

**SANITATION DEPARTMENT
BOARD OF HEALTH MINUTES
JULY 28, 2009**

The meeting was called to order at 5:30 p.m. by Chairman Allan Jansen. Members present: Dave Klar, Grant Loy, Phil Wegmann, Margaret Ruf and Mary Logemann. County personnel present: Wilbur Austin, Jeff Kindrai. Absent: Meena Maski MD., Ivan Farness.

Al Jansen made a motion that the meeting is in compliance with the open meeting law, seconded by Mary Logemann. Motion carried.

Dave Klar made a motion to approve the June 23, 2009 minutes, seconded by Phil Wegmann. Motion carried.

Dave Klar made a motion to approve the monthly bills/financial report, seconded by Mary Logemann. Motion carried.

Phil Wegmann made a motion to approve the sanitary permit summary, seconded by Grant Loy. Motion carried.

Margaret Ruf made a motion to approve the outstanding orders, seconded by Mary Logemann. Motion carried.

Phil Wegmann made a motion at to adjourn at 5:50 p.m. to the Health Department portion of the meeting, seconded by Margaret Ruf. Motion carried.

Respectfully submitted,

Margaret Ruf, Secretary

Board of Health and Professional Advisory Committee Meeting
Tuesday, July 28, 2009
5:30PM

PRESENT: Al Jansen; Dave Klar; Margaret Ruf; Grant Loy; Mary Kay Logemann, RN, BSN; Phil Wegmann, DDS; Meena Maski, MD; Jeffery A. Kindrai, MSPH, RS; Mary J. Rasmussen, RN, BSN

CALL TO ORDER: Meeting called to order by Al Jansen at 6:00 pm.

CHANGES IN AGENDA: No changes in agenda.

MINUTES OF PREVIOUS MEETING: Phil Wegmann made a motion to accept the minutes of the previous meeting, second by Grant Loy. Motion carried.

VOUCHERS: Vouchers totaling \$75,260.53 were reviewed. Mary Logemann made a motion to approve the June vouchers, second by Margaret Ruf. Motion carried.

MONTHLY FINANCIAL REPORT: Margaret Ruf made a motion to approve the June Monthly Financial Reports, second by Mary Logemann. Motion carried.

LOAN CLOSET FINANCIAL REPORT: Margaret Ruf made a motion to approve the Loan Closet Report, second by Phil Wegmann. Motion carried.

RED FLAG RULE POLICY ADOPTION: Discussion followed. Margaret Ruf made a motion to approve the Red Flag Rule Policy, second by Mary Logemann. Roll call vote taken: Yes from Dave Klar; Mary Logemann; Margaret Ruf; Grant Loy; Phil Wegmann; Al Jansen. No descending votes were cast. Motion carried.

SMOKING ORDINANCE: Discussion regarding the changes to the smoking ordinance occurred. The smoking ordinance would be enforced by the Sheriff's Department. Dave Klar made a motion to approve the Smoking Ordinance, second by Margaret Ruf. Roll call vote taken: Yes from Al Jansen; Phil Wegmann; Grant Loy; Margaret Ruf; Mary Logemann; Dave Klar; Meena Maski. No descending votes were cast. Motion carried.

HNS APPROVAL OF POLICIES AND PROCEDURES, ADMISSION AND DISCHARGE POLICIES, PROGRAM EVALUATION, RECORD REVIEW, UTILIZATION AND REVIEW AND QUALITY ASSURANCE: Policies, procedures, evaluation, reviews and quality assurance data were presented. Discussion followed: Mary Logemann made a motion to approve the HNS policies and procedures, admission and discharge policies, program evaluation, record review, utilization and review and quality assurance. Motion seconded by Margaret Ruf. Motion carried unanimously by acclimation.

HOSPICE APPROVAL OF POLICIES AND PROCEDURES, ADMISSION AND DISCHARGE POLICIES, PROGRAM EVALUATION, RECORD REVIEW, UTILIZATION AND REVIEW AND QUALITY ASSURANCE: Policies, procedures, evaluation, reviews and quality assurance data were presented. Discussion followed: Mary Logemann made a motion to approve the Hospice policies and procedures, admission and discharge policies, program evaluation, record review, utilization and review and quality assurance. Motion seconded by Margaret Ruf. Motion carried unanimously by acclimation.



PUBLIC HEALTH APPROVAL OF POLICIES AND PROCEDURES, STANDING ORDER:

Margaret Ruf made a motion to approve the Public Health policies and procedures and standing order (signed by Dr. Maski), second by Mary Logemann. Motion carried unanimously by acclimation.

SCHOOL RN SERVICES: The new state budget allows schools to exceed revenue caps to pay for RN services. Discussion of providing RN services occurred. In 2008, 717 hours of RN time were provided to 15 schools. Due to county budget constraints, Jeff will discuss trying to cover some of the cost of providing "school required" services to schools with administrators, and work with Mary Logemann and report back.

GRANT APPLICATIONS: Discussion followed: Phil Wegmann made a motion to approve cribs for kids grant through March of Dimes (approved at County Board in July), second by Meena Maski. Carried.

COMPUTER COMMITTEE REQUESTS: Meena Maski made a motion to approve Computer Committee request for 3 desk tops to replace outdated computers, second by Mary Logemann. Carried.

PUBLIC PROPERTY REQUESTS: Copies of the Health Department request were presented. Two requests were presented: A Loan Closet Cleaning Station with the approximate cost of \$3000 and the addition/separation of electrical circuits with the approximate cost of \$1525. Meena Maski made a motion to approve the Public Property Request, second by Margaret Ruf. Carried.

APPROVAL OF NEW SOFTWARE AND EQUIPMENT: The current software package is unable to meet requirements and must be replaced. The purchase of new software and equipment will be made with designated funds. Discussion occurred regarding the software vendor, health care reform, and their ability and cost to meet new regulations. Confirmation of the presence of the plans to address changes will be sought from the vendor. Dave Klar made a motion to approve the new software and equipment with an estimated cost of \$130,000 after consultation with Corporation Counsel regarding her review of the contract, second by Phil Wegmann. Carried.


CLOSED SESSION UNDER 19.85 (1)(C) FOR THE PURPOSE OF PERSONNEL MATTERS:

Roll call vote taken: Yes from Dave Klar; Mary Logemann; Margaret Ruf; Grant Loy; Phil Wegmann; Al Jansen; Meena Maski. No descending votes.

RETURN TO OPEN SESSION: Grant Loy made motion to return to open session, second by Phil Wegmann. Carried.

DIRECTORS REPORT: Jeffery A. Kindrai, MSPH, RS

-Based on current guidance, the budget for 2010 is to be at a 0% increase overall. No general wage increase for non-represented employees is proposed at this time.



- H1N1 Update: School-aged children will likely be a main target population for novel influenza vaccine in fall. Two doses of novel influenza vaccine will likely be recommended. Seasonal influenza vaccine should be available August or September. H1N1 vaccine should be available late in October. Additional help may be needed due to the large number of clinics expected. It is anticipated that some funding will be available to cover additional costs.

-Seminar Policy expenses will be reported in August.

ASSISTANT DIRECTORS REPORT: Mary J. Rasmussen, RN, BSN

-No further report.

COMMENTS FROM THE PUBLIC: None.

ADJOURN: Margaret Ruf made a motion to adjourn, second by Mary Logemann. Carried.

GRANT COUNTY BOARD OF HEALTH

A handwritten signature in cursive script, appearing to read 'M. Ruf', is written over the printed name of Margaret Ruf.

Margaret Ruf, Secretary