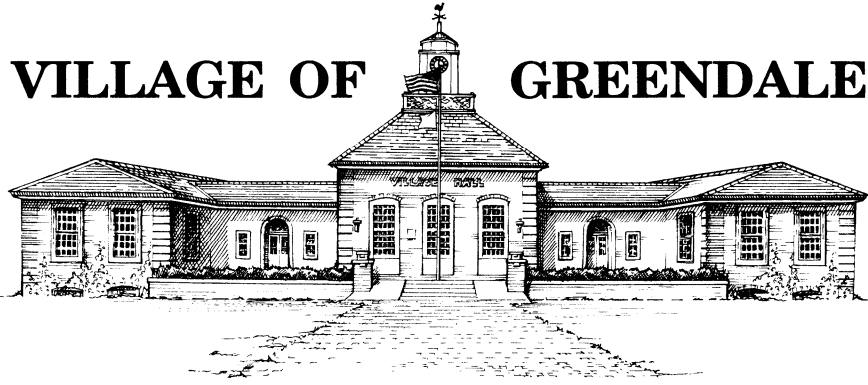




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VILLAGE OF GREENDALE



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

MINUTES GREENDALE BOARD OF HEALTH MEETING

DATE: January 14, 2014
TIME: 6:00 P.M.
PLACE: Greendale Health Department

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

1. ROLL CALL:

Present: C. DeRoche, K. Svoboda, K. Dohmeyer, S. Sheppard, C. Genz, K. Kehm, E. Zalewski

Absent: C. Greenberg, J. Lubing

Welcome to new board member, Kevin Svoboda

2. INTRODUCTION OF GUESTS: None Present

3. APPROVAL OF MINUTES: E. Zalewski moved to approve minutes, K. Dohmeyer seconded. Minutes approved without need for correction.

4. CITIZEN COMMENTS: S. Sheppard shared receipt of Thank You letters from three clients served by the GHD. Each expressed their appreciation for the services and programs provided by the GHD – including general resource information and Fall Prevention program. One client also expressed appreciation for how well she was treated by the Health Department Staff.

5. CORRESPONDENCE/COMMUNICATIONS: C. DeRoche: Poinsettias were sent to the Health Department staff on behalf of the BOH in appreciation for and acknowledgement of their hard work and dedication. Thank you notes were shared with the BOH from the Health Department staff.

6. REPORTS:

A. Medical Advisor Report: None

B. Trustee Report: Carl Genz: No BOT Meeting was held in January. December meeting-parade permits have been approved. Upcoming election for Trustee. Two positions are available with seven candidates in the field. Primary election to be held January 22, 2014, narrowing the candidates to four. General election will be held in April, 2014.

C. Health Officer/Administrator's Report: Sue Sheppard

1. Incident Reports from November and December

- a. 35 families impacted by lice in November, decreased to 10 in December



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- b. Number of vaccines given in 2013 increased, likely due to number of flu shots given
 - c. Immunizations decreased slightly from 2012
 - d. Communicable diseases decreased as compared to 2012
 - e. Flu Shots: 470 shots have been given from October to January 13, 2014
 - a. 265 Children
 - b. 205 Adult
 - c. Able to bill Medicare only if listed as primary payor
 - f. C. DeRoche and S. Sheppard are meeting to revise the format of the Monthly Incident Report to determine the most critical information to include and in an easy to read format. The goal is to have this completed in time for reporting January, 2014 data. An effort will also be made to include a formula or strategy to quantify the amount of time that is spent by the GHD staff in each service area so that the work that is done can be assigned to a cost center.
 - g. Two new nurses have started with the GHD – one in October and one in January.
2. BOH Bylaws approved at November meeting were distributed to each BOH member. Electronic copies are also available if desired.
 3. BOH Roster Contact Information and Term Dates Updated

D. Board Reports: Evonne Zalewski – Greendale Bike Rodeo Project

1. E. Zalewski has met with the Franklin Health Department regarding the Bike Rodeo that is held in Franklin. Franklin Bike Rodeo has been running for 5 years; 2000 children participated in their 2013 Rodeo.
2. Appreciation expressed to Franklin for sharing the process that has made their rodeo successful – including many volunteers, critical coordination with Police Department and Health Department. Franklin has a Police Department Coordinator assigned to the Bike Rodeo Project.
3. E. Zalewski and C. DeRoche have met with Jeremy Vlaj of the Greendale Police Department to begin to discuss possible Greendale Bike Rodeo.
4. The Bike Federation of Wisconsin also has a training program for organizations to coordinate successful bike rodeos.
5. Goals of Bike Rodeo discussed:
 - a. Community awareness and education on Bike Safety
 - b. Further development of Brain Injury Prevention project initiated 2013 with first “Bike Helmet Give Away”
 - c. Health and Wellness Promotion



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6. Needs discussed for a successful Greendale Bike Rodeo
 - a. Team of community volunteers
 - b. Coordination with Police and Fire Departments, DPW, Schools, Business Community, Health Department
 - c. Advertising: Schools, Park and Rec Department, Library
7. Timeline discussed
 - a. 2014
 - i. Continue Bike Helmet Give Away and Community Education
 1. Venue for this to be determined as previous Nourish Event will not be held this year
 2. C. DeRoche will contact Business Association regarding possible coordination at the Spring Into Greendale Event
 - ii. Develop planning committee for Bike Rodeo to be held Spring, 2015 – timeline for successful 2014 Bike Rodeo determined to be too short
 1. E. Zalewski to lead project from GBOH
 2. C. DeRoche will draft a letter to Police Department Chief outlining anticipated needs
 3. Discussed BOH member attendance at 2014 Franklin Bike Rodeo as part of planning process

7. OLD/ONGOING BUSINESS: Sue Sheppard - Community Assessment Report

A. Power Point Presentation by S. Sheppard

- Purpose of Community Health Assessment
 1. All Health Departments are required to complete every 5 years; last completed in Greendale in 2006
 2. Collect and analyze population characteristics about the health of Greendale residents, assess strengths and resources, prioritize top 3-4 health needs, develop intervention strategies and monitor/evaluate outcomes
- Greendale Community Health Assessment Themes Identified
 1. GHD is addressing health needs; core functions remain vital
 2. Health needs are a moving target with changing population – more diversity in Greendale, median income has decreased, poverty level for children/families/over 65 has increased, more eligible for free/reduced lunch program, overall Greendale is a well-educated and healthy community
 3. Leading causes of death and health conditions reported remain the same – heart disease, cancer, respiratory distress
 4. Emphasize healthy living for all ages
 5. Mental Health and AODA issues need focus



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- B. The Health Sanitarian has had an increase in inspection activities since 2010 with both more permanent locations and temporary events to inspect. The Health Sanitarian is .20 FTE. There has not been an increase in FTE despite the increase in demand for inspections. S. Sheppard assists the Sanitarian with inspections as demand requires. The fee for sanitation inspections goes to the Village, not the Health Department.

8. NEW BUSINESS:

- A. Orientation of new Members – C. DeRoche has met with K. Svoboda
B. Schedule meeting with Health Dept. Staff
- February 11, 2014 at 5pm in the Basement Meeting Room of the Greendale Community Learning Center

9. TABLED BUSINESS REVIEW: None

- 10. COMPLETED BUSINESS REVIEW:** Presentation of Community Health Assessment Power Point as discussed above.

- 11. ADJOURNMENT:** K. Dohmeyer moved to adjourn the meeting, Voice vote completed by all members.
Meeting adjourned: 7:55 PM

Minutes submitted by Kathy Kehm, edited by Sue Sheppard

If unable to attend this meeting, please notify the Greendale Health Officer/Administrator @ 423-2110
Next Meeting February 11, 2014 5:00 PM with GHD Staff
GBOH Meeting to Follow at 6:00 PM