

**PEPIN COUNTY HEALTH DEPARTMENT**  
**PEPIN COUNTY NURSING SERVICE**  
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**Minutes of Regular Pepin County Board of Health Meeting, Friday, May 7, 2010**

1. **Call to Order:** The meeting was called to order by Chair, Peter Adler at 6:33 a.m. on Friday, 5/7/10 stating that the meeting had been posted according to provisions of Section 19.84 of the Wisconsin State Statutes and Pepin County Policy.
2. **Roll Call**  
**Board of Health Members Present:** Peter Adler, Patrick Milliren, Donna Setterlund, Sean Scallon, Peggy Schlosser, Steven Johnson and Beth Anderson  
**Board of Health Members Absent:**  
**Also Present at Meeting:** Heidi Stewart, Health Dept. Health Officer/Director; Penelope Bauer, Health Dept. Adm. Assistant; Carrie Pohjola, Western Region Public Health Sanitarian, Environmental Health & PH Specialist DHS/DPH/WRO
3. **Assignment of New BOH Members and Election of Officers:**  
**BOH Chairperson:** Peter Adler was nominated for BOH Chair by Patrick Milliren and seconded by Peggy Schlosser. No further nominations were presented. A motion was made by Sean Scallon to close the nominations and cast a unanimous vote for Peter Adler as the BOH Chair. The motion was seconded by Beth Anderson. All BOH members present voted in favor by voice vote. Motion carried. Peter Adler will serve as BOH Chair.  
**BOH Vice –Chairperson:** Patrick Milliren was nominated for BOH Vice-Chair by Peggy Schlosser and seconded by Beth Anderson. No further nominations were presented. A motion was made by Sean Scallon to close the nominations and cast a unanimous vote for Patrick Milliren as BOH Vice-Chair. Motion was seconded by Beth Anderson. All BOH members present voted in favor by voice vote. Motion carried. Patrick Milliren will serve as BOH Vice-Chair.  
**Secretary:** Donna Setterlund was nominated for BOH Secretary by Peggy Schlosser and seconded by Sean Scallon. No further nominations were presented. A motion was made by Patrick Milliren to close the nominations and cast a unanimous vote for Donna Setterlund as BOH Secretary. All BOH members voted in favor by voice vote. Motion carried. Donna Setterlund will serve as BOH Secretary.  
**BOH Member Orientation Manual Review:** Heidi presented BOH members with an orientation manual. The manual was created from a Regional Office template. This manual contains information regarding what the BOH is responsible for and refers to State Statutes and Policies.
4. **Approval of Board of Health Meeting Minutes of April 9, 2010**  
A motion to approve the Pepin County Board of Health Meeting Minutes of April 9, 2010 was made by Donna Setterlund and the motion was seconded by Sean Scallon. All BOH members present voted in favor. Motion carried.
5. **Vouchers:** Health Dept., Grants.  
A motion was made by Peggy Schlosser and seconded by Steve Johnson to approve Health Dept. and Grant vouchers as presented. All BOH members present voted in favor. Motion carried.
6. **Presentation by Carrie Pohjola, Environmental Health & PH Specialist DHS/DPH/WRO**  
Ms. Pohjola gave an overview and information of her duties and responsibilities regarding restaurant inspections and other duties provided for Pepin County. She presented BOH members with her card and a handout outlining her responsibilities. There was a questions and answer session along with discussion on particular services and inspections being performed in our county. A request was made by the BOH, that written documentation will be forwarded to the PC Health Dept., on the restaurant and other establishment inspection results. The BOH thanked Ms Pohjola for her presentation and information at this meeting.
7. **CHIP Update:** Reported by Heidi Stewart  
We will continue to work on Pepin County CHIP plan. The State Health Plan has not been released yet. We are planning on conducting lunch meetings to brainstorm and focus on the goals set at the CHIP meeting that was held. The plan needs to be completed by end of this year.
8. **2010-2011 School Nursing Contracts: Review, Discussion and Approval:**  
**Handout:** Proposed 2010-2011 Pepin and Durand District School Nursing Contracts were presented to BOH members to review along with an explanation of the types of services performed and the cost to perform these services. Heidi stated that she and Kathy Dahl presented similar information at the last Durand School Board Meeting. There was discussion on contract process and it was consensus of BOH to present School Nursing Proposals to each district and then bring back to the BOH if

there are any issues or changes that may arise with the need for further discussion and approval.

**1. Pepin School District 2010-2011 Contract:** Discussion. A motion was made by Peggy Schlosser to approve the proposed 2010-2011 Pepin School Nursing Contract, as presented, that will be presented to the Pepin School District for approval. The motion was seconded by Steven Johnson. All BOH members present voted in favor. Motion carried.

**2. Durand School District 2010-2011 School Nursing Contract:** Discussion. A motion was made by Steven Johnson to approve the proposed 2010-2011 Durand School Nursing Contract, as presented, that will be presented to the Durand School District for approval. The motion was seconded by Beth Anderson. All BOH members present voted in favor. Motion carried.

7:50 a.m. Patrick Milliren left meeting.

**9. WRPPHP Update:** Heidi Stewart reported

Handout: Three quotes for purchase of computer were presented to the BOH.

**1. Purchase of desktop computer:** The computer that Heidi is presently using has been presenting some problems. Consultant has worked on fixing problems a few times and computer does not seem to respond as needed. Quotes were presented to the BOH for the purchase of a desktop computer to replace the laptop that Heidi is currently using. Heidi stated that PHER funding would be used for this purchase and an explanation was given on grant funding and spending allowances to accommodate the purchase of the new desktop computer. There was also discussion on different vendors serving government entities to purchase computer equipment from. A motion was made by Peggy Schlosser to approve the purchase of a new desktop computer in the amount not to exceed \$1,100 as in presented quotes. The motion was seconded by Sean Scallon. A roll call vote was taken: Voting YES were Peter Adler, Peggy Schlosser, Donna Setterlund, Beth Anderson, Steven Johnson and Sean Scallon. ABSENT: Patrick Milliren. There was no further discussion. Motion passed.

**2. Wireless Internet Access:** Heidi presented information regarding the need for wireless internet for the first and second floor meeting rooms and the County Board rooms for webcast trainings and meetings. There was discussion on this. PHER funding would be used for this. Heidi will look into this further and provide updated information to the BOH

**10. Health Officer Update:** Heidi Stewart reported

**1. Rabies:** (1) Cat, (1) Dog rabies investigations in last month. Information presented to BOH members.

**2. Communicable Disease:** 3 Chlamydia cases reported; 1 Pertussis case that was negative.

**EPT Legislation Update:** Legislation now before the Assembly being discussed for (Expedited Partner Treatment) for those with STI's.

**3. Human Health Hazard:** Reported on: 1) Mold issue update; 2) Foreclosed home/standing; 3) Downtown apartment inspection; 4) Supri Lane manufactured home inspection.

There was discussion on these issues.

Peggy Schlosser and Carrie Pohjola left meeting

**11. Nursing Service and Home Care Update:** Heidi Stewart Reported

**Handouts:** Client and Services Update.

**1. Client caseload** with number of visits and hours per program and types of services were presented.

**2. Family Care Program news articles recently** in area newspapers and on TV news. There was discussion.

**3. Staffing:** Presently maintaining operation with current staff. There was discussion on extra staffing when vacations need to be covered.

**4. County Car:** PCW and SHC Workers will be scheduled to use the county car when providing services in Pepin/Stockholm areas and when not being used by nursing staff. Scheduling is based on farthest distance to be traveled.

**12. Grants & Contracts**

**1. Tobacco/WINS Inspection Checks:** Pepin County is required to have 14 Inspections and 14 Outreach completed, along with issuing citations for infractions that are found. The State Tobacco Program will be contracting these inspections out to the agency that conducts the Dunn County Health Dept. inspections. There was discussion.

**2. Family Planning Waiver Program:** Effective 5/1/10, the Family Planning Waiver Program will be able to offer services to males who meet waiver qualifications based on income and age. This is meant to provide a more comprehensive program.

**3. Lock Box Update:** The Lock Box has been used 1 time to date.

**4. Medical College of Wisconsin Grant:** Heidi will be requesting Carol Inderiden, Project Mgr., to speak at the next BOH meeting. The MCW grant is reaching the end of this program on 6/30/10.

**5. Letter of intent for School Garden Curriculum Impact Grant** will be submitted. Project would be a collaboration between Pepin and Buffalo County Health Depts. This would be a 5 year project with emphasis on decreasing obesity in school children by promoting/ providing locally grown produce to school children, along with promoting community garden projects. The partnership has plans to apply for the Americorp Farm to School program. The St. Croix Valley Foundation has agreed to provide the cash match for this project. Further information will be given at upcoming meetings.

**13. Other Business Discussed:**

1. Handout for the Regional WALHDAB meeting was given to BOH members and if anyone is interested in attending, please contact Heidi for arrangements.
2. Smoke Free Wisconsin begins on 7/5/2010.
3. Pepin County Nursing Service Home Care Advisory Meeting will be held on May 20, 2010.

**14. Next Board of Health Meeting Date:**

The next Regular Pepin County Board of Health meeting will be on Friday, June 11, 2010 at 6:30 a.m. in the County Board Room, Pepin County Government Center.

**15. Adjourn**

A motion was made by Donna Setterlund and seconded by Sean Scallon to adjourn this meeting. All BOH members present voted in favor. Motion carried. Meeting was adjourned at 8:20 a.m.

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**Donna Setterlund, Secretary**

Recording Secretary  
Penelope Bauer, Adm. Assistant  
Pepin County Health Dept.