



MINUTES OF THE GREENFIELD BOARD OF HEALTH HELD AT THE GREENFIELD CITY HALL ON THURSDAY, March 10, 2016, AT 7:00 PM

1. Meeting called to order @ 7:00 P.M.

Meeting called to order at 6:30 PM

ROLL CALL:

Alderperson Pam Akers	Present
Mr. 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
Cindy Leranth	Excused
Richard Dettmann, Ph.D., M.Ed.	Present

Also Present: Lisa Boettcher, MPH

2. Approval of the January 14, 2016 Meeting Minutes

Approval of 1/14/16 Minutes

A motion was made by Luanne Wielichowski, seconded by Richard Dettmann, to approve the January 14, 2016 minutes of the, Board of Health meeting. The motion carried unanimously.

3. Citizen Commentary

Citizen Commentary

None

Mr. Rausch took this opportunity to introduce two students from Carroll University's Public Health Program who are completing a field placement with the department during the spring semester.

4. Informational update related to Community Health Assessment process and timeline

Community Health Assessment

Information

Mr. Rausch and Ms. Boettcher provided an overview of the CHA process. The first meeting was held on February 23rd and introduced over 30 community partners and members to Greenfield's data. Additionally, there was a focus on community health strengths and weaknesses, as well as an introduction to health equity. The next meeting will be held on March 15th at 6:30 p.m. in Room 105 at Greenfield's City Hall. This meeting will take delve deeper into the data, including clarification of key data elements. We will be working with the community partners to begin the identification of health focus areas and moving toward the outlining of potential goals and objectives. The last meeting for the CHA portion of the process will be held on May 3rd at 6:30 in room 105 at City Hall. This meeting will wrap up the data assessment portion and will begin to move toward the delineation of health improvement plan objectives and workgroups.

5. Discussion related to the Forces of Change Assessment that Informs the Community Health Assessment

Forces of Change Assessment Information

Ms. Boettcher presented a survey of 948 local health departments showing the Forces of Change in the nation. She asked the Board of Health to weigh in regarding issues in Greenfield in order to narrow down and prioritize the key objectives. The rating criteria was discussed and endorsed by the Board.

6. Informational update related to the 2016 Greenfield Farmers Market

Update regarding the Greenfield Farmers Market

The Farmers Market is entering into its fourth year on Sunday, May 1, 2016. The main addition to the Market this year is the construction of the amphitheater in the area between the Market path and the parking lot. The City envisions that the amphitheater will be a great addition to Konkel Park for concerts and events. We will be working to configure the Market in a manner to benefit from the amphitheater and surrounding area. Vendor recruitment is underway and the response has been very positive. Most of last year's vendors are returning to the market. The market is still in need of additional food trucks or ready to eat food vendors.

7. Informational update related to beekeeping in the City of Greenfield

Beekeeping Update

Beekeeping applications and the frequently asked questions documents were uploaded to the website in mid-February. The applications were shared with the Milwaukee/Waukesha Beekeepers Association and the UW Extension. To date the city has received one completed beekeeping application from an experienced beekeeper in the city. Two additional applications were requested through our clerical staff. Mr. Rausch expects to have four to six beekeepers in the first year. The city has also received one neighbor objection. Therefore an appeal hearing will need

to be scheduled.

8. Informational update related to 2016 tobacco compliance checks

Tobacco Compliance Checks

This agenda item carries over from the January meeting. In 2015, one-third of the 21 establishments inspected permitted underage tobacco sales. In post-meeting discussion with the Police Department, all establishments permitting sales were addressed and educated. Due to the length of time between inspections and present-day, the Health Officer decided to hold on any subsequent notification. The plan would be to address the violations and encourage the education in a more timely fashion.

The 2016 tobacco compliance checks were conducted in February and results were shared with the Health Department by the regional tobacco consortium. Underage sales occurred in six of 21 establishments, or 29%, of those inspected. Two of these establishments were repeat offenders from 2015. The Police Department intends to address these issues during licensing for tobacco sales in the May-June timeframe. Having finally received the names of those compliant, in addition to those who were not, the Health Officer will send out letters to all inspected establishments in the next two weeks

9. Informational update related to a Tuberculosis Dispensary

Update regarding Tuberculosis Dispensary

This agenda item was first raised in 2010-2011 due to an increasing number of tuberculosis clients identified in Greenfield. At the time an agreement was pursued with the Wisconsin Department of Health Services to become a TB Dispensary, meaning that we could provide case management and follow-up with partial reimbursement at the Medicaid rate. This agreement also required an agreement with a clinical provider for chest x-rays and physician management, and we pursued an agreement with Aurora. At that time, Aurora was not interested in pursuing this arrangement so we dropped plans to be a TB Dispensary. Now, in 2016, with a new Medical Advisor from the Aurora Edgerton clinic, and we raised this issue again. This time, Aurora management indicated an interest in moving forward and the physician/medical advisor agreed to sign off. We have had conversations with the Wisconsin Department of Health Services and funding will be available in July per the state fiscal year. Therefore, we intend to apply for TB Dispensary status at that time as well as finalize the clinical services agreement with Aurora Edgerton. Ultimately, any contracts will through the Finance Committee and Common Council.

10. Informational update related to hiring of departmental personnel

Personnel Hiring Update

The department currently has two open positions that have been approved

by the Common Council. The first, the part-time Public Health Nurse, is nearly complete assuming the candidate accepts our offer. This recruitment was lengthy in an attempt to permit new BSN graduates to apply. Despite this, we received only six applications and only three met the minimum educational requirements. We believe that it will continue to be difficult to recruit part-time, non-benefitted nursing professionals – especially now that the healthcare systems are hiring. The second position, the part-time Public Health Associate, is currently in recruitment and the position will close to new applications on Wednesday, March 16th. Human Resources has stated that recruitment is vigorous for this position, and we intend to begin screening applicants late next week. This position will have major responsibilities for the Farmers Market (and will replace the current contracted Manager position) and other programs and services within the department.

11. Informational update related to merger of the Wisconsin Department of Health Services Food Safety and Recreational Licensing Program with the Wisconsin Department of Agriculture, Trade, and Consumer protection Food Safety Program

**Update related to
mergers of State
Departments**

This agenda item is an informational update related to the merger of the two food services organizations at the State level. Effective July 1, 2016, DHS will become part of the DATCP Food Safety Program. Planning has been underway for nearly a year at this point, and the department has been hosting routine webinars with local health departments since fall. Mr. Rausch hopes to share with BOH members about this state level transition. As a result of this transition, we will need to approve changes to the municipal code because portions of the Wisconsin Statutes and Administrative Code will be renumbered. Mr. Rausch shared a list of current Code citations, and intends to bring final approval of ordinance revisions in May after consulting with the City Attorney.

12. Discussion and Decision related to Greenfield Ordinance references to DHS and DATCP

**Discussion and
Decision related to
Greenfield Ordinance
Changes**

Mr. Rausch explained that every code reference in the Municipal Code needs to be renumbered and changed due to the State merger of departments.

A motion was made by Pam Akers, seconded by Andrew Martinez to approve the update of changes to the Greenfield Ordinances in reference to the merger of the Wisconsin Department of Health Services Food Safety and Recreational Licensing Program with the Wisconsin Department of Agriculture, Trade, and Consumer protection Food Safety Program.

13. Election of Vice-Chairperson

**Election of Vice-
Chairperson**

Per Greenfield Board of Health bylaws, both formerly and as approved in January, the Board needs to elect a Vice-Chairperson. Per bylaws, a vote for both Chair and Vice-Chair will be held each July (or the meeting immediately thereafter). Mr. Rausch opened the floor for nominations.

A motion was made by Pam Akers, seconded by Mary Kitten, to elect Leon Saryan. The motion carried unanimously

14. Presentation related to the Public Health Accreditation Board Domains 9-12

Presentation of Public Health Accreditation Board Domains 9-12

Mr. Rausch provided an overview of the remaining PHAB Domains, 9-12. He will forward the presentation details to the Board of Health members after the meeting.

15. Committee to go into Closed Session Pursuant to Wisconsin Statutes, Section 19.85(1)(f)(g) and 19.85(1)(c) to discuss the following:
- a. Communicable Disease Updates
 - b. Environmental Health Updates
 - c. Personnel Updates
 - d. Health Officer/Director Evaluation

Closed Session

A motion was made by Leon Saryan, seconded by Pam Akers, to adjourn to closed session. The motion carried unanimously.

16. Adjourn Closed Session and Reconvene into Open Session

Open Session

A motion was made by Leon Saryan, seconded by Allen Owens, to adjourn the closed session and reconvene into open session. The motion carried unanimously.

17. Public Health Legislative Updates

Public Health Legislative Updates

Mr. Rausch shared the WPHA-WALHAB Legislative Grid with members, and will email it to the board after the meeting. The legislative session is ending soon. One main bill that is supported by Public Health is to have children in rear facing car seats until the age of two.

18. Public Health Research

Public Health Research

None

Executive Officer's

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| 19. | Executive Officer's Report | Report |
| | Mr. Rausch shared the communicable disease statistics. This includes annual data for 2015 as well as year to date data. | |
| | A public health mass clinic exercise is scheduled on June 14th from 9 a.m. to 1 p.m. This is a funding requirement for the Preparedness Grant. Greenfield will be participating with other communities in the area. Mr. Rausch invited members of the Board to participate as their schedules permit; participation in a drill provides an opportunity to understand the nuances of a mass clinic exercise and the depth of local public health preparedness. | Chairperson's Report |
| 20. | Chairperson's Report | Aldersperson's Report |
| | None | |
| 21. | Aldersperson's Report | Miscellaneous Board Member's Report |
| | Ms. Akers reported that the Chapman project is moving forward although there is no available tenant information available. Also the Tams site on Layton Avenue will be a Shorewest Realty. She also indicated that the 43 rd Street project was approved with sidewalks from Grange to Ramsey. | |
| 22. | Miscellaneous Board Member's Report | Future Agenda Items |
| | None | |
| 23. | Items For Future Agendas | Adjournment |
| | None | |
| 24. | Adjournment | |

A motion was made by Leon Saryan, seconded by Pam Akers, to adjourn the meeting at 8:10 PM. The motion carried unanimously.