



MINUTES OF THE GREENFIELD BOARD OF HEALTH HELD AT THE GREENFIELD CITY HALL ON THURSDAY, September 13, 2018, AT 6:30 PM

1. Meeting called to order @ 6:34 PM

Meeting called to order at 6:34 PM

ROLL CALL:

Alderpersion 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:

Kendall Wyss, EH Specialist
Megan Noggle, PHN Supervisor
Abby Gorecki PH Specialist

2. Approval of the May 10, 2018 Meeting Minutes

Approval of 05/10/18 Minutes

A motion was made by Luanne Wielichowski, seconded by Allen Owen to approve the May 10, 2018 minutes of the Board of Health meeting. The motion carried unanimously.

3. Citizen Commentary

Citizen Commentary

None

4. Introduction Kendall Wyss, Environmental Health Specialist

Introduction of Kendall Wyss, EH Specialist

Mr. Rausch introduced Kendall Wyss, the new Environmental Health Specialist for the Greenfield Health Department. Mr. Wyss began his employment on June 4th and was previously employed by Peoria City-County Health Department. Mr. Wyss recently completed his Registered Environmental Health Specialist exam. Introductions of the Board were made.

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| 5. | <p>Discussion and decision related to Annual Election of Chair and Vice-Chair</p> <p>Per the bylaws, a chair and vice chair are elected annually. Mr. Rausch opened the floor for nominations.</p> <p>A motion was made by Leon Saryan, seconded by Allen Owen to re-elect Andrew Martinez as chair and Leon Saryan as vice chair. The motion carried unanimously.</p> | <p>Annual Election</p> |
| 6. | <p>Discussion and decision regarding Environmental Health Program annual self-assessment.</p> <p>Mr. Rausch provided information related to licensing and inspection. The self-assessment refers to the licensing year from July 1, 2017, through June 30, 2018. The data shows the inspections done, the complaints that were received and the outcomes. The program had some challenges this which included the retirement of staff. There were several months where the department did not have an inspector and therefore inspections fell behind.</p> <p>No decision necessary as this was informational only. Mr. Rausch will share performance details from next year's self-assessment with the Board.</p> | <p>Environmental Health Program Annual Self-Assessment</p> |
| 7. | <p>Informational update on departmental budget</p> <p>Mr. Rausch provided data showing trends in the past years and information regarding the proposed budget. There are changes under expenditures due to staff turnover. However, other changes are very small. The proposed budget is a 4.6% increase. The revenues are projected to increase 1.9%. Grant funding is projected to increase almost 33% due to additional budgeted dollars for opioid harm prevention, communicable disease funding, living well with chronic diseases, and car seats. The public hearing for the budget will be November 20th. Also, the city is moving forward with a referendum for the police and fire departments.</p> | <p>Departmental Budget Update</p> |
| 8. | <p>Discussion and decision regarding 2019 Departmental Grants</p> <p>An overview of the secured grants was presented to the Board. As previously discussed, departmental grants are expected to increase for 2019. Mr. Rausch asked for the support of the Board to pursue the presented grants and any others that may become available throughout the course of the year.</p> | <p>2019 Departmental Grants</p> |

A motion was made by Luanne Wielichowski, seconded by Leon Saryan, to approve the grants presented. The motion carried unanimously.

9. Discussion and decision regarding environmental health license fees

**Environmental
License Fees**

As part of the budget process it was important to bring fees in line with cost of operating the programs. It was noted that these fees have not been increased since 2015. The goal is to cover approximately 70 to 75 percent of the cost of the program. The remaining portion is spent in non-licensing areas such as emergency preparedness work, pest issues, policy and procedure activities and other items that don't specifically involve licensing and inspection. Mr. Rausch presented the proposed fees to the Board for the next two licensing years. The fees would go into effect April 1, 2019. The increases are 5-6% on average. Upon approval, these fees become an amendment to Municipal Code, Chapter 3.12(8), and will be forwarded to Legislative Committee with final approval by Council.

A motion was made by Leon Saryan, seconded by Cindy Leraneth, to accept the proposed health license fees as presented. The motion carried unanimously.

10. Discussion and decision regarding changes to Chapter 12 of the Greenfield Municipal Code

**Changes to Chapter
12 of the Municipal
Code**

The Department of Health Services food program and recreational licensing was moved into the Department of Agriculture Trade and Consumer Protection and last November, a revision of this section of the code was made. However, a few changes were missed. This agenda item allows for the correction to the language consistent with current state statute. Additionally, tattoo and body piercing parlors moved from the DHS to the Department of Safety and Professional Services. When this code was ratified last year, DSPS had not yet reauthorized their portions of code and that was therefore an unknown. These are all relatively minor changes but important if an action is ordered or enforcement is needed.

A motion was made by Leon Saryan, seconded by Allen Owen, to accept the changes to Chapter 12 of the Greenfield Municipal Code. The motion carried unanimously.

11. Discussion and decision regarding endorsement of Departmental Strategic Plan

**Departmental
Strategic Plan**

Work commenced on Strategic Planning early this year and internally with staff starting in February. The department worked through an intentional process, aided by a MPH graduate student, to address

mission, vision, values, and then strategic priorities. Mr. Rausch provided an overview of the Departmental Strategic Plan which included three strategic priorities that are similar to those in the prior strategic plan, and include: Competent workforce/Workforce Development, Partnership and Community Engagement, and Monitoring and Evaluation. The strategic plan will be for the period 2018-2022.

A motion was made by Cindy Leranth, seconded by Luanne Wielichowski, to endorse the Department Strategic Plan. The motion carried unanimously.

12. Discussion and decision related to sexually transmitted infections in Greenfield

STI in Greenfield

For many years, STI infections – particularly Chlamydia and Gonorrhea have increased rapidly. Mr. Rausch is participating in a work group that is looking at adolescent sexual health and the STI issue. He is representing the local health department perspective. Mr. Rausch is concerned that most resources are not located near the City of Greenfield or southern suburbs.

HCET, Health Care Education and Training, an STI resource provider, is working with the Healthiest Wisconsin Partnership Program from the Medical College of Wisconsin to secure a grant for local health departments to open small scale STI clinics. If funding can be secured, the City of Greenfield Health Department has expressed interest to provide small scale sexual health services including testing and treatment of Gonorrhea and Chlamydia, Syphilis and HIV. This would be a pilot program and therefore all the details have not yet been worked out. Mr. Rausch wanted to make the Board aware of this potential program in the early development phase so that when funding is received the department can move forward.

A motion was made by Luanne Wielichowski, seconded by Mary Kitten, an endorsement to pursue the opportunity to open an STI Clinic. The motion carried unanimously.

13. Discussion and decision regarding Public Health Intern position description and recruitment

Public Health Intern Position

With additional grant dollars and an increasing workload, the Health Department sees the need to create and recruit for two public health interns. This item would formalize a process that existed previously within the City. These positions provide valuable life experience in Public Health for students and potentially provide a pathway to open positions that may become available. Students recruited could come from public health programs (undergraduate or graduate), nursing, health education, or other similar areas. This would be a 10-15 hour per week

position. Recruiting could potentially begin following approval at the next council meeting.

A motion was made by Leon Saryan, seconded by Luanne Wielichowski, to accept the creation of two Public Health Intern positions. The motion carried unanimously.

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| 14. | 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: <ul style="list-style-type: none">a. Communicable Disease Updatesb. Environmental Health Updatesc. Personnel Updates | Closed Session |
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A motion was made by Luanne Wielichowski, seconded by Leon Saryan, to adjourn to closed session. The motion carried unanimously.

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| 15. | Adjourn Closed Session and Reconvene into Open Session | Open Session |
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A motion was made by Leon Saryan, seconded by Cindy Leranthe to adjourn the closed session and reconvene into open session. The motion carried unanimously.

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| 16. | Public Health Legislative Updates | Public Health
Legislative Updates |
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The Wisconsin legislative session will reopen following the November elections in early January 2019. In preparation for the new legislative cycle, the WPHA-WALHDAB Public Affairs Committee worked throughout the summer to finalize a set of legislative priorities for the next biennium with the hope of influencing budgetary or policy powers.

The DHS has revamped administrative rule Chapter 140 regarding governing of Health Departments. Approval is expected in spring. Once approved there will be a new set of guidelines by which Health Departments need to work. The Greenfield Health Department is up for review in 2019.

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| 17. | Public Health Research | Public Health
Research |
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The 2018 regional community health survey should be available shortly. The target date had originally been October/November 2018. As mentioned earlier this year, this survey was conducted with Greenfield included with the other communities in Zone D (Greendale, Franklin, & Hales Corners) largely following zip code boundaries.

Mr. Rausch will share the data with the BOH when available.

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| 18. | Executive Officer's Report | Executive Officer's
Report |
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Mr. Rausch will be advancing two MADACC ordinances. One is related to responsible pet ownership. It addresses leashing, tethering, keeping animals outside, and a few other areas. The other ordinance addresses the Trap-Neuter-Release program for feral cats. The ordinance language provided by MADACC is designed to fit within our Municipal Code with the ultimate goal of standardizing this language throughout all municipalities in Milwaukee County.

19. Chairperson's Report

Chairperson's Report

No Report

20. Alderperson's Report

Alderperson's Report

No Report

21. Miscellaneous Board Member's Report

**Miscellaneous Board
Member's Report**

No Report

22. Items For Future Agendas

Future Agenda Items

- Community Health Survey
- MADACC Update

23. Adjournment

Adjournment

A motion was made by Leon Saryan, Seconded by Allen Owen to adjourn the meeting at 8:25 PM. The motion carried unanimously.