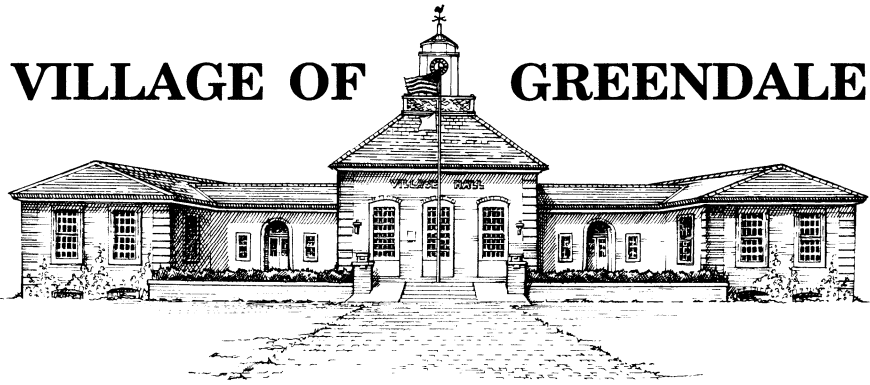




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**HEALTH DEPARTMENT
5650 PARKING STREET
GREENDALE, WI 53129
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SEPTEMBER - BOARD OF HEALTH MEETING MINUTES

DATE: September 9, 2014
TIME: 6:00 P.M.
PLACE: Greendale Health Department

Chairperson C. DeRoche called the meeting to order at 6:03 PM

1. **ROLL CALL: C. Genz, K. Svoboda, K.Dohmeyer, C. Greenburg, K. Kehm, E. Zalewski, C. DeRoche**
ABSENT: S. Sheppard, Dr. Lubing
2. **INTRODUCTION OF GUESTS: None present**
3. **APPROVAL OF MINUTES: June 10, 2014 Minutes – Amendment to minutes>addition of K. Dohmeyer to roll call and change Trustee Report to reflect that there WILL BE weight limits on trucks moving through Village areas. C. Greenberg motion to approve minutes with revisions discussed, K. Dohmeyer seconded.**
4. **CITIZEN COMMENTS: None**
5. **CORRESPONDENCE/COMMUNICATIONS: None**
6. **REPORTS:**
 - a. **Medical Advisor Report:** Dr. John Lubing – None, not present
 - b. **Trustee Report:** Carl Genz
 - i. **Special BOT Meeting called re:** polling locations; School Board has rescinded their request for alternate polling places; therefore BOT rescinded need for referendum on the issue that was to be part of November elections
 - ii. **Fire Station** – Last needs assessment analysis to take place this week. Will then await recommendations for building needs which may include rehabbing current building vs. new building
 - iii. Discussion regarding allocation of funds from current budget to complete costs necessary to finish Hose Tower project. Consensus amongst BOT that there is support for and goal is to finish Hose Tower project but decided not to use funds from current budget for project completion.
 - c. **Health Officer Report:** Sue Sheppard
 - i. **Monthly Report – Delivered by Chairperson C. DeRoche in absence of S. Sheppard**
 1. Monthly Statistics from June-August, 2014 discussed
 - a. Significant growth in restaurants in Greendale
 - b. Have not had increase in Sanitarian hours to match this demand. As result S. Sheppard has been doing significant number of health/food inspections in



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addition to her job responsibilities. BOH recommends that these additional hours be recorded as evidence that additional Sanitarian FTE hours are required to meet increase in demand

- c. Question if possible opportunity to collaborate with sharing Sanitarian hours from neighboring municipalities if their demand is lower.
2. Total number of clients are up at Health Department but location of visits has changed with decrease in office visits and increase in home contacts, up significantly. Referrals from other departments to Health Department also up significantly at 438%
3. Time spent in addressing communicable disease related issues increased – 114%
4. Flu Clinic will be held at Greendale High School, October 9. Flyers posted with specific information. Health Department also has handout detailing other locations to receive the Flu shot, besides MD offices.

7. OLD/ONGOING BUSINESS:

- a. **Community Health Improvement Plan –Sue Sheppard**
 - i. **S. Shepard has been unable to locate anyone to help with completion of CHIP report writing**
 - ii. **Anticipated that Health Department staff will need to write CHIP report**
- b. **Bike Safety Projects – Evonne Zalewski**
 - i. **Helmets at the Community Walk, June 21**
 1. Over 100 helmets given away at event
 2. Health Department still has small inventory of helmets for very young, toddler age children
 3. Need to ensure that BOT and Managers are aware of the success of program, contributing to safety of children in Greendale
 - ii. **Bike Safety Rodeo**
 1. Recommendation from E. Zalewski is that this event be tabled for 2015 due to budget, time and resource constraints. Currently there is not a budget for the event. There is not a designated Health Department nurse to coordinate the program. Based on monthly Health Department statistics indicating increasing volume of clients, felt that Bike Rodeo is not current priority.
 2. Consideration of another bike helmet give away in coordination with October 2015 Community Walk, however there is not a budget to purchase more helmets. Possible giveaway of bike licenses and education pamphlets on safety but question if this will be of interest/kids will find value in this. Table for 2015.

8. NEW BUSINESS:

- a. **Board of Health Re-Appointments**
 - i. **C. DeRoche will follow up with Village President to ensure information has been received and approved regarding re-appointments of C.DeRoche and K. Kehm**
- b. **Board of Health Meeting Schedule**
 - i. **Consideration for change in frequency of BOH meetings**



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- ii. Currently meet monthly except July and December
 - iii. By-laws state meetings must be held “not less than quarterly”
 - iv. Other municipalities (Franklin, Hales Corners) vary in meeting frequency from monthly to quarterly
 - v. If decide to decrease meeting frequency, a Special Meeting can always be called to address issues as needed
 - vi. Want to ensure that meetings are productive, helping to support and advocate on behalf of Health Department Staff and their needs
 - vii. Further discussion regarding meeting frequency October, 2014 after BOH members have had time to consider options.
- c. Possible focus on Senior Services
- i. Instead of Bike Rodeo 2015, may focus efforts on programming or Health Fair to address aging population
 - ii. Addressing issues related to this population may then decrease clients served individually by Health Department if they (Seniors/families) have more information on other resources
 - iii. Need to ensure any programs started would not duplicate existing community services or create additional work load for Health Department

9. TABLED BUSINESS REVIEW:

- a. None

10. COMPLETED BUSINESS REVIEW:

- a. Decision to table Bike Rodeo for 2015
- b. Discussion regarding meeting frequency
- c. Emphasis on need to capture additional hours that the Health Department, primarily S. Shepard, is spending on health and food inspection with significant growth in new restaurants in Greendale. Current allocated Sanitarian hours are not adequate to cover number of inspections needed.

11. ADJOURNMENT: C. Greenberg moved to adjourn meeting. K. Dohmeyer seconded. Meeting adjourned 7:15 PM

12. Next meeting: October 14, 2014 6:00 PM

Minutes submitted by Kathy Kehm, edited by Carole DeRoche

If unable to attend this meeting, please notify the Greendale Health Officer/Administrator @ 423-2110