

## VILAS COUNTY PUBLIC HEALTH BOARD MEETING

DATE: March 10, 2010

Chairman Ron DeBruyne called to order the regular meeting of the Vilas County Public Health Board at 9:30 a.m. on March 10, 2010 in Vilas County Conference Room 2 of the Vilas County Courthouse, Eagle River, WI.

**Present:** Ron DeBruyne, Al Bauman, Jim Behling, Ed Bluthardt, Linda Thorpe, Terrance Moe, Becky DeMuth, Julie Balocca, Gina Egan and Wendy Budde.

**Absent/Excused:** Dawn Gapko, Colleen Gorrilla, Dan Paretsky, and Randy Samuelson.

**Also Present:** Gary Peske, Mike Robillard, Kelley Moran, Jan Santarius, and Jerry Bybee.

2. Motion by Bauman, second by Thorpe to approve agenda to be discussed in any order by the Chair. Carried.

3. Motion by Thorpe, second by Bauman to approve minutes of February 10, 2010 meeting. Carried.

4. **Approve Staff Attendance at Upcoming Meetings:** Motion by Bluthardt, second by Bauman to approve staff attendance at all upcoming meetings. Carried.

3/10 – Laurel to attend WIR User Group Meeting in Rhinelander.

3/25&26 – Heidi to attend Northwoods Coalition at Fort McCoy (Overnight)

3/31 – Laurel to attend Breastfeeding Peer Counseling Coordinator Training in Stevens Point (Overnight).

4/7&8 – Heidi to attend Wisconsin Tobacco Prevention and Control Conference in Madison (Overnight).

4/14&15 – Gina to attend Wisconsin Environmental Health Spring Seminar in Marshfield (Overnight).

**Introductions were made around the room.**

**\*Dr. Moe arrives 9:40 a.m.**

8. **Kiwanis Club – Northwoods Dental Program Donation:** Kelley Moran speaks about past monetary help received from the Lakeland Area Kiwanis Club. Jan Sanitarius and Jerry Bybee from Lakeland Area Kiwanis Club are in attendance. They tell the committee about the Kiwanis Club. They have given a donation of \$300.00 to the Northwoods Dental Program. They are presented with a Certificate of Appreciation.

7. **Vilas Area Silent Sports Association Presentation:** Mike Robillard from VASSA (Vilas Area Silent Sports Association) is in attendance. They meet the 2<sup>nd</sup> Wednesday of each month at Trees for Tomorrow. They promote silent outdoor recreational activities.

5. **Community Health Improvement Plan LTE Staff Resolution:** Egan requests this item be tabled. Motion by Bauman, second by Thorpe to table. Carried.

**6. Public Health Department Budget Adjustments Resolution:** Two resolutions are presented to committee for approval. Motion by Bauman, second by Thorpe to approve resolutions and forward to County Board. Carried.

**12. Humane Officer Services:** Egan tells committee that ads were placed in several newspapers requesting proposals for Humane Officer Services. Three applications were received. Discussion. Interviews will be set for March 24, 2010 at 10:00 a.m.

Discussion was had regarding requirements for job and expectations of the Sheriff's Department.

\*Martha Milanowski, Corporation Counsel joins meeting at 10:25 a.m. to answer questions from committee. She recommends that a letter be sent to each applicant outlining duties.

Motion by Behling, second by Bluthardt that an outline of duties be sent to each applicant and each Board member shall be provided with a copy of the proposed contract and applications before the interviews are held. Carried.

**9. Michigan/Wisconsin Cross Border Memorandum of Understanding:** Egan requests permission to send letter to Attorney General Van Hollen to endorse the Health Department going forward with the Mutual Aid Agreement between Wisconsin and Michigan for Emergency Response and Recovery. Motion by Thorpe, second by Bluthardt to allow Egan to bring letter back to meeting next month. Carried.

**10. Oral Health Coalition Meeting – Board of Health Attendance:** Oral Health Coalition will be meeting on June 3<sup>rd</sup>, 2010 at The Waters in Minocqua. Egan requests attendance by some of the committee members to speak as policy makers.

**11. Voluntary Accreditation for Local Health Departments:** Egan speaks to committee about the Health Department becoming accredited. A handout outlining Wisconsin's Public Health Quality Initiative is given to members. A \$2,800.00 stipend may be given to Vilas County if we participate and are chosen. Discussion.

Motion by Thorpe, second by DeBruyne to participate. Bluthardt opposed. All others voting aye. Carried.

**13. Smoking Cessation Program:** Discussion. Motion by Bauman, second by DeBruyne to go forward with the program as soon as possible. Employees will be reimbursed for 75% of the cost of the program if they complete it. Spouses and dependents of employees can participate if they pay the fee, but they are not eligible for reimbursement. Carried.

**14. Employee Recognition Program:** Egan suggests that employees of Vilas County will receive a certificate of recognition after 5 years of service to Vilas County and every 5 years thereafter; this is to include part time people. Discussion.

**15. Environmental Health Program:** Egan informs the committee that there are several candidates for the position of Sanitarian. Interviews will be conducted March 22 by Dr. Greg Kleinheinz. Upon finding a suitable candidate she is willing to move forward to

Full Agent Status for the Department of Public Health, and Retail Food Inspection for DTCAP. Motion by Bluthardt, second by Behling approving letter to James Kaplanek requesting full agent status and \$10,000.00 State Aid to ensure the success of the program; and letter to Mike Barnett from DATCAP for Retail Food Inspection Program. Carried.

**16. Office Equipment Purchases:** Egan presents committee with three bids for the purchase of 2 file cabinets for the Environmental Health Program. Motion by Bauman, second by Thorpe to approve the bid from Clermont. Carried.

**17. Director's Report:**

- April 8-11 is Public Health Week. There will be an informational display in the hallway by the Extension Office.
- Egan suggests emailing agendas. Email addresses are collected.
- Plan with Oneida County to enter into a partnership to provide birth control to our clients.
- Update on Dental Program statistics.
- Emergency Preparedness tabletop to be held June 10<sup>th</sup> at St. Peter's Church.
- Connectivity Survey handout.
- Workman's Comp. – new forms were provided to Department heads.
- Participation in Journeys Marathon to include Children's Fun Run.
- WPHA Annual Meeting in May – Board members encouraged to attend.

**18. Review of Monthly Budget:** Discussion.

**19. Letters and Communications:** None.

**20. Approve Vouchers:** Motion by Thorpe, second by Bluthardt to approve paying vouchers. Carried.

**21. Next Meeting: Wednesday, March 24, 2010 at 10:00 a.m.**

**22. Adjournment:** Motion by Bluthardt, second by Thorpe to adjourn. Carried. Meeting adjourned at 11:58 a.m.

Minutes reflect notations of the recorder, Wendy Budde, and are subject to approval by this Board.