

WEDNESDAY, January 8, 2014

State of  
Wisconsin  
County of  
Iowa

**Minutes of the  
HEALTH COMMITTEE MEETING  
WEDNESDAY, January 8, 2014 5:00 p.m.  
Health and Human Services Bldg., Room 2001  
303 West Chapel Street  
Dodgeville, Wisconsin**

2014-01

Item		
1)	Chairman Mrozinski called the meeting to order at 5:00 p.m.	Call to Order
2)	a) Consent Agenda b) Roll Call – Members Present: Phil Mrozinski, John Meyers, Tom Howard, Greg Parman, Sue Steudel, and Steve Deal. Linda Pittz arrived at 5:25 pm (excused). c) Approval of January Agenda d) Approval of the minutes of the October 2, 2013 prior meeting. Motion to approve minutes by John Meyers and seconded by Greg Parman. Motion to approve agenda by John Meyers and seconded by Greg Parman. Motion Carried. <u>Others present:</u> Jenny Pritchett and Curt Kephart	Consent Agenda
3)	Report from committee members and an opportunity for members of the audience to address the committee. No comments brought forth at this time.	No comments
4)	<u>Disease Activity (CDC Advisory Influenza A pH1N1)</u> - Jenny Pritchett updated the committee on the CDC Health Advisory distributed on December 24, 2013 in regards to early reports of Influenza A pH1N1-associated illness across the nation. The State of Wisconsin, including Iowa County has been seeing illness and pH1N1-associated acute care hospitalizations. This is the same Influenza A H1N1 virus that caused the pandemic outbreak in 2009. In Wisconsin, young and middle-aged adults are the most affected at this time. There have also been deaths, including a pregnant woman in the region. Jenny strongly encouraged influenza vaccination and will continue to alert and educate the residents of Iowa County. No questions or comments by the committee in regards to this CDC Health Advisory at this time. Further updates will be given to the committee as they surface by the Director/Health Officer.	CDC Update on Health Advisory for Influenza A- H1N1
5)	<u>Foodborne Illness Collaboration Post-Event Discussion- December 19, 2013-</u> Jenny Pritchett updated the committee on the event and that the State Epidemiologist, Rachel Klos, had a very fascinating and highly informational presentation. PowerPoint slides from presentation offered to the committee upon request. Health Committee and Health and Human Services Committee members were all invited to the collaboration event. Linda Pittz and Tom Howard attended the presentation. It was brought forth to the committee by Jenny Pritchett, that after interviewing staff about the outbreak event, they felt that staffing was adequate and that only personal vacations or appointments were canceled to that the outbreak investigation could be completed and that “normal business” could also be completed. The Health Department also has 2 LTE RNs that could assist if necessary. There is a volunteer registry called WEAVR in the state of Wisconsin that will be discussed later in the meeting for extra volunteers in the event of a public health emergency. An After Action Report and Improvement Plan (AAR/IP) was completed by Jenny Pritchett	Successful event discussed. Slides from State presentation and AAR/IP offered to committee members upon request.

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	with the assistance of the Health Department staff and the State officials who were involved in the outbreak investigation. A copy of the AAR/IP was offered to the Health Committee for review. Documents, such as an AAR/IP is a method from the National Accreditation model. No other questions or comments by the committee at this time.	
6)	<u>Security Health Plan Grant- \$9,000 Award- Adolescent Immunization/Health Campaign-</u> Jenny Pritchett presented plans to launch a HPV immunization and education campaign in the Spring of 2014. U.W. Green Bay and U.W. Oshkosh BSN students will be doing their Community Health Practicum at the Health Department from February through May 2014 and will assist with this campaign. Jenny Pritchett discussed with the committee the importance of the continuation of seeking private sector mini-grant opportunities to “enhance” existing public health programs due to the State and Federal government funding continue to diminish. The committee had no further questions or concerns about this new HPV campaign/initiative at this time.	Security Health Plan Grant- \$9,000 award
7)	<u>State Statutes Review- DHS Chapters 140, 251, &amp; 139-</u> Jenny Pritchett completed a brief overview of the statutory requirements and Health Officer authority to the committee. Hard copies of these DHS Chapters were given to the committee for their review and reference. Linda Pittz pointed out to the committee that DHS Chapter 251.03-251.04 referenced the Local Board of Health Members and Powers and Duties. Dave Pluymers, DHS Southern Regional Director will be presenting to the Iowa County Health Committee sometime in the Summer 2014 to discuss these requirements and the role and governing responsibilities of the Board of Health. No other questions or comments by the committee in regards to Statutory requirements at this time.	Copies and a brief overview of State Statutes 140, 139, 251
8)	<u>State DHS Survey Prep- 140 Review to Maintain Level II Status-Summer 2014-</u> Jenny Pritchett discussed to the committee the survey process of the State DHS 140 Review to maintain Level II Health Department status. Iowa County Health Department survey is due the Summer 2014. Jenny and the Health Department staff are making preparations for this survey. Jenny attended 140 Review training through State DHS today in Madison. Over 40 electronic documents of evidence of compliance to State DHS Chapter 140 for a Level II Local Health Department will have to be submitted prior to the on-site survey. All Health Committee members are invited to the on-site state survey and once this date has been set, Jenny will notify all members. No questions or comments by the committee in regards to the 140 Review at this time.	Brief overview of State DHS 140 Review Survey Process. Survey planned for Summer 2014.
9)	<u>National Accreditation Preparedness- Public Health Accreditation Board (PHAB) -</u> Jenny Pritchett discussed with the committee the long range plan for the Health Department to become Nationally Accredited by PHAB. This accreditation is the “gold standard” for public health departments and it represents high quality and performance improvement standards. As a part of the Strategic Plan, the Health Department plans to begin utilizing the accreditation model in practice and policy	Brief overview of National Accreditation Process

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	and in the long term, attain accreditation.	
10)	<u>Public Health Emergency Preparedness Updates- ICS Trainings, WEAVR-</u> Jenny Pritchett notified the committee that that certain members of the Health Department staff will be attending Public Health Emergency Preparedness Trainings in 2014. Kathy Key, Department Assistant will be attending Incident Command Systems (ICS) 100 training online since 15 hours of Department Assistance time is billed to preparedness funding. This training is a basic level training of ICS structure and functions. Keith Hurlbert, Iowa County Emergency Management has agreed to work with Kathy after her ICS-100 training on a table-top exercise to practice. Jenny Pritchett is registered to attend ICS-400- Advanced Level ICS Training in Eau Claire on February 19-20, 2014 and is planning on participating in a Public Information Officer (PIO) training as well. No further questions or comments from the committee.	Upcoming ICS staff trainings and brief overview of WEAVR system
11)	<u>Annual Policy Review-</u> Jenny Pritchett is currently working on policy and procedures annual review. Plans are to align policy and procedures to the National Accreditation model. Linda Pittz offered to assist in this policy review if needed. No further questions or comments from the committee at this time.	Annual Policy Review to be completed by Director
12)	<u>Strategic Plan Preparation- 2014-</u> Jenny Pritchett proposed that the Strategic Plan be structured for long-range planning for the Health Department. Discussed with the committee that a 3 year strategic plan would make the most sense since plans are to complete a Community Health Assessment every 3 years to align with Upland Hills Health and SWCAP Community Needs Assessments. It was agreed by the committee to develop a Strategic Plan for the range 2014-2017. Linda Pittz asked Jenny Pritchett if the final report was yet completed for the 2013 Strategic Plan and Jenny Pritchett replied not at the present time, but it is in process. Jenny pointed out to the committee that the 2013 Strategic Plan does not have objectives or measurable goals for measure of success. It makes it difficult for performance improvement analysis. Linda Pittz also pointed out that we cannot move forward with the 2014-2017 Strategic Plan until the 2013 Strategic Plan end of year analysis is completed in order to identify any carry-over of goal objectives into the next plan. Jenny Pritchett will work on completing the 2013 Strategic Plan end of year report with the assistance of RN staff and develop a more robust and measurable 2014-2017 Strategic Plan draft for review of the Health Committee at the March 5, 2014 meeting. Jenny Pritchett asked if the County Board then approves the Strategic Plan and Curt Kephart answered yes, it is to be approved at the March County Board meeting along with the Department Annual Report.	Strategic Planning Process started for 2014-2017
13)	<u>Marketing Plan Preparation- 2014-</u> Jenny Pritchett notified the committee that she is working on a robust Marketing Plan for 2014. A draft of this plan will be presented at the March 5, 2014 Health Committee Meeting. Plans are to “brand” the Health Department, including logo development to promote increased visibility and professionalism. No questions or concerns by the committee in regards to a Marketing Plan for 2014 at this time.	Marketing Plan to be drafted for 2014 by Director.

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14)	<u>Fee Schedule Change Proposal 2014-</u> Proposed price changes, to be effective February 1, 2014 presented to the committee by Jenny Pritchett. The price increases include Tuberculin Skin Testing, Hepatitis B and Hepatitis A vaccinations and Adult Vaccine Administrative fees. A motion was made by John Meyers and seconded by Tom Howard to approve the Health Department Fee Schedule Proposal for 2014. Motion carried.	Action Item: Fee Schedule Proposal. Motion carried
15)	<u>Voucher List:</u> Monthly statistic for November and December 2013 and well as the year-end report for 2013 presented by Jenny Pritchett. Voucher list for November and December 2013 presented to the committee by Jenny Pritchett. No comments or questions of the committee in regards to the Monthly/Year-end Reports or the November and December Voucher List.	Voucher List/Monthly Statistics Updates- Year 2013
16)	Other issues/concerns from board members. No issues or concerns from board members presented at this time.	No issues/concerns from board members
17)	Motion to adjourn by Tom Howard and second by Greg Parman. Motion Carried. Adjourned at 5:55 p.m. Next meeting will be scheduled for Wednesday, March 5, 2014.	Adjourn- Next Meeting Scheduled for March 5, 2014

Respectfully submitted,

Jenny Pritchett, MPH, RN, CIC  
Director/Health Officer  
Iowa County Health Department