

**BOARD OF HEALTH MEETING**  
**Tuesday, October 13, 2009**  
**10:00 AM or immediately following the Council on Aging meeting**  
**Large Conference Room – Polk County Health Department**

**AGENDA**

- Call to order
- Approval of Agenda
- Public Comment
- Approval of Minutes from September, 2009 meeting
- Monthly Bills Review  
(Finance Committee: Bob Dueholm, Viola Karr, Mary Stachowski)
- Monthly Statistical/Financial Reports for the Department
- Out of County Meetings Report
- Old Business
  - Update on seasonal and H1N1 influenza vaccine/activities – Sampson
  - 2010 Department Budget Update - Sampson
  - PHAB Beta Test Site application – Sampson
  - Update on Preparedness Consortium Transition - Sampson
- New Business
  - New Home Care Regulations
    - Breach Notification Rule – Hodgson
    - CAHPS Survey Requirement – Hodgson
  - Report from Professional Advisory Committee Meeting – Sampson
  - Exploration of Outdoor Wood Burner ordinance - Hobbs
  - NACCHO 2008 National Profile of Local Health Departments Report - Sampson
- Director's Report
- Board member Comments/Observances
- Adjourn

Enc: BOH minutes September, 2009

This meeting is open to the public according to Wisconsin State Statute 19.83. Persons with disabilities wishing to attend and/or participate are asked to notify the County Clerk's office (715-485-9226) at least 24 hours in advance of the scheduled meeting time so all reasonable accommodations can be made. Requests are confidential.

This meeting is open to the public according to Wisconsin State Statute 19.83. Persons with disabilities wishing to attend and/or participate are asked to notify the County Clerk's office (715-485-9226) at least 24 hours in advance of the scheduled meeting time so all reasonable accommodations can be made. Requests are confidential.

## BOARD OF HEALTH

The Polk County Board of Health met in the conference room of the Health Department at 10:00 AM on October 13, 2009

**Present:** Neil Johnson                      Wanda Johnson                      Dr. Arne Lagus  
                 Bob Dueholm                      Jim Edgell

**Absent:** Rick Scoglio                      Gary Bergstrom

**Also:** Gretchen Sampson                      Bonnie Leonard                      Carolyn Griffin  
                 Caralynn Hodgson

Chairman Neil Johnson called the meeting to order.

**Motion by Edgell/Dueholm to approve the agenda. All in favor. Motion carried.**

Supervisor Dueholm stated the minutes from the September meeting should reflect that Dueholm asked how the cost per visit is calculated in the Home Care program, not Dr. Lagus. The minutes will be amended to reflect this change on page 1 under New Business; agenda item, Monthly Statistical Reports.

**Motion by Dr. Lagus/Dueholm to approve the minutes as amended from the September meeting. All in favor. Motion carried.**

### Monthly Bills Review

Sampson handed out the list of bills for review and answered any questions.

**Motion by W. Johnson/Dr. Lagus to approve the bills in the amount of \$51,672.65. All in favor. Motion carried.**

### Monthly Statistical Reports

Sampson reviewed the September budget overview report for the Public Health programs. Some of the budgets reflect a negative fund balance because of a lag in grant funding and billing. There was a brief discussion about the Immunization budget and the flu program. Sampson reviewed the statistical summary and revenue and expense report for the Home Care Program and explained the cost per visit for Supervisor Dueholm on the report which changes monthly according to revenue and expenses for that month. Caralynn Hodgson, Home Care Supervisor, addressed the status of recent home care referrals.

**Motion by Dueholm/W. Johnson to approve the statistical reports. All in favor. Motion carried.**

## **Old Business**

### **Update on season and H1N1 influenza activities**

Sampson handed out some information from the Wisconsin Division of Public Health on the confirmed and probable cases of H1N1 in the state by county.

Sampson stated that this virus is at a relatively moderate level. There are weekly teleconferences on the H1N1 to provide up to date information to the local health departments.

The Health Department has submitted an initial order of the vaccine and will be having an initial clinic for agency staff and EMS/First Responder personnel in the county this month. The Department is preparing for school based clinics and will be using Public Health Emergency Response funding to temporarily hire people to immunize at these clinics. The Department is working on parent letters, consent forms and other information to conduct these school based clinics. There are over 8,000 students in Polk County so this is a large coordination effort.

### **2010 Department Budget Update**

Sampson distributed handouts she gave to the joint Finance/Personnel meeting she attended on October 7<sup>th</sup>. A motion passed at that meeting to restore the \$50,000 cut to the Home Care budget. Discussion followed regarding the county budget process.

### **PHAB Beta Test Site application**

The Public Health Accreditation Board application for the Health Department to be a beta test site was not approved. Sampson said the department will move forward toward the accreditation goal regardless.

### **Update on Preparedness Consortium**

LaCrosse County signed an agreement on October 1<sup>st</sup> to pay Polk County as fiscal agent, \$21,000 for the balance of the year for staff help complete objectives for 2009. On January 1, 2010 the Preparedness Consortium will be expanding from fourteen counties to eighteen counties plus two tribes.

Sampson stated an additional staff member is necessary for the increased workload and geographic size of the consortium. The position of Public Health Liaison Specialist will be posted this week. The member counties will allocate additional dollars of their local preparedness funding for this position.

## **New Business**

### **New Home Care Regulations**

Caralynn Hodgson, Home Care Supervisor, handed out information on two new Federal regulations impacting Home Care.

### **Breach Notification Rule**

Effective September 23, 2009 this rule deals with protected health information. Any unauthorized release of protected health information needs to be documented by the agency in a Breach Log. Hodgson is working with the IT Department to assure staff laptops are encrypted for security reasons in case of a theft or loss. Each agency is required to establish and enforce breach notification policies and procedures and to regularly train staff.

### **CAHPS Survey Requirement**

This is a new requirement for home care agencies to hire a third party survey vendor to conduct patient surveys. This Consumer Assessment of Healthcare Providers and Systems becomes mandatory by the end of First Quarter 2010. In the past, Polk County Homecare has conducted patient surveys in house when patients are discharged. This new regulation will be time consuming for staff to furnish patient data to the survey vendor and also will incur an unbudgeted expense in 2010.

### **Report from Professional Advisory Meeting**

Sampson handed out the minutes of the September 22, 2009 meeting. The following issues were discussed and reviewed for Public Health programs: H1N1; Seasonal Flu; Lyme Disease issues; Community Health Improvement Plan; Childhood Immunization Rates in Polk county, and Child Death Review Team. Home Care Program Review included: Medicare Condition of Participation; Program Evaluation; Medication Interaction Procedure, INR Procedure, Standing Orders were reviewed by physician members of the committee.

## **Outdoor Wood Burner Ordinance**

Brian Hobbs, Environmental Specialist handed out some information from the Minnesota Pollution Control Agency on outdoor garbage burning and also a memo from the Wisconsin of Public Health, Bureau of Environmental and Occupational Health on wood burning stoves.

Hobbs talked about the complaints he receives from the public regarding outdoor burning concerns and stated that there have been complaints of people burning garbage in their outdoor wood furnaces. Hobbs further stated that people are unaware that burning of plastic and other contaminants release carcinogens and other toxins into the air that affect plants, animals and ultimately the food supply. Discussion followed regarding the possibility of a county burning ordinance, the role of municipalities in this issues, etc.

Dr. Lagus suggested a public educational campaign regarding outdoor burning. This approach was the concensus of the Board members. Sampson suggested that in the future, if necessary the existing human health hazard ordinance in the county could be amended to include burning issues.

## **NACCHO 2008 National Profile of Local Health Departments Report**

Sampson passed out information from the annual report published by the National Association of City County Health Officials. This report covers statistical information covering many areas affecting local health departments across the country.

## **Director's Report**

Sampson has accepted the resignation with regret of Kelly Tricker, Jail LPN. Kelly has resigned to assume full time employment elsewhere. This position will not be replaced at this time.

**Motion by Edgell/W. Johnson to adjourn. All in favor. Motion carried.  
Meeting adjourned at 12:15 PM.**

**The next Board of Health meeting will be November 10, 2009 at 10:00AM.**