



MINUTES – WEST ALLIS BOARD OF HEALTH MEETING
Thursday, December 3, 2015

Members Present:	Ald. Reinke Ald. Roadt Barbara Janusiak Linda Grulke Frank Bialek	Excused:	Mark Roberts Kathy Becker John Ragonese Mary Cay Freiberg
		Staff Present:	Sally Nusslock Diane Dubey

The meeting was called to order by Alderperson Reinke at 6:00 p.m.

The order of the agenda was changed at the call of the chair.

2. Accreditation Review Presentation – Domain 11 and 12

Utilizing a PowerPoint presentation Ms. Nusslock reviewed Domain 11 and 12, two of the 12 Domains of the Public Health Accreditation Board (PHAB) Standards and Measures. Domain 11 focuses on health department management and administration capacity. Using examples of how the Health Department is currently meeting this Standard, she discussed the 2 Standards within the Domain that the Health Department must meet and the Measures contained within each Standard.

The 2 Standards discussed included the following:

- 11.1 – Develop and maintain an operational infrastructure to support the performance of Public Health functions.
- 11.2 – Establish effective financial management systems.

Domain 12 focuses on the health department's support and engagement of its governing entity in maintaining and strengthening the public health infrastructure for the jurisdiction served. Using examples of how the Health Department is currently meeting this Standard, she discussed the 3 Standards within the Domain that the Health Department must meet and the Measures contained within each Standard.

The 3 Standards discussed included the following:

- 12.1 – Maintain current operational definitions and statements of the public health roles, responsibilities and authorities.
- 12.2 – Provide information to the Governing Entity regarding public health and the official responsibilities of the Health Department and the Governing Entity.
- 12.3 – Encourage the Governing Entity's engagement in the Public Health Department's overall obligations and responsibilities.

4. Budget Update

Ms. Nusslock informed that Board that the Budget passed at the last Common Council's meeting and thanked Ald. Reinke for advocating for the Health Department budget. Ms. Nusslock met with the Mayor, City Administrator and Finance Manager regarding continued issues with the salary spreadsheet. She also discussed a proposed carry-over of budget dollars to conduct sewer baiting for rodent control. Previous baiting was funded by Community Development Block Grant (CDBG) dollars, but restrictions that CDBG has in place do not cover salaries or allow baiting to take place at all necessary locations.

5. Legislative Review

Ms. Nusslock distributed a copy of the Legislative Grid which included Wisconsin Association of Local Health Departments and Wisconsin Public Health Association's positions on current bills. Some bills

discussed included AB417 & SB330 which would allow for the limited face-to-face sale of certain homemade baked and canned foods without a licensing requirement, and AB362 & SB206 which allows counties to form a multiple county health department with a minimum initial term and, in addition, requires counties participating in a multiple county health department to determine tax levy contributions from each participating county on a per capita basis. This bill may impact our contract with West Milwaukee since it has been amended to include city level health departments. It has been referred to our Finance Director for review and was also shared with West Milwaukee administration. She also informed the Board there is a national movement to approve the sale of raw milk and also discussed a bill to be introduced, which would add a heroin metabolite to the definition of a restricted controlled substance for which a person's blood may be tested in order to determine whether a person has operated a vehicle under the influence of a restricted controlled substance.

Linda Grulke present at this time.

1. Approval of Minutes of October 22, 2015

A motion was made by Frank Bialek and seconded by Barb Janusiak to approve the minutes of October 22, 2015. The motion carried unanimously.

3. National Public Health Performance Standards (NPHPS) (Action Item)

The Board was given a printout of their scoring of all ten Essential Services from previous meetings for their review and final approval.

A motion was made by Barb Janusiak and seconded by Linda Grulke to approve the scoring of the ten Essential Services. The motion carried unanimously.

6. Accreditation Update

Ms. Nusslock stated that the Board and Staff have gone through review of all 12 Domains of the Public Health Accreditation Board's (PHAB) Standards and Measures.

City of Wauwatosa has successfully been accredited. This is one of the agencies we mentored on the process. There has been no discussion from PHAB in regards to reaccreditation process.

7. Community Health Assessment Update

Ms. Nusslock stated that all data is in and some draft sections should be presented to the Board at the January meeting for their review.

8. Farmers Market

The Farmers Market season has ended and was another successful year. The SNAP program was never implemented because IT could not secure us a reliable connection using our system. The landline telephone line was removed when the Market was renovated. A new line needs to be brought in. The telephone pole had also been removed and there isn't one close enough to run a line from. AT&T will be tunneling a phone line to the market office in spring when it gets warm enough.

9. Health Department Report

Ms. Nusslock reported the following:

- A Public Health Nurse will be retiring the end of February 2016.
- A new Public Health Nurse has been hired and began December 1, 2015.
- The Wellness Coordinator recently delivered a healthy baby boy.
- Will be meeting with City Administrator & Fire for City preparedness planning and training.
- There will be a full scale regional emergency preparedness drill scheduled to take place in June 2016 which we will participate in. It will be centered on an anthrax threat.

- The agreement with the Red Cross is up for renewal. The Fire Department is to take the lead in renewing.
- The Health Department is in the process of switching over to Novatime, which is the City's new time-keeping program.
- A few Staff members are participating in a LEAN training program. The Department is working to improve customer satisfaction, staff satisfaction and error prevention with our current Immunization Clinics.
- Rodent complaints have decreased.
- The family with the pot belly pig has moved out of the city.
- The Environmentalist will be completing a self-assessment for the FDA Food Standard Program in 2016. We have applied for a \$2,000 NACCHO grant for this. Funding will be used to cover a stipend for an AHEC student intern or program related expenses. Once we complete the self-assessment we will be eligible to apply for larger grants to undertake activities to meet the program standards.
- A \$15,000 ASTHO grant was received from the State to participate in a hypertension research program focusing on women of childbearing age
- Three of our Promotoras have now been certified for our medical interpreting.
- There are currently 37 cases of Mumps reported in the State, including one in the Milwaukee area.
- E-WIC, WIC's program change from a paper check to a swipe card system, is going well.

10. 2016 Meeting Schedule – Action Item

A copy of the 2016 Board of Health meeting schedule was distributed. A motion was made by Barb Janusiak and seconded by Linda Grulke to approve the 2016 Board of Health meeting schedule. The motion carried unanimously.

11. Items of Next Meeting

Board was informed they could submit any items for the next meeting agenda to Sally or Diane no later than noon on the Thursday prior to the meeting date.

12. Next Meeting

Thursday, January 28, 2016

13. Adjournment

There being no further business, a motion was made by Barb Janusiak and seconded by Ald. Roadt to adjourn at 7:02 pm. The motion carried unanimously.

Respectfully submitted,

Sally Nusslock
Health Commissioner