



Public Health
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**Greendale Health
Department**



**HEALTH DEPARTMENT
5650 PARKING STREET
GREENDALE, WI 53129
414-423-2110
FAX: 414-858-9111**

APRIL BOARD OF HEALTH MEETING - MINUTES

DATE: April 8, 2014
TIME: 6:00 P.M.
PLACE: Greendale Health Department

Chairperson C. DeRoche called the meeting to order at 6:01 PM

1. **ROLL CALL:** S. Shepard, K. Dohmeyer, K. Kehm, C. DeRoche, K. Svoboda, C. Genz, Dr. Lubing
ABSENT: C. Greenberg, E. Zalewski
2. **INTRODUCTION OF GUESTS:** None present
3. **APPROVAL OF MINUTES:** March 11, 2014 Minutes S. Shepard moved to approve minutes, K. Dohmeyer seconded. Minutes approved by voice vote without need for revision.
4. **CITIZEN COMMENTS:** S. Shepard shared "Thank you" notes and comments from clients who were appreciative of the services received from the Health Department staff.
5. **CORRESPONDENCE/COMMUNICATIONS:** C. DeRoche shared that after last BOH meeting a follow up e-mail was sent to Greendale Police Chief asking for an in person meeting to further discuss Greendale Bike Rodeo and possible involvement of Police Department. Police Chief, C. DeRoche, S. Shepard and E. Zalewski will meet 4-15-14.
6. **REPORTS:**
 - **Medical Advisor Report:** Dr. John Lubing shared information on new blood pressure screening guidelines and information related to disabled parking permits
 - Previous blood pressure guidelines were last updated 10 years ago.
 - New guidelines liberalize parameters to 150/90 in people over 60
 - Parameters are more stringent for those with kidney disease, heart disease and diabetes
 - Disabled parking permits have specific criteria for qualification based on disease/condition but question how many MD/health providers are aware of this
 - Criteria is not uniform across the USA
 - S. Shepard added that public health nurses are also allowed to certify Disabled Parking Permits; they use their discretion to determine qualification
 - **Trustee Report:** Carl Genz
 - After completion of election there will be a change in the Village Board – Jim Birmingham and Donna Ouellette were re-elected/elected, respectively
 - There may be a change in the assignment of trustees to specific village committees due to recent election and change in trustees
 - Purchase of a new dump truck was approved, replacing a 35 year old truck



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- Fire Station – analysis underway for either a new building or renovation of the existing building; meeting with architects has occurred
- Salary resolution for village employees approved at 4/1/14 meeting.
- July 4 and Village Days Parades approved
- A second gateway arch approved for 60th and Grange intersection; this arch was donated by Mr. Reiman
- **Health Officer Report:** Sue Sheppard
 - BOH monthly report discussed was in draft form – a corrected version will be sent to the BOH members and to Sara J for inclusion at the Board of Trustees meeting
 - When viewing the monthly report the hours in Core Area Services should equal the hours in Cost Centers
 - Family and Community Health section – Phone Contact>Information captures incoming phone calls related to general health/health department questions/immunization questions. Case Management section captures staff calls/work done on specific cases referred to health department.
 - The nurses are now collecting data differently so need to ensure that all data is captured during transition from “paper collection” to computer based collection
- **March Monthly Report**
 - Immunizations given have declined – this is due to CDC mandate that immunizations can only be given to persons who are uninsured or underinsured. This change occurred October, 2012. Immunizations can still be given if a person’s insurance policy does not cover the specific immunization or booster shot.
 - Request for radon kits has declined – this may be due to the time of year. There may be more of a request in the fall, after homes/basements are closed. Advertisement for availability of radon kits was in the recent Village Views publication.
 - Inspections – Sanitarian spent significant time with recent (3/25/14) opening of Buca di Beppo restaurant at Southridge
 - Play and Learn (PAL) Club meeting through April. Evaluation of program and cost based analysis will be done to determine if PAL Club will continue. Children participating in the PAL Club were identified from the early childhood programs in Greendale. S. Sheppard shared that it was a valuable experience to have the GHD, schools and library groups working together on this project.
 - Two new nurses continue in orientation process. In addition to general job responsibilities, one new RN concentrating on emergency preparedness planning and readiness for 5/7/14 test exercise. The other RN concentrating on Maternal and Child Health grant and lead poisoning prevention grant.
 - Chris Reischl is active in topics of youth tobacco use prevention and Teens Against Tobacco Use (TATU). TATU is also a leadership development program in which high school students educate/provide programs to 4th graders. In surveys completed, there is lower than average tobacco use reported by Greendale students.



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- Community Learning Center – GHD, Library and Park and Rec are meeting to discuss ideas for collaboration and shared programs across the departments. A survey will be sent to village residents to solicit ideas for desired services. Focus of the GHD will be on community education.
- **Board Reports:** Bike Rodeo – provided by C. DeRoche and S. Sheppard in absence of E. Zalewski
 - As noted above, meeting will occur 4/15/14 with Police Chief to share information already gathered for potential Bike Rodeo, discuss available resources and to discuss mutual interest of public safety in the Village
 - Bike Rodeo Training, sponsored by Wisconsin Bike Federation is planned for May 3, 2014. Exact time and location TBD. E. Zalewski is unable to attend but her husband will attend in her place. S. Sheppard and 2 nurses will attend. Strongly encouraged that a BOH member attend. BOH member should contact E. Zalewski if able to attend.
 - C. DeRoche plans to attend the Franklin Bike Rodeo, held in June, to gain understanding of the logistics and overall operation of the Rodeo.
 - Helmet giveaway will occur 6/21/14 at the Gazebo in conjunction with the Community Charity Walk.
 - 50-60 helmets are left from 2012 helmet giveaway. K. Dohmeyer will inventory current sizes and specific numbers.
 - \$980 is left from 2012 bike helmet initiative.
 - Initial plan was for pre-registration to occur for the bike helmets to ensure that correct sizes are available and to manage the number of potential children wanting helmets since being held in conjunction with charity walk event.
 - Further discussion re: other options to manage bike helmet giveaway:
 - a. Partner with a company or bike store so that GHD does not have to carry/store the inventory>C. DeRoche will talk with Franklin as to how they do their helmet giveaway and Wheel & Sprocket re: possible partnership
 - b. Wanting to create awareness of the GHD>option to have the parent/child come back to the health department to pick up the helmet at a later date. Downside is that nurses could not be expected to be available to fit the helmet and aware that most children will want to leave the Gazebo on day of community walk with a tangible item (helmet or other item)
 - c. Consider option to have sample helmets available at the Gazebo on 6/21/14 for children to try on and fit with parents assist. Possibly receive a tangible item to take with them that day>TBD. Then return to GHD at later date to pick up the helmet – pick up only could be more easily managed by secretary as size selection would have already been completed, fitting can occur by parents. GHD can then order the number of needed helmets/sizes/colors and not be left with “extras” to store.
 - d. New registration form would need to be developed to capture child's contact information and helmet size/style selection.



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7. OLD/ONGOING BUSINESS:

- **Greendale Health Department Services and Programs - Sue Sheppard**
 - General review of power point presentation from last month
 - Wisconsin Public Health Statutes and Administrative Codes have set standards but how they are applied is not prescribed allowing for each municipality to develop their own programs to meet public health needs.
- **5-year Strategic Plan Process-Sue Sheppard**
- **Community Health Assessment final version-Sue Sheppard**
 - This needs to be completed and sent to BOH for final approval. It is then sent to Board of Trustees through Village Manager, Todd Michaels
 - Target date for completion: June 30, 2014
 - Must be completed in preparation for the 140 Review process that will occur March 2015
- **Community Health Improvement Plan (CHIP) Development-Sue Sheppard**
 - This must also be completed in preparation for the 140 Review
 - In preparation for the 140 Review, GHD needs to provide evidence as to how each of the Standards is being met. Documentation must be provided to surveyors four weeks ahead of the survey
 - Hales Corners and St. Francis have completed their Community Health Improvement Plans
 - St. Francis has used a paid consultant to assist with their survey readiness
 - Community Health Improvement Plan. Based on data collected in the monthly reports, GHD staff is already working to capacity and does not account for additional time needed for Community Health Assessment or Community Health Improvement Plan preparation.
 - a. BOH recommends that S. Sheppard write a proposal to the Finance Committee seeking funding to complete the assessment and health plan and seek request for proposals from consultants who assist with these types of projects
 - b. Recommend that this be completed ASAP, understanding that the process for approval will take time and report needs to be completed well in advance of the March 2015 140 review date.

8. NEW BUSINESS:

- **Potential to hire a consultant to complete the CHIP and 5 year strategic plan process**

9. TABLED BUSINESS REVIEW:

- **Community Health Improvement Plan Development**
- **5 year Strategic Plan Process**



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10. COMPLETED BUSINESS REVIEW:

- Discussion of Bike Rodeo and Helmet Giveaway process
- March Monthly Report

11. ADJOURNMENT: K. Dohmeyer moved to adjourn the meeting, S. Shepeard seconded. Meeting adjourned at 7:24 PM

12. Next meeting: May 13, 2014 6:00 PM. If unable to attend this meeting, please notify Karen Roeder @ 423-2110

Minutes submitted by Kathy Kehm, edited by Sue Shepeard