



**Public Health**  
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**Greendale Health  
Department**



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

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

**DATE:** February 11, 2014  
**TIME:** 6:00 P.M.  
**PLACE:** Basement Meeting Room – Greendale Community Learning Center

Chairperson Carole DeRoche called the meeting to order at 6:10 PM

1. **ROLL CALL:** S. Shepard, K. Dohmeyer, K. Svoboda, C. Genz, K. Kehm, C. DeRoche, E. Zalewski, Dr. Lubing  
  
Absent: C. Greenberg
2. **INTRODUCTION OF GUESTS:** None Present
3. **APPROVAL OF MINUTES:** January 14, 2014 Minutes> E. Zalewski moved to approve minutes, K. Dohmeyer seconded. Minutes approved without need for revision.
4. **CITIZEN COMMENTS:** None
5. **CORRESPONDENCE/COMMUNICATIONS:** C. DeRoche shared that the FDA has launched an advertising campaign to target adolescent smoking. This is to be a 1 year campaign. S. Shepard added that E-Cigarettes will also be studied including the possible need for regulation.
6. **REPORTS:**
  - a. **Medical Advisor Report:** Dr. John Lubing: **None**
  - b. **Trustee Report:** Carl Genz: **None**
  - c. **Health Officer Report:** S. Shepard and C. DeRoche presented new format for Monthly Report. Comments and suggestions made by BOH to further improve reporting format. Goal of new Monthly Report format is to more clearly reflect:
    - Trends and patterns of health issues throughout the year
    - Fluctuations in GHD work load throughout the year dependent on health/community needs
    - Reflect budgeted hours vs. actual worked hours
    - Improve awareness of Grant money vs. Tax Levy money comprising the GHD budget
    - Specifically identify time spent in Home Contact/Visits concerning elderly population as this is reported to be an increasing area of serviceC. Genz commented that new report format would be more useful in sharing GHD information with Village Trustees. S. Shepard and C. DeRoche will make suggested changes to Monthly Report format.



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**d. Board Reports:** Evonne Zalewski - Bike Rodeo

- Wisconsin Bike Federation will hold a Bike Rodeo Training Saturday, May 3, 2014. Time and Location TBD.
- E. Zalewski will attend. Other interested board members may also attend.
- S. Sheppard will determine who might attend from GHD.
- E. Zalewski will coordinate sign up for GHD/BOH for the event.

**7. OLD/ONGOING BUSINESS:**

**a. Community Assessment Report – Sue Sheppard**

- Tabled Business

**b. Board of Health Roster – A copy of this with updated term dates was distributed to each Board Member**

**8. NEW BUSINESS:**

**a. Health Department Services and Programs-Sue Sheppard**

**b. 5-year Strategic Plan Process**

**9. UNFINISHED/TABLED BUSINESS REVIEW TO BE TAKEN UP AT NEXT MEETING:**

- Health Department Services and Programs
- 5 year Strategic Plan Process
- Community Assessment Report

**10. COMPLETED BUSINESS REVIEW:**

- a. New Monthly Report Format Developed
- b. Bike Rodeo Training Date Identified
- c. BOH/GHD "Meet and Greet" completed prior to BOH meeting to allow BOH members to meet GHD staff, including two recently hired RNs, and to better understand the responsibilities and lived experiences of GHD staff.

**11. ADJOURNMENT:** E. Zalewski moved to adjourn the meeting. S. Sheppard seconded.  
Meeting adjourned: 7:08 PM

**12. Next meeting: March 11, 2014 6:00 PM Greendale Health Department**

Minutes submitted by Kathy Kehm, edited by Sue Sheppard

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