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**Greendale Health  
Department**



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

## **BOARD OF HEALTH MEETING – MAY MINUTES**

**DATE:** May 13, 2014  
**TIME:** 6:00 P.M.  
**PLACE:** Greendale Health Department

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

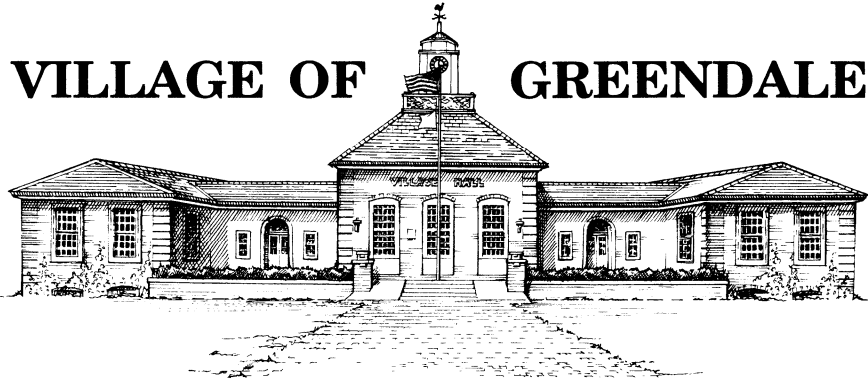
1. **ROLL CALL:** S. Sheppard, C. Genz, C. Greenberg, K. Svoboda, E. Zalewski, C. DeRoche, K. Kehm  
**Excused:** K Dohmeyer; **Absent:** Dr. Lubing
2. **INTRODUCTION OF GUESTS:** None present
3. **APPROVAL OF MINUTES:** April 8, 2014 Minutes – S. Sheppard moved to approve minutes, C. Genz seconded. Minutes approved by voice vote without need for revision.
4. **CITIZEN COMMENTS:** None
5. **CORRESPONDENCE/COMMUNICATIONS:** C. DeRoche received email from Police Chief offering to meet with C. DeRoche and members of GHD/BOH to further discuss proposed 2015 Bike Rodeo.
6. **REPORTS:**
  - **Medical Advisor Report:** Dr. John Lubing – Not Present
  - **Trustee Report:** Carl Genz
    - A joint meeting was held with Village Board and School Board to discuss possible changes to voting locations. This is due to concerns related to security and disruption of the school day. Currently additional security has been provided at the schools during voting hours.
      - Making changes to voting locations must comply with specific government mandates, including parking and accessibility, therefore not easy to make changes. The Clerk Treasurer governs elections.
      - Potential spaces must be ready to accommodate 100% of the voting population.
      - Options discussed include: use of the Hose Tower or including as part of the Fire Station remodel. Additional option includes looking at the school district calendars to time differently with election dates.
    - Lions Club will expand their July 4<sup>th</sup> celebration to be more family oriented. New celebration format will be tried this year and then evaluated to determine future format.
  - **Health Officer Report:** Sue Sheppard
    - **Monthly Report**
      - Slight revisions to configuration of report to ensure all data is captured. C. DeRoche and S. Sheppard are working on this.



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- a. Recommendation is made to have Professional Development be a separate category to better capture the hours that are resourced to this cost center. Much of the professional development hours are required training hours. Training hours were up this month due to Emergency Preparedness Exercise planning.
  - b. Recommendation to account for vacation and sick time hours on the Monthly Report as this does impact FTEs. Concern is that without accounting for vacation and sick time, FTES are undercounted. Possible inclusion of vacation/sick hours as “adjusted time”. Only Health Officer and Office Assistant have paid time off such as vacation and sick leave. Part-time staff does not receive paid time off.
  - c. Consider adding a separate category to monthly report to capture time spent in management of social media/website re-design (currently counted under Community Outreach Services hours) and number of classes/participants held (currently reported in Health Officer Report). Information about classes and participants is reported but it is more difficult to estimate an audience for health fairs or larger events like a “Kick Butts” event at the middle school.
- Referral numbers have increased this month.
  - GHD have received a number of calls regarding mumps/measles vaccines and mumps disease with recent outbreaks of mumps and measles in 5 Wisconsin counties.
  - Increase in sanitarian inspections
    - a. Registered Sanitarian inspects all licensed food establishments in the Spring prior to license renewals
    - b. License renewals are sent out for retail and restaurant food establishments by Clerk/Treasurer. Annual food license runs from July 1 – June 30 of each year.
  - Step Up to Better Health Community Walk will occur June 21, 2014, 9:00 AM
  - Playground Passports have been printed for the 2014 Playground Challenge, an activity meant to encourage outdoor physical activities for young children and their family.
- **Board Member Reports: See Below – Bike Rodeo**

## 7. OLD/ONGOING BUSINESS:

- **5-year Strategic Plan Process AND Community Health Improvement Plan – Sue Sheppard**
  - S. Sheppard shared that she was unable to find a consultant to hire to complete the Strategic Plan. She contacted universities and other health officers about who they used to facilitate their strategic planning. There is a public health nurse consultant, Debra Pasha-James, PhD, at the Southeast Region Office, Division of Public Health, who may be able to assist GHD with



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Strategic plan and CHIP development if approved. Approval must come from regional office. S. Sheppard will write a request to the Regional Office for Dr. Pasha-James' assistance.

- **Bike Safety Projects** – Evonne Zalewski, Carole DeRoche
  - Helmet giveaway at the Community Walk, Saturday, June 21, 9:30-11:00
    - Currently have about 50 helmets remaining from 2013 Helmet Giveaway but most are for younger children/smaller heads.
    - Helmets for 6/21/14 event will be purchased through Wheel & Sprocket. Unused helmets can be returned to them.
    - Helmet Giveaway is for children 4-10 years who live in or go to school in Greendale. No registration needed, first come-first served basis.
  - Bike Safety Rodeo planning for 2015
    - C. DeRoche and S. Sheppard met with Police Chief Bob Malasuk and Captain Ryan Rosenow. Meeting was positive and productive with Police Chief committing one person from police department to attend Bike Rodeo training session and at least one person for the Bike Rodeo event.
    - E. Zalewski and 2 GHD nurses attended Bike Rodeo Training Day May 3, 2014 sponsored by the Wisconsin Bike Federation. Training included: Video on rules of the road "Through the Eyes of a Child", 6-7 different skills courses that can be set up as stations as part of a rodeo and finished with a group bike ride.
    - Wheel & Sprocket was contacted for possible involvement with the Bike Rodeo. They are able to provide a mechanic for the Bike Rodeo event if helmets are purchased through them.
    - Discussed options for possible outdoor venues that will offer enough space for the skills stations: High School, Canterbury, St. Alphonsus, Broad Street.
    - BOH agreed that it will be critical to have a core team to develop the Rodeo as well as have many volunteers in place in order to limit the amount of time and work that the GHD nurses will need to do.
    - Anticipate that the Bike Rodeo will replace the annual Spring Community Walk.
    - Target age group and skill level for Rodeo – children ages 6-11 years who are riding a bicycle without training wheels. Big Wheels are not to be part of the rodeo.
    - Anticipated date: June 20, 2015. 10:00AM to NOON
    - A permit will need to be obtained from the Village.
    - E. Zalewski will coordinate Bike Rodeo from BOH, putting together an initial timeline for planning needs. S. Sheppard and GHD nurses, Cathy Trecek and Sue Callison will be GHD contacts.
    - K. Kehm motioned to approve Bike Rodeo plan, C. Genz seconded. All in favor by voice vote.

## 8. NEW BUSINESS:

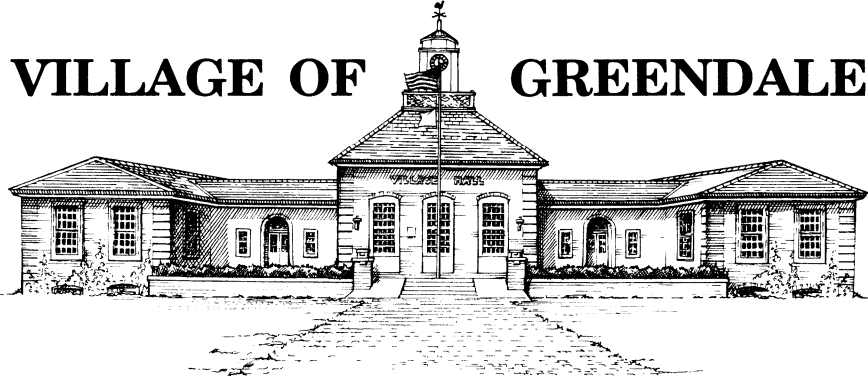
- **Board of Health Appointments**



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- Carole DeRoche and Kathy Kehm agree to continue on BOH for additional term. New term will expire June, 2017
- All members are asked to continue to be aware of community members who may be interested in serving on the GBOH in future or assist with GHD/BOH activities

## **9. TABLED BUSINESS REVIEW:**

- None

## **10. COMPLETED BUSINESS REVIEW:**

- Re-appointments of Carole DeRoche and Kathy Kehm to additional BOH term
- Bike Rodeo 2015

**11. ADJOURNMENT: C. Greenberg moved to adjourn the meeting, C. Genz seconded. Meeting adjourned at 7:43 PM.**

**12. Next meeting: June 10, 2014 6:00 PM**

**Minutes submitted by Kathy Kehm, edited by Sue Sheppard, Health Officer**