



Public Health
Prevent. Promote. Protect.
Florence County
Health Department

Florence County Health Department

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Annette Seibold, RN/MS, Director

Florence County Board of Health Meeting Minutes December 18, 2013

Present: Cindy Kmecheck, Susan Theer, Mary Gehlhoff, Holly Stratton, Ed Kelley. Excused: Gary Steber & Sherry Johnson.

Stratton called the meeting to order at 6:00p.m.

Motion by Theer, seconded by Johnson, to approve the agenda. All in favor.

Motion by Theer, seconded by Kmecheck to approve October 9, 2013 minutes. All in favor.

New Business: Discussion and/or action RE:

- A. Approval for Preparation for Voluntary Accreditation DHS grant and recommend to Audit & Budget for approval for out of state travel.** In the past the department has received this grant as part of a joint application submitted through the Northwoods Collaborative. This year, group applications were limited to allow five or less agencies. In addition, Florence County has already accomplished the objectives that the Collaborative intended to work on. Therefore, Seibold decided to apply independently. Seibold applied for the \$10,000 grant with \$5000 of that to be used to cover PHAB fees. The accreditation application fee for a health department that serves a population less than 50,000 is currently \$12,000. A stipulation of the grant is that the Health Officer and Accreditation Coordinator, Sarah Giddings, will be required to attend at two-day training in Virginia late in 2014. Moved by Kelley, second by Theer to recommend to Audit & Budget. All in favor.
- B. NAACHO/CDC grant for workforce development towards accreditation requirements and recommend to Audit and Budget for approval for out of state travel.** Seibold told the board that the department has already applied for and been awarded a \$5000 grant from the National Association of County and City Health Officials (NAACHO) and the CDC. This award will be used to create an internal workforce development plan based on national core competencies to increase the knowledge and effectiveness of the FCHD staff and will also satisfy the requirements of Domain 8 of the PHAB standards. Kelley asked why there is so much out of state travel required for these grants. Seibold replied that Accreditation is a national initiative and Wisconsin has embraced it, with the state goal to have all Wisconsin health departments accredited by 2016. She also speculated that there may be funding linked to accreditation status in the future. Moved Theer, second by Kelley to recommend to Audit and Budget for approval. All in favor.

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- C. Performance Management Plan Scorecard:** Seibold presented a “scorecard” or summary of key indicators from the department Performance Management plan and explained that most of these are based on grant deliverables. Most goals had been met or were on track with the exception of WIC FMNP voucher redemption rates. The department plans to initiate a QI project to improve this for next year. Seibold said that Lila Tibbs is willing to set up her farmer’s market stand on WIC days, which would make it very convenient for WIC clients. Seibold will talk to Building and Grounds to find out how to arrange this.
- D. Job Descriptions:** No changes to Public Health Nurse job description. Stratton suggested that the Health Officer and Administrative Assistant job descriptions include the list of recommended/required immunizations (tb test, Hep B, flu, tdap). Seibold agreed to add this. Stratton questioned the inclusion of blood pressure, weighing & measuring in the Admin. Assistant duties. She was concerned that this required a nursing class to be done properly. Seibold explained that the current assistant doesn’t do these tasks now, but since she is also a WIC clerk, Seibold would like to keep the description the same in case it becomes necessary in the future. She noted that the employee would be thoroughly trained before working with clients. Moved by Theer, second by Kelley to recommend updated job descriptions to Personnel for approval. All in favor.
- E. Tb skin test increase to \$15:** Current price is \$10. Seibold explained that \$15 would be more in line with other immunization charges. Moved by Theer, second by Kmecheck to increase price to \$15. All in favor.
- F. Annual review of immunizations:** The health department currently offers influenza, Hepatitis B, Hepatitis A, Tdap and Td immunizations for adults. Through the Vaccines for Children (VFC) program we offer HepB, DTaP, Hib, IPV, PCV, Rotavirus, MMR, Varicella, Hep A, HPV, Meningococcal and flu vaccines to eligible children. To be qualify for VFC, children must be uninsured, underinsured (insurance doesn’t cover vaccines), be covered by Medicaid or be Alaska/Native American. Seibold explained that there was some confusion this year because insured children of county employees were not able to get a flu shot through the health department because our privately purchased vaccine is only recommended for ages 9 and up.

Old Business Discussion and/or action RE:

- A. Zostavax:** Seibold reported that orders from the Medical Director have been signed and will be effective January 1, 2014. Price will be \$220, although the amount customers actually owe may vary depending on deductibles, copays, etc. Billing Medicare Part D will be done via the TransactRx real-time application. FCHD will offer the vaccine according to ACIP recommendations to those 60 years and older. Moved by Theer, second by Gehlhoff to approve offering the shingles vaccine. All in favor.

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- B. Recommend to amend County Ordinance Ch. 8, Sub. 8: Restrictions on sale or gift of cigarette and tobacco products to minors and recommend to county board.** Since the October meeting, the ordinance was sent to attorney and reformatted and a public hearing posted and held. Moved by Theer, second by Gehlhoff to amend as presented and recommend to county board for approval. All in favor.
- C. Domain 1:** Seibold gave a brief update on the accreditation work the department has been doing to fulfill requirements of Domain 1: Conduct and disseminate assessments focused on population health status and public health issues facing the community. She pointed out that the Community Health Improvement Plan (CHIP) which was completed in 2010 meets many of the measures in Domain 1.

Director's Update: Seibold told the board she would like to hold meetings every other month. The board agreed. She told the board that WWWP funding will be discontinued in 2014. She explained that women on the program would be transitioned to one of the other insurance options under ACA. We will have two BSN clinicals in the spring, Connie Gudowicz and Amber Trudell.

Board Member Concerns: Discussion about Code Red. Seibold told the board that anyone who didn't get a call and would like to sign up can either go online and register or stop in to the health department or sheriff's department to fill out a paper form.

Motion to adjourn by Kelley, seconded by Theer. All in favor.

Next Meeting Date- February 19, 2014 at 6pm

Acronyms:

CDC Centers for Disease Control
CHA Community Health Assessment
CHIP Community Health Improvement Plan
NAACHO National Association of County and City Health Officials
NRO Northern Region Office
PHAB Public Health Accreditation Board
RWJ Robert Wood Johnson Foundation
SNS Strategic National Stockpile
TAR Technical Assistance Review
WWWP Wisconsin Well Woman Program

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