



Health Department

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Board of Health Meeting Minutes

DATE: Wednesday, October 14, 2020 TIME: 1:00 P.M.

PLACE: Sauk County Board Room, 505 Broadway, Baraboo WI

REGULAR MEETING

Members Present: Patricia Rego, Rebecca Klitzke, Thomas Dorner, Ross Curry, Ken Carlson, Melanie Burkhalter

Members Absent: Kiana Beaudin

Others Present: Tim Lawther, Cathy Warwick, Dave Bretl, Amy Elizabeth Merwin, Steve Lisser, Jeff Jelinek, Jacob Curtis (Interim Corp Council representative)

Public: None

1. The meeting was called to order at 1:00 p.m. by Patricia Rego, Board of Health Chair. Certification of the open meeting was noted.
2. Motion by Tom Dorner, second by Rebecca Klitzke to approve the Board of Health Agenda for for October 14, 2020 with the following adjustments; be flexible if needed for items; "6.E. Discussion and possible action regarding the authority and responsibilities of the Board of Health" and "6.F. Discussion of recruitment for new Director/Health Officer and interim leadership plans for Sauk County Public Health (SCPH)", as Dave Bretl and Jeff Jelinek are not currently present, and needed for those respective discussions. Motion carried.
3. Motion by Ross Curry, second by Rebecca Klitzke to approve the minutes for the September 9, 2020 Board of Health meeting. Motion carried.
4. **Communications:**
 - A. Rebecca Klitzke passed along greetings from former Supervisor Glen Johnson. Johnson expressed well wishes to all.
 - B. Ken Carlson invited and encouraged all Board of Health members to attend the Health Department's weekly Covid-19 Community calls, which will now be held every Thursday at 1:00 p.m. via Googlemeet. If you want to attend those weekly Zoom meetings contact Tracy Hameau in the Emergency Management department to be added to those calls. All Board of Health members have been added.
5. **Public Comment:** None
6. **Business Items for Discussion and/or Action:**
 - A. Tim Lawther introduced Steve Lisser, the new Environmental Health Manager. Steve shared a little about himself. He's been a Sanitarian for Sauk County since 2015 and he's been in his new role 2.5 days. He's looking forward to leading the department and appreciates the new opportunity.
 - B. Steve Lisser led the discussion regarding the revision of Environmental Health Appeals process pursuant to Chapter 29 – Food Safety and Recreational Licensing and Inspection. The addition mirrors the state statute 68. Jacob Curtis, Interim Corporation Council processed the revision. Motion by Tom Dorner, second by Ross Curry to approve revision regarding the Environmental Health Appeals process pursuant to Chapter 29 – Food Safety and Recreational Licensing and Inspection. Motion carried.
 - C. No action on regarding the review of fees for the Sauk County Ordinance Chapter 27.010: Keeping of Certain Restricted Animals. It will be re-evaluated once the inspection is completed.



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- D. Discussion of the RESOLUTION: Authorizing Strategic Prevention Framework (SPF)-RX Contract with Northeastern Wisconsin Area Health Education Center (NEWAHEC), INC. This is a renewal grant. Motion by Melanie Burkhalter, second by Ken Carlson to approve the RESOLUTION: Authorizing Strategic Prevention Framework (SPF)-RX Contract with Northeastern Wisconsin Area Health Education Center (NEWAHEC), INC. Motion carried.
- E. Dave Bretl, interim Administrative Coordinator reviewed State Statute 251 and Chapter 252 Health Officer duties. Dave suggested that the Board review the Local Board of Health ordinance and work with the new County administrator to define the duties and responsibilities of the Board of Health. He will schedule the new County Administrator to attend the November Board of Health meeting.
- F. Dave Bretl thanked Tim Lawther for his leadership. Dave reported that the County Board Chair McCumber and Board of Health Chair Rego spoke to Jeff Jelinek. Jeff Jelinek will be the incident commander. Cathy Warwick declined serving as the Health Officer as she continues to have residual Covid-19 issues and needs to take care of herself. Dan Bratsett, Human Service Director will assist where he can. They are currently recruiting for a Health Department Director/Health Officer. None has been found at this time. The recruitment closes at the end of the month but may need to be extended. They have reached out to the State for assistance. The Board of Health and Cathy Warwick should be heavily involved in every step of the recruitment process. Once someone is found they will be approved by the Board of Health and finalized by the Board of Supervisors.
- G. Discussion for the Board of Health to support the Protocol for Public Notification of Positive COVID-19 Cases in a Non-Healthcare Establishment. Tim Lawther reported that the Health Department hasn't ever required a business to close. Public Safety is essential in this process and this decision tree provides a clear map of the best practice process. Sauk County Health department developed this protocol and several other counties are using it. It has been in the review process in Sauk County's Corporation Council for several months and have not heard anything back so we bring this forward today for approval. Motion by Tom Dorner, second by Ken Carlson to approve the Protocol for Public Notification of Positive COVID-19 Cases in a Non-Healthcare Establishment. Motion carried.
- H. Discussion of the Sauk County Health Department to proceed and submit for Re-Accreditation through the Public Health Accreditation Board (PHAB). The promise of the initial accreditation process was that accredited Health

Departments would receive an increase in funding. That has not come to fruition. Motion by Rebecca Klitzke, second by Ross Curry, to not apply for PHAB re-accreditation, but strive to meet and exceed our current standards at the accredited level and to maintain the Local Level III Health Department. Motion carried.

- I. Discussion of the 2021 Budget for the Public Health, Environmental Health and Women, Infants and Children. Amy Merwin explained that there were still some issue that had not been completed regarding the reclassification of the Financial Analyst position and just received the most current version of budget, presented at today's Board of Health meeting, just before the meeting started and haven't had time to fully review it. The Justice, Diversion, and Support budget was not included. Motion by Rebecca Klitzke, second by Ken Carlson to approve the \$3,782,880 2021 budget.

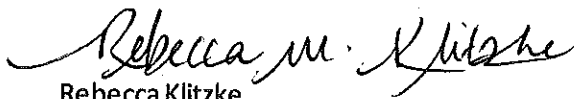
- J. Tim Lawther gave the Director's monthly report:

- i. Covid-19 – We currently have 1285 cases (615 more cases since last month). We've had 384 cases in the last 14 days. Approximately 27 cases per day. We're not going in the right direction. Most of the cases continue to be in the Baraboo area. The Community spread had expanded. We have many documents we share with School Administrators, hospitals, area Businesses, and other community partners and they may need to go to a more virtual learning model instead of in school. We need to continue to focus on community education to keep the simple messages at the forefront. Everyone is experiencing Covid fatigue. People are tired of staying home and are venturing out and attending weddings or other large group settings. We are reaching capacity with contact tracers. They will be focusing on only contacting new positive cases and asking the positive cases to contact their contacts.
- ii. We need to be mindful as we enter the Influenza season. Normally ~45% of the population get the flu shot in southern Wisconsin. Lawther is very concerned about the flu season combined with Covid. Health care systems may become overwhelmed quickly. Lawther suggests that everyone get their flu shot.
- iii. This Thursday will start the new Community meetings (changing from Mondays to Thursdays at 1:00 p.m.)
- iv. The Director's report was provided to Board members via email and Granicus. Tim highlighted a few topics:
 1. Seal-A-Smile is on hold, most likely until 2021.
 2. PNCC – Prenatal Care Coordination, NFP – Nurse Family Partnership and MCH – Maternal Child Health are working hard to expand from 0-3 to 0-5 yrs and include non-first time parents. Goal is to provide equitable opportunities for these families to thrive.

3. Environmental Health continues to do an incredible amount of inspections, COVID checks and education with facilities.
 - v. Coalitions – Our focus is on data-informed, community-driven strategies and interventions to improve health and health equity in Sauk County.
 1. Partnership for Prevention
 - a. Youth Alcohol use – Not My House social hosting campaign
 - b. Alcohol age compliance checks starting soon with Law Enforcement
 2. Healthy Sauk 2030 – Umbrella coalition focused on equity and social determinants of health
 - vi. Data Council – will roll out in September 2020 to start looking at best ways to collect meaningful and comprehensive information about our community's health and wellbeing.
7. Department Updates:
- A. Amy Merwin provided a fiscal report, on Granicus, for Covid-19 expenses through September 30, 2020. The total was \$796,007.21 and we have received \$233,935 in Covid-19 reimbursement funding so far.
 - B. Amy Merwin gave the monthly financial reports for September 2020.
 - C. Amy Merwin reported on the September 2020 invoices Warrant 101420. Motion by Tom Dorner, second by Ross Curry to approve the August 2020 invoices in the amount of \$33,399.17. Motion carried.
8. **Wisconsin Public Health Association (APHA)/Wisconsin Association of Local Health Departments and Boards (WALHDAB).** There was no meeting due to Covid-19.
- A. **Agenda items for next meeting**
 1. Community Health Needs Assessment discussion – Sara Jesse
 2. Board of Health Responsibilities
 3. Covid-19 Update
 4. NFP Program Report, if time on the agenda.
 - B. **Next Meeting Date:** Thursday, November 5, 2020 at 1:00 p.m.
 - C. **Call for Adjournment:** Motion to adjourn the meeting by Rebecca Klitzke, second by Ross Curry. Motion carried.

Time: 3:55 p.m.

Respectfully submitted by:


Rebecca Klitzke
Secretary