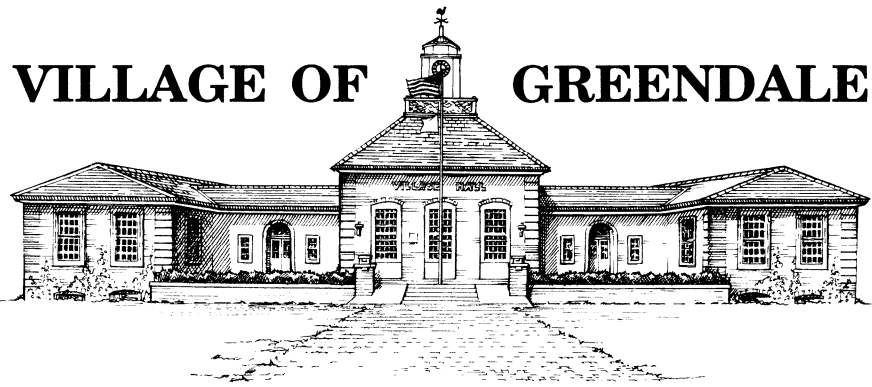




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**HEALTH DEPARTMENT
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GREENDALE, WI 53129
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MARCH BOARD OF HEALTH MEETING - MINUTES

DATE: March 11, 2014
TIME: 6:00 P.M.
PLACE: Greendale Health Department

Chairperson C. DeRoche called the meeting to order at 6:04 PM

1. **ROLL CALL:** S. Sheppard, K. Dohmeyer, K. Svoboda, C. Genz, K. Kehm, C. DeRoche, E.Zalewski
ABSENT: C. Greenberg, Dr. Lubing
2. **INTRODUCTION OF GUESTS:** None Present
3. **APPROVAL OF MINUTES: February 11, 2014 Minutes** S. Sheppard moved to approve minutes, C. Genz seconded. Minutes approved by voice vote without need for revision.
4. **CITIZEN COMMENTS:** S. Sheppard shared many favorable comments from attendees at recent Fall Prevention classes.
5. **CORRESPONDENCE/COMMUNICATIONS:** Following February BOH meeting C. DeRoche sent e-mail to Greendale Police Chief re: possible 2015 Greendale Bike Rodeo and request for GPD participation in this. Return e-mail received from Police Chief stating that current manpower did not allow an individual to be designated to the Bike Rodeo project/planning at this time. Additionally, the e-mail stated that a police officer could be present at the actual event, if one was available.
6. **REPORTS:**
 - **Medical Advisor Report:** Dr. John Lubing **None**
 - **Trustee Report:** Carl Genz:
 - Approval for the return of the Green Market on Broad Street with possible increase in the number of weekends that it will be held as Hales Corners will not be having their market this year. Previously Greendale and Hales Corners alternated weekends.
 - Trustees are awaiting plans for proposed: Beer Garden design at Scout Lake
 - Group against the relocated bus stop at Southridge is having a meeting at St. Alphonsus next week.
 - DPW may be contacted re: potholes/sinking sewers in Greendale.



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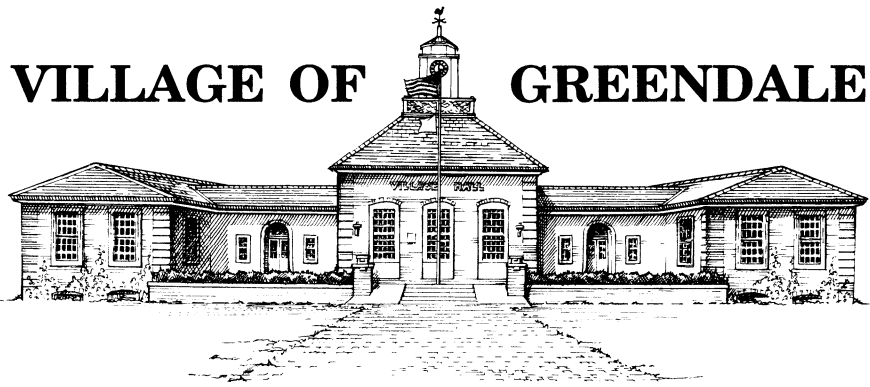
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- **Health Officer Report: Sue Shepard**
 - **New Report Format**
 - Felt to be “on the right track” in use of new format to capture more meaningful information. 2013 data should be added to the Core Area Services for comparison to 2014 data. Other considerations discussed: separate secretary related duties/”time spent” out of RN related department activities and move the Sanitarian Services to the Environmental Services Core Area for a more comprehensive overview.
 - Want to ensure that data collected supports the GHD FTE needs, with potential for additional FTEs
 - Recommend that the Core Area Services correlate to the Department Activities
 - Felt to be important to track and identify services covered by Tax Levy vs. Grant money
 - Staff nurses/secretary have a new Excel spread sheet in which to log time spent in each cost center area by the day and month – this will better support and account for time spent in each area.
 - Case Management calls– includes making phone calls on behalf of individual people/clients to handle/follow up with the identified problem such as a call to the Office on Aging or a doctor’s office.
 - **Monthly Report**
 - Communicable diseases decreased; had increased in previous month due to Norovirus outbreak
 - Distribution of Radon kits has decreased – question of decrease in interest vs. limited community awareness of availability
 - There has been an increase in inquiries for inspection related to temporary events and/or inquiring about being a food vendor
 - New PAL (Play and Learn) Club – first meeting held 2/28/14 with six children and seven parents. Club will meet 1x/month through April. Educational club for parents on growth/development, literacy, safety/injury prevention. Collaboration by library, school district and GHD staff to provide structured and stimulating environment for children while parents receive education.
- **Board Reports: Evonne Zalewski - Bike Rodeo**
 - Discussion re: response of Police Chief to e-mail sent (noted above) and potential impact on success of Bike Rodeo. BOH emphasized need for community involvement to both address safety issues in community and for successful Bike Rodeo
 - May need to re-evaluate efforts for Bike Rodeo if support is limited and if recent Community Assessment Report identify other areas of need.
 - Would like to still due bike helmet give away, even if unable to proceed with Bike Rodeo plan.



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- C. DeRoche will send another e-mail to Police Chief, addressing the points that were raised in his e-mail
- C. Genz will also talk with Police Chief in attempt to explain idea/reason for Bike Rodeo and desire for collaboration with Police Department, possibility of use of Auxiliary Officers.
- Bike Rodeo Training through Wisconsin Bike Federation will be held May 3, 2014. E. Zalewski, Susan Sheppard and two PHN staff will attend; specific time and location TBD.

7. OLD/ONGOING BUSINESS:

- **Health Department Services and Programs-Sue Sheppard**
 - Power point presentation re: Local Public Health Departments including Wisconsin Public Health Statutes and Administrative Codes; Level I, II and III Health Departments and required services at each level; Assessment and Assurance practices
 - Greendale is a Level I department
 - GHD provides Employee Health Services to Greendale Departments (Police, Fire, DPW). This service is not usually provided by other area health departments. This service comes out of the GHD budget.
- **Community Health Improvement Plan (CHIP) -Sue Sheppard**
 - This is a 5 year plan that is submitted to Wisconsin Division of Health Services/Public health Division as well as Village Manager.
 - GHD will be beginning CHIP development based on results of recent Community Health Assessment Report. Goal of CHIP is to ensure that services provided meet the health needs identified in Community Assessment Report, identify gaps in health service and develop programming to meet those needs.
 - S. Sheppard shared that with 2 new nurses in the GHD it will be critical to have staff engaged in a strategic planning process to identify the GHD mission, vision and core values. This should be done first, then commence the CHIP process which involves the BOH members and other key stakeholders.
 - BOH is to be involved in CHIP planning process.
 - Community Health Assessment and Community Health Improvement plan are to be reviewed and signed off by BOH, Village Manager and Board of Trustees and due by the time of the 140 review..
 - Greendale Health Department will have an audit called a "140 review related" to WI administrative rule 140 which describes the requirements of a local health department and the BOH. The review is anticipated to be the end of 2014 or early 2015. BOH will be notified of the date by the WI Division of Health, Southeastern Regional office, regional director.

8. NEW BUSINESS:

- **5-year Strategic Plan Process**



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9. TABLED BUSINESS REVIEW:

- 5 year Strategic Plan Process

10. COMPLETED BUSINESS REVIEW:

- Discussion of Bike Rodeo plans
- Review of Public Health Services
- New Report Format with February Department Report

11. ADJOURNMENT: K. Dohmeyer moved to adjourn the meeting. E. Zalewski seconded. Meeting adjourned at 8:07 PM

12. Next meeting: April 8, 2014 6:00 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