

MINUTES OF THE BOARD OF HEALTH OF THE CITY OF CUDAHY HELD AT THE MUNICIPAL  
BUILDING, 5050 SOUTH LAKE DRIVE, CUDAHY, WI ON TUESDAY,  
**February 25, 2014**

**ROLL CALL**

The meeting was called to order at 5:45 PM by Board Chair Carol Wantuch with the following members present: Dr. Sherman, Kim Whitmore, Megan O’Keefe, Patricia Borkowski, Ald. Mary Schissel, Dr. Shampo and Neil White.

Absent: Lynn Damitz.

Also in attendance: Mayor John Hohenfeldt and a Health Department Intern, Emily Krueger.

**OPENING STATEMENT**

The proper opening statement was read.

**APPROVE MINUTES**

Moved by Dr. Sherman, seconded by Ald. Mary Schissel to approve the minutes of November 26<sup>th</sup>, 2013 meeting. All voting in favor.

**HEALTH OFFICER REPORT**

**Agenda Items from 01/28/2014 Cancelled Meeting**

Accreditation Update and Strategic Planning Review

- a. The health department is reviewing a “Domain of the Month” to help educate all staff and the board of health on the accreditation process. The “Domain of the Month” for February is *Domain 3 – Inform and education about public health issues and functions.*
- b. Kim Whitmore and Carol Wantuch will be meeting to work on improving the governing structure for the Board of Health, as well as creating a Board Member Orientation. Input is needed from current board as to what would be helpful to include in the new board member orientation. Kim Whitmore will be focusing on this as her project for the MARPHLI fellowship she is involved with. (*ongoing*)
- c. Next staff strategic planning meeting is January 31st at 1:00pm – the board of health is invited and encouraged to attend.

Review of Accreditation Domain of the Month

- a. The Board of Health will review and discuss *Domain 2 – Investigate health problems and environmental public health hazards to protect the community.*

Sexual Health Program

- a. Teen Pregnancy Brochure has been approved for distribution by health , but a discussion is needed before we move forward to discuss distribution in the schools with the School Board.
- b. The health department received two boxes of condoms (a total of 2000 condoms) for free from a donation to a local free clinic. The plan for distributing these needs to be discussed.

**Reports**

1. Communicable Disease Report (See attachment)
  - a. Two suspect TB cases are currently under investigation.
  - b. Increase in cases of influenza in the new year.
2. Environmental Health Report
  - a. Working with several hoarding and human health hazard properties.
3. Healthiest Cudahy Coalition
  - a. The first Quarterly Meeting was held on December 4<sup>th</sup> and December 5<sup>th</sup> and was very successful. The next meeting is TBD
  - b. BOH Members are encouraged to join the coalition.
4. Immunization Clinics
  - a. A draft MOU for the immunization consortium is being reviewed, currently. This would allow for sharing of some aspects of immunization program coordination and allow increased access to clinic services for residents.

5. School Health
  - a. No new updates
6. Refugee Health Program
  - a. No new updates
7. Baby BUMPS Program
  - a. Working with WIC to help identify additional clients using the ROSIE system.
8. WIC Updates
  - a. Working on revision of budget to adjust for ~\$18,000 reduction in 2014 budget.
  - b. Internal survey was created and conducted with very positive feedback from participants on the WIC services provided by our program.
  - c. May consider expanding hours to offer more appointments and check pick up in the early evening, based on the survey that was conducted.
  - d. WIC site visit/evaluation scheduled in February.
9. Grants
  - a. Monitoring of grant objectives is ongoing.
  - b. Looking for grant opportunities to help support substance abuse prevention and treatment.
10. Trainings
  - a. The health department continues to be very active in continued education and professional development to enhance our abilities to better serve our community. The following conferences/trainings were attended since the last meeting:
    - i. Several staff received online training on quality improvement.
11. Community Outreach
  - a. The health department has been focused on being more visible in the community and providing more health promotion education. The following are activities they have been involved with and the topics of education provided:
    - i. Library, YMCA, Health Department Displays – Lead, Gun Lock Program, ACA
    - ii. Social Media–We continue to post information weekly related to current events, monthly awareness topics, and emergency preparedness. Looking to possibly start a blog, as well.
12. Emergency Preparedness Update
  - a. Mid year review will be scheduled in February.
13. Software Development
  - a. Kim Whitmore has been working in collaboration with several other health officers to develop a customized activity tracking program. There is interest from the state to look at this program and possibly adopt state-wide.
  - b. The beta-testing phase went well and the program has been updated. Currently, it is being moved into our own domain and we anticipate implementing the program by February 1<sup>st</sup>.
14. Students
  - a. We are hosting 2 public health students from Carroll University this spring.
  - b. We are also hosting a Cardinal Stritch Nursing student for 4 hours/week.

### **Agenda Items for 02/25/2014 Meeting**

#### Accreditation Update and Strategic Planning Review

- a. The health department is reviewing a “Domain of the Month” to help educate all staff and the board of health on the accreditation process. The “Domain of the Month” for March is *Domain 3 – Inform and education about public health issues and functions.*
- b. Kim Whitmore and Carol Wantuch will be meeting to work on improving the governing structure for the Board of Health, as well as creating a Board Member Orientation. Input is needed from current board as to what would be helpful to include in the new board member orientation. Kim Whitmore will be focusing on this as her project for the MARPHLI fellowship she is involved with. (*ongoing*)

#### Review of Accreditation Domain of the Month

- a. The Board of Health will review and discuss *Domain 2 – Investigate health problems and environmental public health hazards to protect the community.*

## Sexual Health Program

- a. Teen Pregnancy Brochure has been approved for distribution by the health department; however, a discussion is needed before we move forward to discuss distribution in the schools with the School Board.
- b. The health department received two boxes of condoms (a total of 2000 condoms) for free from a donation to a local free clinic. The plan for distributing these needs to be discussed.

## Health Officer Transition

- a. Kim Whitmore has accepted a position with the Wisconsin Division of Public Health as the Health Policy Section Chief. Her last day will be March 7<sup>th</sup>. The plan for interim coverage is being discussed and the posting for the replacement is pending Personnel Committee approval.

## Reports

1. Communicable Disease Report (See attachment)
  - a. Two suspect TB cases are still under investigation.
2. WWWP Changes
  - a. There are significant changes being made to the Wisconsin Well Woman Program. We are still uncertain of our future role and are awaiting more guidance from the state.
3. School Health
  - a. Review of policies was discussed with Dennis Banach and a member of the School Board.
  - b. Vision Screening will be held in March/April in partnership with the Lion's Club.
  - c. Immunization compliance review is ongoing.
4. Refugee Health Program
  - a. No new updates
5. WIC Updates
  - a. Having regional discussions about the possibility of sharing WIC services.
6. Grants
  - a. Monitoring of grant objectives is ongoing.
  - b. Looking for grant opportunities to help support substance abuse prevention and treatment.
7. Community Outreach
  - a. The health department has been focused on being more visible in the community and providing more health promotion education. The following are activities they have been involved with and the topics of education provided:
    - i. Library, YMCA, Health Department Displays – Lead, Gun Lock Program, ACA
    - ii. Working on a heroin display board and expanding social media messaging to share resources and information to the community.
    - iii. Social Media–We continue to post information weekly related to current events, monthly awareness topics, and emergency preparedness.
8. Emergency Preparedness Update
  - a. Mid- year review held with state in February.
  - b. Coordination is ongoing for regional exercise to be held in May.
9. Software Development
  - a. Kim Whitmore has been working in collaboration with several other health officers to develop a customized activity tracking program. There is interest from the state to look at this program and possibly adopt state-wide.
  - b. The program has been migrated to our own domain and staff is currently being trained and beginning to implement the program.
10. Students
  - a. We are hosting 2 public health students from Carroll University this spring.
  - b. We are also hosting a Cardinal Stritch Nursing student for 4 hours/week.

Moved by Ald. Schissel, seconded by Dr. Shampo to accept the Health Officer's report.  
All voting in favor.

## **OTHER BUSINESS**

Mayor Hohenfeldt addressed the Board and had much praise for Kim Whitmore and what she has accomplished during her tenure as Cudahy Health Officer. He and all board members wish her success in her new position with the Wisconsin Division of Public Health.

At this time the city is looking to hire an interim while the search begins for a new Health Officer. There is a possibility that this interim could be the Greenfield Health Officer since he is familiar with the WIC Program. It is anticipated that ads for the new position will be posted in one to two weeks.

The WIC Program is federal funded and there have been cuts which necessitate looking carefully at the Cudahy Program. To better serve all the clients, the possibility of becoming a satellite of the West Allis WIC Program is being investigated.

The Mayor has some concerns about all of the city departments that have their own Facebook sites inclusive of the Health Department.

Moved by Dr. Sherman, seconded by Megan O'Keefe that a letter be sent to Common Council requesting permission of the City Council for the Health Department to maintain a Facebook website.

Motion Passed.

There was a brief report by the Mayor on a situation that took place on February 24<sup>th</sup>, 2014 regarding a rooming house. A rooming house on Layton Avenue reported that they were without heat because of boiler repairs. Police, Fire and Health Departments responded at about 10:00pm. As a result the building has been closed and may not reopen until the many violations that were found have been corrected. The Red Cross and the building owner have found temporary housing for the tenants of that building.

A citizen found a container of the drug Narcan in a snow bank recently and brought it to the Health Department. It is used to reverse the effects of a heroin overdose. The container is in the possession of the Police Department.

There was considerable discussion on the subject of providing condoms by the Health Department.

Moved by Dr. Sherman, seconded by Megan O'Keefe that the Board support starting a program that helps to provide education and safe and effective alternative methods of contraception. This subject will be discussed further when a new Health Officer is hired.

Motion Passed.

Carol Wantuch questioned future Board of Health meetings being conducted without a Health Officer.

Moved by Ald. Schissel, seconded by Dr. Sherman that unless there is an emergency, this Board will not meet until a new Health Officer is employed.

Motion Passed.

## **ADJOURN**

Moved by Ald. Schissel, seconded by Megan O'Keefe to adjourn 7:04 PM.

All voting in favor.

Respectively submitted,

*Neal White, Secretary*