

MINUTES OF THE BOARD OF HEALTH OF THE CITY OF CUDAHY HELD AT THE MUNICIPAL
BUILDING, 5050 SOUTH LAKE DRIVE, CUDAHY, WI ON TUESDAY,
October 9, 2012

ROLL CALL

The meeting was called to order at 5:45 PM by Chairman Ponec with the following members present: Gerald Ponec, Ald. Mary Schissel, Dr. Sherman, Kimberly Whitmore, Robert Grams, Carol Wantuch and Neil White. Absent and excused: Lynn Damitz and Dr Johnson.

OPENING STATEMENT

The proper opening statement was read.

APPROVE MINUTES

Moved by Dr. Sherman, seconded by Robert Grams to approve the minutes of the June 26, 2012 meeting. All voting in favor.

HEALTH OFFICER REPORT

1. Remodeling

The conference room has been remodeled and new cabinets installed. It is attractive and functional. Funds used were from the WIC Infrastructure Grant.

2. Communicable Diseases

Numbers are up this year from last. In 2011, we had a total of 128 communicable diseases. Throughout the beginning of September, we already had 136. Pertussis is still with us and has kept the nurses busy. A school call out was done last month alerting all parents that there have been several cases in the schools and to call their providers if their child has any symptoms.

3. Animal Bites

Ald. Schissel presented concern about a pit bull dog attacking another dog in her district. It has been established that dog on dog incidents are handled by the Police Department. Dogs biting a person would involve the Health Department.

Kim Whitmore is going to contact / meet with the Police Chief to review protocol when pit bulls are involved.

4. Refugees in Cudahy

There are presently 29 refugees living in Cudahy with most of them coming from Somalia. The Health Department must be sure that they are and continue to be disease free. There are guidelines that have been set forth by CDC and need to be followed. The Health Department is able to bill some expenses to the Refugee Health Grant.

5. Flu Clinic

The flu clinic was held on October 3rd and the attendance was down from previous years. There were 73 flu shots given and only 1 pneumonia shot given. The Health Department had a home safety house for the elderly and information on advance directives available, as well. There was a lot of controversy within the city employees regarding getting their flu shot in the health department. This policy will be reviewed with department heads to avoid confusion next year.

6. 317 Funding

A flier was disbursed outlining the changes to the 317 funding for immunizations. This flier has been distributed to the community and posted on our website (See attached).

7. Ed Wrench Retirement

Ed Wrench has officially announced that he will retire at the end of December. The position has been posted on the website, emailed to the WALHDAB listserv and also distributed to area schools with nursing and public health programs.

Ed Wrench won an award at the Wisconsin Governor's Conference for Highway Safety as Technician of the Year and also has installed his 2500th car seat.

8. Consortium Meeting

It has been noted that Marty Zabkowicz has been getting more calls and more demands on his time and possibly might need assistance. He is working on developing a new policy/procedure for animal bites and bed bugs.

9. Strategic Planning Retreat

This was held within the Health Department in July. Information is available through Kim Whitmore. Board members are welcomed and encouraged to join us, as able, in the strategic planning process. The new Mission and Vision Statements were reviewed.

10. Budgets

Work has begun on the budget. It will be much the same as the previous budget. Grant funds remain similar to last year with elimination of Radon grant and addition of Prevention grant. The school nurse position is currently being renegotiated to more accurately reimburse the health department for services provided. A back up casual clerk position has been approved to cover the front desk when Linda is on vacation so the nurses can utilize their time more efficiently. The Health Department is also considering purchasing Lead Testing Equipment to run analysis in house. This will decrease the time delay in receiving results and also allow for additional billing that could potentially increase revenue.

11. NALBOH

We now have a membership to this professional organization. We receive monthly Newsbrief magazine and can sign up for email alerts on various topics. Board members should inform the health officer of the topics they would like emailed to them.

12. Grants

Kim Whitmore is exploring and researching several grants that are available. So far, she has applied for a grant to start a Cribs for Kids program, an Accreditation prep grant, a Quality improvement grant, a grant through Build a Bear to purchase bike helmets, and is working on the CDC Mini grant, the Komen Foundation grant, and the DOT Car Seat Grant.

13. Student Involvement

Several college students have been helping in various capacities at the Health Department. There is a UWM BSN Completion student precepting with the School Nurse, a MCW MPH student precepting with the Health Officer, an MSOE Nursing student doing her community clinical rotation in the Health Department and a nurse interning all summer to gain experience. We also had a tour with the high school students on September 26th.

14. Research

Kim Whitmore worked with two UWM Nursing professors on a grant proposal to get funding to conduct an interventional research project with the WIC program. We should know if the funding is approved early next year. Since the research project will have to go through UWM's IRB if funded, the Board discussed they would only need to review the project before it starts. Kim Whitmore inquired about independent research that is not associated with another institution with an IRB and the Board stated they would just like to review the projects, as well. One potential project involves research with the free clinic and it was suggested that the Board for the Free Clinic be contacted to review the proposal.

15. Walk Your Child to School

This event which was held on October 3rd was very successful. More than 350 individuals participated.

16. Deliver Fire Prevention

The Health Department, Fire Department and Pizza Hut will be working together, once again, to deliver fire prevention (and pizza) to homes with children. This annual event will take place on October 18th.

17. Community Outreach Activities

The Health Department is making an effort to be involved in as many community outreach activities, as possible. This is important to increase visibility and market the health department services, but also to increase the amount of prevention education that we have in our community. So far, these efforts included:

- Taking blood pressures at the Sweet Applewood Festival in August
- Having the pig lungs and information about tobacco cessation at the National Night Out
- Having information about Breast Cancer Awareness at the Cudahy Fall Fest
- Increasing the use of displays throughout the community
- And information to be displayed at the Aurora SLSS Open House on Drug Use

18. Training/Professional Development

The Health Department is increasing its focus on continued education for staff. Staff have attended numerous trainings. The Health Officer has attended several conferences, was accepted to attend an orientation for new health officers at the CDC and has also applied to be a fellow for the NACCHO Survive and Thrive Program for new health officers.

19. Preparedness Update

The Cudahy Health Department was re-designated by Project Public Health Ready. This is a major honor for the consortium and shows that our region is well prepared for emergencies.

We are looking to organize CERT Trainings for faith groups and the neighborhood block watch group to increase our volunteer pool available in emergencies.

The fit testing equipment broke and so the consortium is working to purchase new equipment. We will be re-evaluating our fit testing procedure now that Ed Wrench is retiring.

During the hot summer months, heat emergencies were a real threat. Ed Wrench has been working on developing a formal heat policy.

Kim Whitmore attended a train the trainer session from Johns Hopkins that is developed to prepare health department staff to be more willing to respond in emergencies. This training should happen sometime early next year.

20. Radiation Call at Ladish

On September 25th, the Health Department received a call that there was elevated radiation on a semi at Ladish. The cause of the elevated radiation level on the semi was caused by low sodium table salt. This can trigger an elevated reading when spilt and left to decay. The semi has hauled many different products including food products. There was no health risks identified with workers and the response was supported by the county.

21. Respite Events

Respite events are designed to provide parents of children with special needs a much needed break from the constant demands of caregiving. Kim Whitmore has been working to ensure that Cudahy is able to provide some respite events. There are two respite events tentatively scheduled: December 1st with the Autism Society at the YMCA and December 8th with Children's Service Society of Wisconsin at the Cudahy High School.

22. Software Development

Kim Whitmore is working with a group of health officers from the region to develop a new software program for data tracking that will replace CHAMPS. This is projected to save the Health Department about \$1800 a year and will improve the quality of data captured.

23. WIC Farmers Market

The WIC Farmer's Market will continue through the end of October. It has been very successful in increasing the ability for WIC participants to redeem their farmer's market vouchers and has been welcomed by the community, as well.

24. Surveys

Kim Whitmore has been working with the summer intern to develop several surveys to help better assess our community's needs. An employee wellness survey and community satisfaction survey is

almost ready to be distributed. Aurora also completed their community health assessment this past July and we should have that data presented to us early next year.

25. Equipment Lending Program

The equipment lending program has moved to Project Concern/Interfaith in September. This has been a smooth transition so far.

26. Facebook Site

The Cudahy Health Department has a Facebook page. Please help spread the word and 'like' us on Facebook. This will allow us another avenue to provide education and updates to the community.

27. Website Updates

The Cudahy Health Department website needs a lot of dates. We are hoping this could be a student project in the spring semester.

28. Fundraising Efforts

There are two fundraising efforts that the Board may consider supporting. The Health Department has a collection bin for baby items to support Babies in Need, a program run by Miss Dairyland Prince (a Cudahy resident). Additionally, Children's Service Society of Wisconsin, has asked if we would be willing to adopt a family for Christmas. Neal White suggested talking to Kiwanis about sponsoring the family.

29. Board Member Involvement

Kim Whitmore would still like to meet individually with each board member. If you have not yet met with her, please contact her to arrange a time. Board members were invited to join the Health Department for events, strategic planning meetings, and interviewing new applicants. Contact Kim Whitmore, if interested.

Moved by Ald. Schissel, seconded by Carol Wantuch to accept the Health Officer's report.

All voting in favor.

Other Business

1. Appointment of the Cudahy Medical Advisor

Moved by Carol Wantuch, seconded by Ald. Schissel to reappoint Dr. David Sherman as the Cudahy Medical Advisor.

All voting in favor.

2. Accreditation Grant Letter of Support

Moved by Dr. Sherman, seconded by Robert Grams to approve a letter showing the BOH support of the Health Department moving forward in preparation for accreditation. This letter was required as a part of a grant application for accreditation prep funding.

All voting in favor.

NEXT MEETING

The next meeting will be on Tuesday, November 27, 2012 at 5:45PM.

ADJOURN

Moved by Neil White, seconded by Robert Grams to adjourn (7:02 PM).

All voting in favor.

Respectfully submitted,
Neil White, Secretary