



**MINUTES – WEST ALLIS BOARD OF HEALTH MEETING
Thursday, September 29, 2016**

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

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

1. New Board Member – Introductions

Ms. Nusslock introduced Karen Gibb to the Board members. Ms. Gibb is Vice President and Chief Nursing Officer at Aurora West Allis Medical Center. She discussed her past work experience and education.

2. Approval of Minutes of May 26, 2016

A motion was made by Frank Bialek and seconded by Mary Cay Freiberg to approve the minutes of May 26, 2016. The motion carried unanimously.

Linda Grulke present at this time.

3. Presentation – Food Program and Licensing Changes

Utilizing a PowerPoint presentation Ms. Temke discussed the program areas covered by the Environmental Division with a special focus on the Food Program changes. She explained the State Statute change that moved the food program area in the Department of Health Services to the Department of Agriculture, Trade and Consumer Protection. She explained to the Board the FDA Voluntary National Retail Food Regulatory Program Standards and how they are designed to help the Environmentalist enhance the services provided to the public. The State will be adopting this model to assess local health departments in the near future. Ms. Temke also reported on the QI project the Environmental staff completed related to critical handwashing violations.

4. 2017 Budget

Ms. Nusslock informed the Board that we have submitted the Department’s budget to the Mayor. She stated that we have come in under budget as requested. The salary spreadsheet continued to have numerous errors that needed be corrected prior to final submittal. New this year was the requirement to enter fringe benefit amounts and complete an IT inventory. The budget will be published within the next few days and will be introduced to the Common Council Tuesday, October 4, 2016.

5. Job Description/Wage Study

Sally discussed the Wage and Compensation Study approved earlier in the year by the Common Council. A job description questionnaire was completed by all employees defining the tasks they do, who they interact with, education/ certifications, etc. All have been submitted to HR and then sent to the consultant. The consultant plan is to have recommendations to the Common Council by the end of November. The reorganization of the Department and filling of some vacant positions has been placed on hold until after the recommendations have come back.

6. Community Health Improvement Plan Report

The three priorities that were selected from the Community Health Assessment each have a workgroup set and are working on writing the goals, objectives. The workgroups are to submit their preliminary recommendation by next week. The Health Department will review and then bring the recommendations to the steering committee for comment, review and final approval.

7. Performance management/Quality Improvement Report

This item was reported out in #3 above.

8. BOH November/December Meeting Date

Ms. Nusslock stated that the Board typically combines the November and December meetings due to the holiday conflicts with our meeting dates. Three proposed dates for the next Board of Health meeting, December 1, December 8, or December 15, 2016 were suggested and discussed. A motion was made by Mary Cay Freiberg and seconded by Barbara Janusiak to schedule the November/December meeting on Thursday, December 8, 2016. The motion carried unanimously.

9. Rutgers and Johnson & Johnson School Health Leadership Update

Ms. Nusslock reiterated that this is the program she and Ms. Duemke are working on with the School District nurses to promote leadership development in school nurses and to get them more involved in the community. Ms. Nusslock and Ms. Duemke will be going back to New Jersey in November to close out the 18 month program and discuss the project that was worked on. The project that had been selected addresses chronic attendance issues in elementary schools. Ms. Nusslock was able to secure a two-year \$49,000 grant to assist in the implementation of the project.

10. Farmers Market Report

The SNAP Program has been up and running since June and has been successful. Advertising on Social Media has been limited due to the small supply of tokens. Five thousand token were originally requested but only 1,000 were sent from Hunger Task Force. Additional tokens were ordered in July, but have not been received.

Octoberfest was held September 24th at the Market. Turnout was fairly good. There were more food vendors present this year.

MaryCay Freiberg excused at this time.

11. Health Department Report

Ms. Nusslock reported the following:

- Wellness Coordinator position is being transitioned over to Human Resources and will become a full-time position there also doing insurance benefits. Health Risk Appraisals are being jointly worked on by Ms. Nusslock and Ms. Barwick. HR is also not able to recruit for the new position because of the salary study.
- Involved with the City Strategic Plan. They are at a point where they're starting to set some goals, objectives and activities. Committee is hoping to have something finalized by the end of the year which will then go to the Common Council for approval.
- Have been working with the Fire Department on an assessment of the entire workforce to make sure that all employees have the minimum required training on Emergency Preparedness. The City participated in a table-top training in March with Milwaukee County Emergency Management. The EOC was set up the week prior to the State Fair and employees were invited to tour it.
- Will be recruiting for a half-time Public Health Nurse to replace Lori Hendrickson who has gone back to school to obtain her Master's in Public Health.
- Flu shot dates have been set. Copies of schedules were available for Board Members to take. Information on the flu vaccines and clinic dates was in the City Newsletter and posted on the website. There have been no flu cases reported as of yet. This year the flu mist will not be offered due to the efficacy of it being

low. Health Department has partnered with the Aurora pharmacy unity to provide flu shots at the food pantries to cover individuals that lack health care coverage.

- Multiple departments have been addressing hoarder cases within the City. We are currently working with the Attorney's Office to create a human and health hazard ordinance to help address this issue.
- The City is considering a reorganization which would shift Department Heads under the City Administrator instead of under the Mayor. The Mayor has also initiated discussion on having a new code enforcement division in the Building Inspection Department.
- Liquor license quotas – 2 different ordinances have been introduced as to whether the City should have quotas or not.
- One of the local breweries wanted to utilize the Farmers Market for events over the summer, but issues with who would be the holder of the liquor license came up as they were not eligible under statute. City is looking into ways that to see if there is a way city property would be able to hold such events in the future.
- There has not been any rodent baiting this summer due to the food supply for rodents being abundant with gardens, fruit trees and bird feeding. We continue to do the follow-up with complaints. Will look during winter as to where complaints are and begin baiting those areas and where roads/sewer work is planned.
- Ald. Reinke informed the Board that the Ordinances relative to licensing and restrictions on e-cigarettes has passed.

12. BOH Requests for Agenda Items for Next Meeting

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

13. Next Meeting

Thursday, October 27, 2016 at 6:00 pm unless matters are brought forward that need to be presented to the Board before that time.

10. Adjournment

There being no further business, a motion was made by Ald. Roadt and seconded by Frank Bialek to adjourn at 7:00 pm. The motion carried unanimously.

Respectfully submitted,

Sally Nusslock
Health Commissioner