketing efforts beyond Greenfield, where it has been well promoted. Last Friday, Darren and staff conducted interviews for a new Farmers Market Manager. Both individuals were very passionate about locally grown food, and the green food movement and have connections with the UW Extension. We are finalizing contractual details and we will take this agenda item to Common Council to receive approval of the contract. It will be a good time for the manager to get on board at the end of the season to get a feel for the market days. She will then be able to work with staff to work on things like sponsorship and recruitment.

BOARD OF HEALTH MINUTES OF SEPTEMBER 12TH, 2013

We received a grant for the Supplemental Nutritional Assistance Program. In this program, there is a debit/credit type card. A person can come to the market, swipe the card, and receive an amount of money in tokens and then use the tokens to purchase items from the vendors using these tokens. These machines also have the capability to swipe credit/debit cards. We will phase it in 2014, as there is not enough time to do it with this season ending soon.

Luanne Wielichowski recommended using church bulletins to advertise the market. Darren stated we are definitely looking for ways to advertise beyond the Greenfield borders.

Closed Session

11. Mr. Rausch stated there was no need for a closed session tonight.

12. The Board did not go into closed session. Therefore, there was no need to reconvene into open session.

Reconvene into Open Session

13. Senate Bill 236, legislation that would permit the same of unpasteurized (raw) milk in Wisconsin is moving through State legislature. Raw milk contains numerous human pathogens and would expose consumers to food-borne diseases capable of causing severe illness and even death.

Public Health Legislative Updates

Darren shared with the Board a fact sheet the State Public Health Veterinarian put together regarding unpasteurized milk. Nationally, there have been 42 outbreaks since 2010 from unpasteurized milk. 30 were legal sales. In Wisconsin, the Division of Public Health has detected seven outbreaks since 1998.

14. Darren Rausch stated there is nothing new in the Public Health Research.

Public Health Research

15. Darren Rausch shared the communicable disease report. Chlamydia is the highest communicable disease, at 63 reported cases. Other cases include:

Executive Officer's Report

Gonorrhea:	8
Pertussis:	3
Non-Tuberculosis:	23
Varicella:	6
Hepatitis C:	7
Campylobacteriosis:	5
Legionella:	4

The health department had an active communicable disease year. Darren stated the cases nearly doubled compared to last year's numbers.

Mr. Rausch also spoke about the School Immunization Law. It is required for parents to vaccinate children fully by the 40th day of school. Darren received the School Immunization Law report for the 2012-2013 school year. Greenfield School District was 98.62% compliant. Whitnall School District was 99.03% compliant. Darren also shared that the Milwaukee School District is up to 86.96%, which is up a lot from past years. This is an important number for the region.

One of the important factors for the positive statistics may have much to do with the Wisconsin Immunization Registry, a system to keep immunization records up-to-date.

For one of the grants the department received, staff is working on a workforce development plan so Darren will make sure to bring information to the next meeting regarding that. Staff has also been working on a Quality Improvement Plan to guide our efforts within the department.

Health Services Administrative Code 140 governs all provisions that Health Departments are supposed to follow. The review confirms health departments are statutorily meeting their obligations, including immunizations, outreach, and supporting state health plan. The last 140 review was in 2009. The department will be spending time preparing for the 140 review within the next couple of months and we will be scheduling the review appointment. This may be a springboard for accreditation, as review requires policies and procedures to be up-to-date. Darren will keep the Board members up-to-date on the review process.

16. Chairperson's Report – None

17. Alderperson's Report – None

18. Miscellaneous Board Member's Report – Luanne Wielichowski brought up questions regarding the Varicella vaccination, regarding a generation that will not develop shingles or if they will be at risk for shingles because it is a live vaccine. Darren stated he believes there would be a decrease in shingles, however, we are not sure because we need a couple of generations that need to come through the shingles before we know what will happen.

Luanne Wielichowski also asked if the department is seeing a shortage of Tubersol, for TB screening. The department received an email today from the TB program, encouraging the department to revisit the policy of who we give TB tests to. Many people are required to do the testing.

BOARD OF HEALTH MINUTES OF SEPTEMBER 12TH, 2013
Leon Saryan also stated Healing Our Waters conference was
downtown and he attended that this week.

19. *Items for Future Agendas:*

20. A motion was made by Luanne Wielichowski, seconded by
Pamela Akers, to adjourn the meeting at 8:25 PM. The motion
carried unanimously.

Adjournment

MINUTES OF THE GREENFIELD BOARD OF HEALTH MEETING HELD AT THE GREENFIELD CITY HALL ON THURSDAY, NOVEMBER 14TH, 2013 AT 7:00 PM.

1. Meeting called to order @ 7:04 P.M.

ROLL CALL:

Alderson Pam Akers	Present
Darren J. Rausch, MS, CPH	Present
Andrew Martinez, Phar.	Excused
Allen Owen, D.D.S.	Excused
Mary Kitten, R.N.	Present
Luanne Wielichowski, R.N.	Present
Leon A. Saryan, Ph.D.	Present
Cindy Leraneth	Present
Richard Dettmann, Ph.D, M.Ed.	Present

2. **A motion was made by Luanne Wielichowski, seconded by Cindy Leraneth, to approve the minutes of the September 12th, 2013 Board of Health meeting. The motion carried unanimously.**

3. **Citizen Commentary** – No citizens present.

4. Mr. Rausch indicated that the Health Department received a Freedom of Information Act request from Lydia Mulvany, Reporter at the Milwaukee Journal Sentinel, on October 18th. The information was immediately shared with City Attorney Pyzyk but Mr. Rausch has been unable to connect with him to discuss this in greater detail to date.

Discussion & Decision
Related to Freedom of
Information Act Requests
for Environmental Health

Philosophically, Mr. Rausch does not have an issue with releasing environmental health records and has expressed interest in the workgroup to establish statewide protocols for inspection investigation reporting for agencies using HealthSpace software. He believes that this is an appropriate public health action that will both inform the public and potentially “shame” businesses into better compliance as they work to maintain customers. Done in the appropriate way, this would be a great thing to have available.

The Journal Sentinel proposal, however, is not as straightforward. First, the FOIA law does not require entities to create a special report to provide the data; this data is currently unavailable except to the State HealthSpace program manager, and he is querying the data weekly to email to the Journal Sentinel. Once received at the Journal Sentinel, an employee enters the data into their computer system that allows for online searches of restaurant and retail food inspections; this potentially allows for errors. Secondly, there has been much dissention among legal counsel for other health departments that the data is actually “owned” by the State since it is in a state-sponsored database; Mr. Rausch is uncertain about this claim, and will follow-up with the Greenfield City Attorney to explore this further.

Among regional Health Officers at a recent meeting there were several questions raised regarding the FOIA, the process it takes to fulfill the request, as well as what the information would be used for. The Journal Sentinel inputs information into a separate database that provides information online to users. The information is also used to create articles related to restaurants with environmental health concerns.

Mr. Rausch stated that we don't have the ability to make a decision tonight because he hasn't received an opinion from the City Attorney. Nonetheless, he thought this item was worthy of consideration and the Board could choose to make a recommendation if it chooses.

Informational Item
Related to Recruitment
for Part-Time Public
Health Nurse

5. Mr. Rausch said that a part-time Public Health Nurse, Amy Radtke, recently resigned her position to take a full-time school nurse position at the Whitnall School District. Ms. Radtke was employed in the department from July 2012 through October 2013; her primary reason for leaving was due to benefits associated with a full-time position. Mr. Rausch has received Common Council approval to recruit and fill the vacant part-time Public Health Nurse position, with an advertisement planned for early December. As background, Mr. Rausch stated that there are 4-5 Public Health Nurse openings throughout the region; several departments are on a second round of recruitment for open part-time positions. Mr. Rausch is committed to identifying a Public Health Nurse, but if the recruitment isn't successful he will return to the Board of Health in January to discuss changing this position to a Public Health Specialist.

One of the board members asked if there was potential for a full-time Public Health Nurse position to be created with some of the possible retirements coming up. Mr. Rausch stated that two employees could be eligible for retirement within the next few years. He would like to hire someone part-time with the open possibility for creating a full-time position but does not have a time frame of when that may occur.

6. The Health Department is winding down the busyness of the influenza season for 2013-14. While vaccine remains, mid-November typically signifies the end of the major rush to get vaccinated. To date, the department has provided approximately 500 doses to seniors and over 150 to children under age 18 years. This was the first year that high-dose vaccine was provided to those over 65 years, and the demand was very high for this vaccine formulation. High-dose vaccine is recommended for those over 65 years because research shows that a seniors' immune system doesn't take up as much antigen as other age groups; high-dose vaccine has four times the amount of vaccine antigen thereby inducing a better immunity.

Informational Update
Related to 2013-2014
Influenza Vaccinations

BOARD OF HEALTH MINUTES OF NOVEMBER 14TH, 2013

Mr. Rausch also mentioned that the new billing software that is being shared with Franklin has been very effective compared to the previous software. Currently, the clerk needs to drive to Franklin to use the program, as the IT department is still working to get the program to work remotely for us to utilize it here.

7. Mr. Rausch stated that the 2014 City budget was approved last week. The department's tax levy portion of the budget increased 6.59% with much of the increase related to staff benefits and insurance increases. The Public Health Specialist was made full-time with a funding split between levy and grants. Overall the budget is a step in the right direction for the department and adds extra staff to work on grants, community outreach, and should provide additional redundancy as well.

Update Related to 2014
Departmental Budget

8. This item will be tabled until the next meeting. Mr. Rausch and the City Attorney need to get the Code updates on a future Legislative Committee meeting.

Update Related to Municipal
Code Revisions Related to
Animal Health

The verbiage that was discussed at the last Board of Health meeting has been agreed upon. The ordinance will now state that puppies less than three months of age must be born on the premises.

9. Mr. Rausch stated that he will not discuss the politics of the Affordable Care Act implementation, but it's not going well due to website application limitations. Mr. Rausch learned yesterday that the Milwaukee Health Department has given much education and many resources, but has not enrolled a single person due to website issues. Similarly, the Greenfield Health Department has provided resources and referrals but it's likely that few have been able to enroll. The good news on the big picture is that the deadlines have been extended, and special provisions are being made to ensure continuing coverage for some (including BadgerCare) until applicants can successfully enroll.

Update Related to Affordable
Care Act

10. Mr. Rausch highlighted that the Greenfield Farmers Market ended its inaugural season on October 27th. Overwhelmingly positive responses were received throughout by patrons and vendors, and vendor interest forms for the 2014 season have already been sent to vendors wishing to continue. In 2014, the Market will run from June to October on Sundays from 10am – 2pm and we will also add a May Market for Sundays in May with the exception of Memorial Day weekend because of Dan Jansen Family Fun Fest. The May Market will be a trial this year, but could likely become a permanent part of the Market season in future years.

Update Related to Greenfield
Farmers Market

BOARD OF HEALTH MINUTES OF NOVEMBER 14TH, 2013

The Health Department received a grant to provide EBT (FoodStamp vouchers) at the Market in 2014. This grant provides monies to purchase the machine and covers the first year of monthly transaction fees. In addition, the department recently learned that Pyramax Bank is interested in being a featured sponsor. Their primary sponsorship will be the EBT/Debit/Credit system as well as being featured on advertisements and other marketing materials. They have agreed to allow for quarterly mailings to their users, and have offered a solution to process EBT/Debit/Credit reimbursement to Market vendors. Mr. Rausch stressed that staff and the Market Manager will continue to work to identify other sponsorship opportunities to maximize the impact of the Greenfield Farmers Market.

11. Mr. Rausch stated there was no need for a closed session tonight.

Closed Session

12. The Board did not go into closed session; therefore, there was no need to reconvene into open session.

Reconvene to Open Session

13. Mr. Rausch shared a recent update related to the raw milk bill in the Wisconsin Senate. On Monday, a Senate Committee approved a substitute bill to Senate Bill 236 on a 3-2 vote to allow sales of raw milk on farms. This bill contained some safeguards, but not enough for public health and dairy industry advocates. At this point it is uncertain if there is traction in the Senate to move this bill along.

Public Health Legislative
Updates

14. Mr. Rausch shared that he recently received support from the Wisconsin Practice-Based Research Network for a research study looking at the efficiency of computerized environmental health licensing and inspection systems. This research proposal will be further modified and submitted to the Robert Wood Johnson supported Public Health Systems and Services Research grant program in spring. Mr. Rausch created this proposal initially as an academic paper for a Public Health Evaluation course he took in Spring 2013. When the grant program announcement was received, he contacted the PBRN staff and they encouraged submission of an abstract. Mr. Rausch worked collaboratively with Dr. Cho at UWM Zilber School of Public Health, and his professor in the Evaluation course, to tweak an abstract for submission. If funded in spring 2014, the grant would provide \$25,000 for a pilot study to assess the efficiency of computerized environmental health systems; it should be noted that there is very little research in this area.

Public Health Research

15. Since the state data website was not working properly there is no communicable disease report this month.

Executive Officer's Report

Mr. Rausch had the opportunity to engage as a PHAB Site Visitor. It was a good experience and he gained much more insight as to how the process works.

Lisa Forsch, our Public Health Specialist, and Mr. Rausch attended the APHA Conference and presented on strategic planning efforts at a roundtable.

The WPHA-WALHDAB meeting in Milwaukee, May 21-24, 2014 at the Hyatt. A few Board of Health members attended a couple of years ago. Mr. Rausch will forward the agenda when he receives it, and would encourage other Board members to consider attending.

16. ***Chairperson's Report*** – None

17. ***Aldersperson's Report*** – None

18. ***Miscellaneous Board Member's Report***

Luanne Wielichowski briefly mentioned that legislation that her family has been advocating for may be moving forward in the Wisconsin Legislature. This legislation would seek to ban sales of high-proof alcohol. More information to come as the bill advances.

Adjournment

19. ***Items for Future Agendas:***

a. FOIA Request

20. **A motion was made by Luanne Wielichowski, seconded by Cindy Leranthy, to adjourn the meeting at 7:04 PM. The motion carried unanimously.**