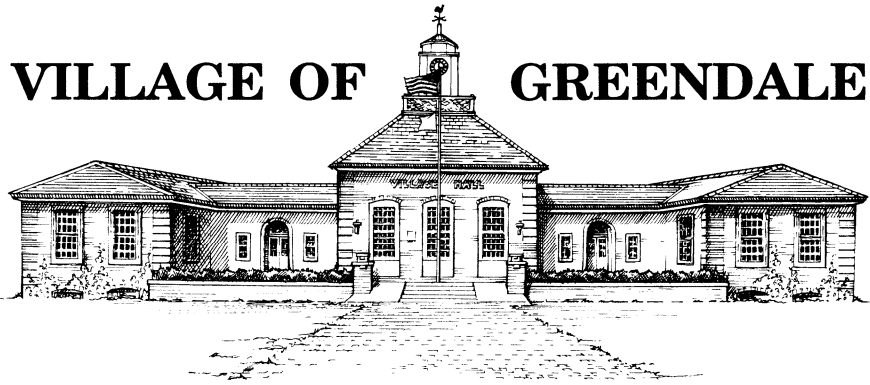




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## **JANUARY - BOARD OF HEALTH MEETING MINUTES**

**DATE:** January 13, 2015  
**TIME:** 6:00 P.M.  
**PLACE:** Greendale Health Department

Chairperson C. DeRoche called the meeting to order at 6:00 PM

1. **ROLL CALL:** C. Genz, K. Svoboda, K.Dohmeyer, E. Zalewski, Dr. J. Lubing, S. Shepard, C. DeRoche  
**ABSENT:** K. Kehm
2. **INTRODUCTION OF GUESTS:** None present
3. **APPROVAL OF MINUTES:** September 9, 2014 Minutes – C. Genz moved to approve the minutes; E. Zalewski seconded; the minutes were approved by voice vote.
4. **CITIZEN COMMENTS:** A thank you note was received from one client whom the staff had served and a parent of a high school student thanked the department for her child's participation in a department program.
5. **CORRESPONDENCE/COMMUNICATIONS:** Thank you notes were received from S. Shepard's family for the condolences expressed upon the death of her parents. Thank you notes were received from the staff for poinsettia plants.
6. **REPORTS:**
  - a. **Medical Advisor Report: Dr. John Lubing** – Many people are suffering from the flu and some, especially the elderly, are requiring hospitalization.
  - b. **Trustee Report: Carl Genz**
    - i. Fire Station – An architect has been hired to submit plans for a new fire station. Locations for a new station are being investigated.
    - ii. Funds have been appropriated to complete the Hose Tower project in cooperation with the Historical Society.
    - iii. John Hermes has notified the community that he will not run again for Village President.
    - iv. The 2015 Budget has been approved.
  - c. **Health Officer Report: Sue Shepard**
    - i. **Monthly Report**
      1. The monthly report of department activity was submitted for 2014.
        - a. The time required to provide services to the senior living facilities was discussed. Services include client assessment as well as blood pressure monitoring. It was agreed that these services are very important. S. Shepard was asked determine the time spent providing these services.



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- b. Department nurses met with a group of Greendale clergy to discuss services to the elderly population.
- c. The Flu Clinic was a huge success with over 300 immunizations administered in about 2 hours. Paramedics from the Fire Department, High School students and community volunteers provided support for the project as a test for Emergency Preparedness. The Board requested that S. Shepard provide a summary of the event to inform the community including the Board of Trustees, School Board, Fire Department Police Department and various newspaper reporters.
- d. The Health Department budget was approved as submitted with an increase due to insurance and IT costs.

## 2. Department Personnel

- a. K. Roeder has submitted her resignation effective March 2.
- b. Personnel changes will be implemented: a full-time Registered Nurse will be hired and a part-time staff person will be hired for clerical support.

## 7. OLD/ONGOING BUSINESS:

### a. Community Health Improvement Plan (CHIP) – Sue Shepard

- i. The 140 Review has been postponed until June due to staffing issues at the State Department of Health.
- ii. S. Shepard plans to have the Community Health Assessment ready for discussion at the February Board meeting; the document will be provided to the Board members one week prior to the meeting.
- iii. S. Shepard anticipates that the CHIP report will be completed for review at the March Board meeting.

### b. Bike Safety Projects – Evonne Zalewski

- i. The 2015 Bike Rodeo has been tabled due to staffing constraints.

## 8. NEW BUSINESS:

### a. Spring Health Dept. Charity Run/Walk

- i. Participation in the 2014 event was low due to poor weather. Attendance has declined in recent years. The Step-up to Better Health Committee is considering whether to continue sponsorship of this event at a meeting on 2/27/15.

### b. Board of Health Re-Appointments

- i. The terms of E. Zalewski and K. Dohmeyer will expire in June, 2015. Both have been encouraged to consider re-appointment. E. Zalewski has agreed; K. Dohmeyer is considering the re-appointment.

### c. Board of Health Officer Election

- i. The election of officers of the current Board has not yet taken place due to scheduling constraints. C. Genz motioned that the election of Board of Health Officers for the current year be postponed until the June Board of Health appointments have been made and that the



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current officers will continue to serve until that time; and E. Zalewski seconded the motion. The motion passed by voice approval.

**d. Board of Health Meeting Schedule**

- i. Discussion of the meeting schedule has been tabled since meetings for the next two months are required for discussion and approval of the Community Health Assessment and CHIP plan.

**9. TABLED BUSINESS REVIEW:**

- a. Board of Health Meeting Schedule
- b. Election of Board of Health Officers

**10. COMPLETED BUSINESS REVIEW:**

- a. Re-confirmed the decision to table the Bike Rodeo for 2015
- b. Decided to disseminate information regarding the success of the Flu Clinic/Emergency Preparedness test to the Greendale community.
- c. Scheduled time-line for preparation of the Community Health Assessment and CHIP plan.

**11. ADJOURNMENT:** E. Zalewski moved to adjourn meeting; S. Sheppard seconded the motion. The motion was approved by voice vote. The meeting adjourned 7:40pm.

**Next meeting: February 10, 2015 6:00 PM**

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