



MINUTES OF THE GREENFIELD BOARD OF HEALTH HELD AT THE GREENFIELD CITY HALL ON THURSDAY, March 8, 2018, AT 6:30 PM

1. Meeting called to order @ 6:30 PM by Richard Dettman, Chair

Meeting called to order at 6:30 PM

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.	Present
Leon A. Saryan, Ph.D.	Present
Cindy Leranath	Present
Richard Dettman, Ph.D., M.Ed.	Present

Also in attendance: Abby Demler, Public Health Specialist
Melissa Murphy, MCW MPH Student

2. Approval of the January 11, 2018 Meeting Minutes

Approval of 1/11/18 Minutes

A motion was made by Luanne Wielichowski, seconded by Leon Saryan to approve the January 11, 2018 minutes of the Board of Health meeting. The motion carried unanimously.

3. Citizen Commentary

Citizen Commentary

None

4. Discussion related to Departmental Strategic Planning

Departmental Strategic Planning

Following completion of the community health assessment and community health improvement plan, the next significant plan to complete is the strategic plan. While the community health improvement plan has an outward look at the community and community-level improvements, the strategic plan is an internally-focused document on improvement of the department's programs, services, and staff. The department's last strategic plan was created in 2013 and covered the past five years. The new plan will be intended to begin in 2018 and cover the next 3-5 years.

At the February departmental staff meeting, staff discussed the strengths, weaknesses, opportunities, and threats facing the department. This conversation was informed by an online survey that used the previous strategic plan as a starting point. We have a good overview of strengths, weaknesses, opportunities, and threats for finalizing at the March staff meeting currently, but we want to engage the Board of Health to gather their perspective. This was the reason that Mr. Rausch shared a template tool with the agenda mailing to capture strengths, weaknesses, opportunities, and threats from each Board member viewed the issue.

The Board listed what it believed were strengths, weaknesses, threats and opportunities of the department. Those were compared to the responses from the Health Department staff.

Mr. Rausch stated that this item will be brought back to share the final version for endorsement.

5. Discussion and decision related to Software as a Service (SaaS) Agreement with VMSG Dashboard Performance Management System and the Greenfield Health Department.

Software as a Service Agreement

In early February, Health Department staff attended the Wisconsin Association of Local Health Departments and Boards Operations Conference in the Wisconsin Dells. At the conference, one department staff member won a vendor raffle for a free year of software access and support to the VMSG Dashboard Performance Management System (hereinafter, VMSG) valued at approximately \$1,200 annually per a quote from April 2017.

The department feels that this is a win-win, with access to a system at no cost for a year. At the end of the year, pending positive reviews from department staff, we can renegotiate for an annual rate which will likely be approximately \$1,200 annually and paid from applicable grant funds.

VMSG requires completion of the Software as a Service Agreement to proceed with access to their system. (This is the same Agreement that would be completed if the department were to enter into a contractual arrangement for the system with an annual fee.) The department has considered purchasing access to VMSG using grant funds in this fiscal year, and had secured a quote last year. With the free year of access, departmental staff has an opportunity to use the software at no cost and evaluate the benefits to the department.

The benefits of the VMSG system include a dashboard framework to track departmental performance management, including objectives, goals, and outcomes. This system will have the ability to track key departmental indicators across all program areas as defined by staff, and will ultimately feed into a departmental annual report and more routine

documents to monitor progress. This software could be implemented in the May or June timeframe.

This item goes to Finance next Wednesday, March 14th.

A motion was made by Leon Saryan, seconded by Cindy Leranthy to endorse the Software as a Service Agreement. The motion carried unanimously.

6. Update and informational item related to Dogs in the Park

Dogs in the Park

After being rescheduled twice, this agenda item will be on the April 16th Legislative Committee agenda. Similarly, this item is expected to be finalized by the Parks and Recreation Board at their March 29th meeting. In discussion, the Parks and Recreation Board is currently favoring the creation of dog-friendly parks that permit leashed dogs and other parks that prohibit leashed dogs. This proposal appears to be contrary to the draft ordinance from Alderperson Bailey, and may face a challenge gaining traction in Legislative Committee. In that event, the Parks and Recreation Board is considering clarifying the definition of City-sponsored event so that portion of Alderperson Bailey's draft ordinance is clear, concise, and accurate.

Mr. Rausch will continue to attend meetings as his schedule permits. He will miss the next Parks and Recreation Board due to a prior conflict, but will attend the next Legislative Committee.

7. Informational item related to departmental lead hazard investigations

Lead Hazard Investigations

This item was placed on the agenda to ascertain any additional discussion from Board members following Mr. Rausch's email on February 9th. Mr. Rausch felt that it was important to share the lead investigation information with the Board of Health, elected officials, and departmental staff in light of the media attention to lead investigations within the City of Milwaukee Health Department.

Mr. Rausch received a question from one Board member about lead laterals. Mr. Rausch verified twice, at two different points in time last year, that there was indeed only one lead lateral to a Greenfield home. This home was notified by Milwaukee Water Works last year, but replacement cost to date has been on the home owner.

It was recommended that Mr. Rausch look at the Milwaukee Water Works report to obtain Greenfield specific data.

8. Informational update related to Tobacco Compliance Checks and Sales to Minors

Tobacco Compliance Checks

Tobacco compliance checks are completed annually by the Wisconsin

WINS program in cooperation with local law enforcement. In 2017, a total of 22 checks were completed and tobacco was sold to a minor at 3 establishments (14%). This is down from previous years. As in the past, Mr. Rausch wanted to share the data with the Board of Health and will send letters of acknowledgement or admonishment to local businesses from the Health Department perspective.

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| 9. | Informational update related to the 2018 Greenfield Farmers Market | 2018 Greenfield
Farmers Market |
| | The sixth Market season will kick off on Sunday, May 6th. Recruitment of vendors and musicians is on track as in previous years. Sponsor recruitments are trickling in, and craft vendors are lining up to cover the first Sunday of each month. One new addition to the Market and Amphitheater area will be a pavilion in the far southeast corner of the Amphitheater adjacent to the market; the pavilion will be used for concert in the park events, and will have restrooms. This should be a positive addition to Konkel Park and the activities that occur at the park. Construction started last week, and is expected to wrap-up prior to Jansen Fest over Memorial Day. | |
| 10. | 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 | Closed Session |
| | A motion was made by Cindy Leranth, seconded by Leon Saryan, to adjourn to closed session. The motion carried unanimously. | |
| 11. | Adjourn Closed Session and Reconvene into Open Session | Open Session |
| | A motion was made by Cindy Leranth, seconded by Leon Saryan to adjourn the closed session and reconvene into open session. The motion carried unanimously. | |
| 12. | Public Health Legislative Updates

None | Public Health
Legislative Updates |
| 13. | Public Health Research

Community Health Survey telephone calls continue through May/June. The final data report is anticipated in October. | Public Health
Research |
| 14. | Executive Officer's Report | Executive Officer's |

Report

Milwaukee County has recently finalized their overdose fatality review committee. At the first meeting 9 of the 12 health departments were in attendance, as well as hospital and law enforcement representation. The meeting was very well attended. Being aligned with this committee helps with the CHIP.

Mr. Rausch met with the owner of Meier's Restaurant and the Aging and Disability Resource Center representative as well as two Greenfield residents regarding establishing a memory care café. Our memory café will be the seventh in the county. The hope is to open the café in May.

Environmental Health Specialist position closed today and Mr. Rausch is planning on interviewing within the next few weeks. He stated that the job description for this position needs to be changed due to recent changes in the statewide code. The change will be taken to finance next week.

The city is also looking for a part-time Public Health Nurse.

Syphilis and HIV were in the news today. Mr. Rausch believes this is a broader messaging issue that should be addressed regionally. Mr. Rausch also presented the final 2017 report of Communicable Diseases to the Board.

15. Chairperson's Report

None

Chairperson's Report

16. Alderperson's Report

None

Alderperson's Report

17. Miscellaneous Board Member's Report

None

Miscellaneous Board Member's Report

18. Items For Future Agendas

- Dogs in Parks

Future Agenda Items

19. Adjournment

Adjournment

A motion was made by Allen Owen seconded by Cindy Leranath to adjourn the meeting at 8:20 PM. The motion carried unanimously.

