

**SANITATION DEPARTMENT  
BOARD OF HEALTH MINUTES  
FEBRUARY 23, 2010**

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

John Patcle made a motion that the meeting is in compliance with the open meeting law, seconded by Ivan Farness. Motion carried.

Dave Klar made a motion to approve the January 12, 2009 minutes, seconded by Mary Logemann. Motion carried.

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

Margaret Ruf made a motion to approve the sanitary permit summary, seconded by Dave Klar. Motion carried.

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

Ivan Farness made a motion to approve the 2009 Annual report, seconded by Phil Wegmann. Motion carried.

**OFFICE RESTRUCTURE:** Various options for changing the structure of the Sanitation Department, given Wilbur Austin's pending retirement were brought up and discussed. Some considerations: Due to increased workload from the on going inventory, having a second person licensed as a certified soil tester and POWTS (septic system) inspector is becoming a necessity. Also more office help is needed. The consensus of the board at this time is to leave all options open for joint consideration with the Planning and Zoning committee and the new County Board.

**NEW PERMANENT OFFICE ASSISTANT POSITION:** Wilbur presented information on how the office workload has all but doubled over the past year. The projection for 2010, the second year of the state required inventory, is that the workload will be the same if not greater. The problem with the presently approved limited part time position is turnover and constantly having to retrain new help. With this in mind Wilbur asked for the board to approve a 24 hour per week permanent part time office assistant position. Margaret Ruf so moved, seconded by Mary Logemann. Motion carried.

Wilbur reported on a complaint that was received from a person who had received a delinquent maintenance letter from the corporation counsel. The person insisted the report and fee had been submitted. When the record was researched the report was found and the fee had been paid. The mistake was that the date pumped had been entered into the computer as 2006 rather than 2009. This had the effect of including this person on the delinquent list sent to the corporation Counsel in December 2009. I apologized to the person but they refused to accept that and insisted that I report this mistake to this board. No action taken by the board.

Margaret Ruf made a motion to adjourn to the Health Department portion of the meeting at 6:25 pm, seconded by Dave Klar. Motion carried.

## **BOARD OF HEALTH**

February 23, 2010

5:30pm

*(Sanitation portion of meeting held prior to Health)*

**PRESENT:** Al Jansen; Margaret Ruf; Grant Loy; Ivan Farness; Dave Klar; Phil Wegmann; Mary Kay Logemann; John Patcle; Joyce Roling;

**OTHERS PRESENT:** Susan Stohlmeyer; Brenda Halverson

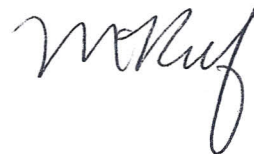
**CALL TO ORDER:** Meeting called to order at 6:30pm by Al Jansen, Chair.

**MINUTES OF PREVIOUS MEETING:** Ivan Farness made a motion to approve the minutes of the previous meeting (01/26/10), second by Dave Klar. Carried.

**CHANGES IN AGENDA:** Move Restructure of Positions in the Department to top of agenda.

**RESTRUCTURE OF POSITIONS IN THE DEPARTMENT:** A restructure request was submitted to attempt to resolve a number of issues. The WIC program has been struggling. The number of clients served declined almost 10% over the past year where as the other projects in the State increased by an average 5%. The cash value of drafts cashed by Grant County families decreased from the previous year by nearly \$57,000 in 2009 as well. The State also withheld funding from Grant County's WIC program in 2009 due to the decreases (Grant County was the only project in this region to have funding withheld). A correspondence from the State cited staffing issues as likely contributing to the program's challenges (A letter from Mary Young, Regional Director, Wisconsin Division of Public Health was shared). Providing secondary education was also a noted as an issue as well. A number of actions have been taken to try to reverse these problems but the actions were not successful.

There has also been a number of staffing capacity issues. The WIC Nutrition Educator position has been vacant for two years. The department has been unable to fill this position likely due to it being part time and without benefits. Therefore, increased nursing time has been needed in WIC to cover this vacancy at greater expense to the program. This has created additional strain on the department's RN capacity. A Registered Dietitian (RD) must be at clinic to counsel high risk participants. Only one RD is available currently and this creates problems at times. Additionally, the Hospice, Home Health, and Personal Care programs are struggling to maintain adequate CNA capacity. However, there is not enough work to fill or re-fill a (near) full time CNA position that is currently vacant.





After a careful study of the problems lasting more than a year, a plan was presented that would provide the needed CNA capacity, add RD capacity, free up RN time, and potentially save approximately \$40,000. The plan involved eliminating the following: the vacant Home Health Aide position, the vacant WIC Nutrition Educator position, the WIC Technician position, and the WIC Clerk Position. The Department would add a new full time WIC Registered Dietitian position and a new full time WIC Clerk/CNA position (A wage/benefit cost analysis prepared by the Grant County Personnel Office was shared). Their proposed duties were described.

Comments from Susan Stohlmeyer: Can see the need for more RN capacity. Feels that restructuring may need to take place. Feels that some of the issues are related to the current WIC staff. It was noted that the WIC clerk used to be CNA in previous years. Some discussion occurred regarding allowing time for current staff to become a CNA.

A general timeline was discussed for the restructure. If approved by the Board of Health and ERC, the individuals affected would receive notification of layoff and bumping rights. The restructure is estimated to be completed by mid-April if approved.

Ivan Farness made a motion to delay action until end of meeting, second by Phil Wegmann. Roll call vote with everyone in agreement. Carried.

**ENTER INTO CLOSED SESSION TO DISCUSS PERSONNEL MATTERS.** Roll call vote with everyone in agreement. Carried.

**RETURN TO OPEN SESSION:** Grant Loy made a motion to return to open session, second by Ivan Farness. Carried.

**VOUCHERS:** Vouchers for end of year totaling \$90,862.41 and January totaling \$29,541.59 were reviewed. Grant Loy made a motion to approve vouchers, second by Ivan Farness. Carried.

**MONTHLY FINANCIAL REPORT:** Mary Kay Logemann made a motion to approve the draft/unaudited year end financial report, second by Margaret Ruf. Carried.

Margaret Ruf made a motion to approve the January financial report, second by Phil Wegmann. Carried.

**LOAN CLOSET FINANCIAL REPORT:** Ivan Farness made a motion to approve the January & February Loan Closet Financial Report, second by Margaret Ruf. Carried. Updated committee on progress of the Loan Closet cleaning station.

**SEMINAR AND TRAINING UPDATE:** Phil Wegmann made a motion to approve the Seminar and Training updates, second by Margaret Ruf. Carried.



**2009 ANNUAL REPORT:** Ivan Farness made a motion to approve the rough draft of the 2009 Annual Report, second by Mary Kay Logemann. Carried.

**DOT GRANT:** Mary Kay Logemann made a motion to approve the DOT Grant, second by Grant Loy. Carried.

**RURAL SAFETY DAY GRANT:** Mary Kay Logemann made a motion to approve the \$500 Rural Safety Day Grant, second by Phil Wegmann. Carried.

**CUBA CITY PROPERTY:** Cuba City property has been placard by Cuba City as uninhabitable. The occupant will be in apartment on March 1<sup>st</sup>. The cats remain in house and will be addressed in the future.

**RESTRUCTURE OF POSITIONS IN THE DEPARTMENT:** Al Jansen made motion to approve the restructure of positions in the department as presented, second by Phil Wegmann. Roll call vote: Voting yes: Al Jansen; Ivan Farness; Dave Klar; Phil Wegmann; Mary Kay Logemann; Voting no: Grant Loy; Abstaining: Margaret Ruf. Motion carried.

**DIRECTORS REPORT:** Jeffery A. Kindrai, MSPH, RS

The S.A.F.E. Drug Free Community Grant meeting will be March 25<sup>th</sup> at 4:30 p.m. at Southwest Health Center in the lower level meeting rooms. The Grantors will be present from Washington DC. **Notation:** The meeting was originally presented to be at 3:00 p.m. The correct time is 4:30 p.m.

Information on the Medical Assistance (MA) dental provider shortage in Grant County was presented. According to the study, there is approximately one FTE dentist that accepts MA for every 49,000 people in the county.

Grant County Health Department will contract with the State for Recovery Act Funds that will allow them to give several different immunizations to adult at no charge.

**ASSISTANT DIRECTORS REPORT:** An update on the computer software program was given. Office Pro ® will be added to laptops at a cost of approximately \$300.00 per computer. This will allow nurses to access email and use the laptop computers as their main computer.

**ADJOURN:** Phil Wegmann made a motion to adjourn, second by Mary Kay Logemann. Carried.

GRANT COUNTY BOARD OF HEALTH

  
Margaret Ruf, Secretary