



**MINUTES OF THE GREENFIELD BOARD OF HEALTH HELD AT THE GREENFIELD CITY HALL ON JANUARY 12, 2023, AT 6:30 PM**

1. Meeting called to order and roll call @ 6:35 PM

**Meeting called to Order at 6:35 PM**

**ROLL CALL:**

Ald. Pam Akers Common Council Representative	Present
Danielle Stachowiak, RTR(m)	Excused
Richard Dettman, PhD, RDCS	Present
Leon A. Saryan, PhD	Present
Andrew Martinez, Pharmacist BOH Chairperson	Present
Luanne Wielichowski, MSN, FNP	Present
Mary Kitten, DNP, RN	Present
Cindy Leranath	Excused
Abby Gorecki, MPH – Interim Health Officer	Present

2. Approval of the November 10, 2022 and December 16, 2022 Board of Health Minutes

**Approval of 11/10/2022 & 12/16/2022 BOH minutes**

**A motion was made by Luanne Wielichowski, seconded by Pam Akers to approve the November 10, 2022. The Motion carried unanimously**

**A motion was made by Leon Saryan, seconded by Richard Dettman to approve the December 16, 2022, with the correction of Luanne Wielichowski being excused and not absent. The Motion carried unanimously with Pam Akers abstaining**

3. Citizen Commentary

**Citizen Commentary**

None

4. Informational update regarding Respiratory Illness and COVID-19 Pandemic in Greenfield

**Informational updated regarding Respiratory Illness and COVID-19**

Ms. Gorecki reported that there has been a slight increase in the COVID-19 cases. The Health Department has started providing drive-up COVID-19 testing on Tuesdays and Thursdays from 9 AM to 3 PM. “Walk-ins” are accepted but appointments are encouraged. The antigen and PCR tests are available. Vaccination clinics are continuing.

As far as other respiratory illnesses, there has been a rise in hospital admissions as well as nursing home outbreaks.

5. Informational update and discussion related to 2023 department grants

Ms. Gorecki provided an overview of the grants that the department has received. The grants from the previous year will continue into 2023. The Department has applied for several new grants. Ms. Gorecki provided an overview of the requested grants.

**Informational Update related to 2023 Grants**
  
6. Informational update and discussion related to Department of Agriculture, Trade and Consumer Protection (DATCP) agent contract

Greenfield is contracted with DATCAP to provide environmental health inspections and carrying out the ordinances. Ms. Gorecki shared the work plan for 2023. Updates to local ordinances will be made to reflect the changes in the retail food code. Changes will also be made to how licenses are issued to businesses when ownership is transferred to a family member. Additionally there were be some trainings that will occur. Lastly, we will be looking into the policy and procedure regarding the investigation of complaints about unlicensed activities.

**Informational update related to the DATCP Agent Contract**
  
7. Informational update and discussion related to Community Health Assessment and Improvement Process

Ms. Gorecki stated that the plan is to revisit and meet with the steering committee in mid to late February. She plans to contact partners shortly. The Improvement Plan is expected to be completed in May or June with a launch date sometime in July.

**Informational Update related to Community Health Assessment and Improvement Process**
  
8. Informational update related to annual review of Board of Health actions

Ms. Gorecki provided a summary of Board of Health actions.

**Informational Updated related to Annual Review of BOH Actions**
  
9. 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 Luanne Wielichowski, seconded by Mary Kitten to go into closed session. The Motion carried unanimously.**

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| 10. | Adjourn Closed Session and Reconvene into Open Session   | <b>Open Session</b>  |
|     | <b>A motion was made by Leon Saryan, seconded by Luanne Wielichowski to adjourn closed session and reconvene into open session. The Motion carried unanimously.</b>  |  |
| 11. | Discussion and Decision regarding the Health Officer/Director position as of January 1, 2023   | <b>Discussion and decision regarding the Health Officer/Director Position</b>                |
|     | <b>A motion was made by Pam Akers, seconded by Richard Dettman to have chairperson proceed as directed. The Motion carried unanimously.</b>  |  |
|     | Ms. Gorecki asked since the position was posting externally, a discussion for a timeline would need to be determined. The Board stated that they have that under “as directed”.  |  |
| 12. | Discussion and Decision regarding the current Health Officer/Director Job Description  | <b>Discussion and Decision regarding the current Health Officer/Director Job Description</b> |
|     | Ms. Gorecki will be sending the board a copy of the Greenfield job description as well as a copy of the state requirements for a health officer. The position description was last updated on March of 2021. Mr. Martinez had spoken with Julie Foley, Human Resources Director, and said she felt comfortable with the position description as written. |  |
|     | <b>A motion was made by Pam Akers, seconded by Mary Kitten to proceed with current job description with the understanding that the description may be reviewed in the future. The Motion carried unanimously.</b>  |  |
|     | Ms. Gorecki requested to revisit item #11  |  |
| 13. | Public Health Legislative Updates  | <b>Public Health Legislative Updates</b>   |
|     | None   |  |
| 14. | Public Health Research   | <b>Public Health Research</b>  |
|     | None   |  |
| 15. | Executive Officer’s Report   | <b>Executive Officer’s Report</b>  |
|     | Ms. Gorecki indicated that the Health Department is a member of NALBOH and encouraged the board to take advantage of the membership especially new members.  |  |
|     | Department trainings have been taking place with the third training happening at the end of the month. The new staff will be receiving the trainings that will allow them to catch up to the rest of the staff.  |  |

Ms. Gorecki has been bringing contracts to the finance committee. Most are minor changes and updates.

Other than the Public Health Strategist position, the Health Department is fully staffed.

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| <b>16.</b> | Chairperson's Report<br><br>None   | <b>Chairperson's Report</b>                |
| <b>17.</b> | Aldersperson's Report<br><br>Loomis Road will be closed soon. The road should reopen before the end of the year. A safe pedestrian pathway will be included in the road reconstruction. The 120 <sup>th</sup> Anniversary Harley Fest will be occurring in July this year. Layton Avenue will be shut down between 60 <sup>th</sup> St. and 68 <sup>th</sup> St. during that time. | <b>Aldersperson's Report</b>               |
| <b>18.</b> | Miscellaneous Board Member's Report<br><br>None  | <b>Miscellaneous Board Member's Report</b> |
| <b>19.</b> | Items for Future Agendas<br><br>None   | <b>Items for Future Agendas</b>            |
| <b>20.</b> | Adjournment<br><br><b>A motion was made by Pam Akers, Seconded by Mary Kitten to adjourn the meeting at 7:48 PM. The motion carried unanimously.</b>   | <b>Adjournment</b>                         |