



## MANITOWOC COUNTY BOARD OF HEALTH

DATE January 12, 2012

TIME: 5:00 p.m.

PLACE: Manitowoc County Health Department  
Conference Room  
823 Washington Street  
Manitowoc, Wisconsin.

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. REGULAR BUSINESS. (ROLLCALL, PREVIOUS MINUTES, ADDITIONS TO AGENDA, PUBLIC INPUT, ETC.) SPECIFIC SUBJECT MATTERS UPON WHICH DISCUSSION OR ACTION IS ANTICIPATED.
2. HEALTH OFFICER'S REPORT
  - A. ANIMAL BITE REPORT
  - B. RADON MONTH- WHAT IS BEING DONE LOCALLY
3. PUBLIC HEALTH NURSE MANAGER REPORT
  - A. PERSCRIPTION DRUGS PROBLEMS AND SOLUTIONS
  - B. 2011 COMMUNICABLE DISEASE REPORT
4. WOMEN, INFANTS, AND CHILDREN (WIC) MANAGER REPORT
  - A. Caseload Report
5. Adjournment

Date: January 4, 2012

[By: James J Blaha, Health Officer]

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

Board of Health Minutes  
Thursday, January 12, 2012

Attendance: Rita Metzger, Andy Schneider, Randy Vogel, Shirley Fessler, Michele Frozena, Dr. Todd Nelson, and Frank Rodriguez. Excused: Dr. Mary Jo Capodice and Joe Panosh. Also in attendance: James Blaha, Amy Wergin, and Barbara Herrmann.

The meeting was called to order at 5pm by Chairman Andy Schneider. The agenda was approved as mailed. The minutes of the previous meeting were approved on a motion by Shirley Fessler, seconded by Randy Vogel. No public input.

Health Officer's Report:

Animal Bite Report: the numbers are about the same, maybe up a little. There were three dogs quarantined because of exposure to a wild animal.

Radon Month: local activity. Jim presented information on Radon Information Month.

Public Health Nurse Manager Report:

Prescription Drugs: Problems and Solutions presentation was provided by Barbara Herrmann.

Communicable Disease Report: Confirmed cases are up 20% between 2010 and 2011. Reports are up nearly 25%. The largest increases in confirmed cases are Gonorrhea, Hepatitis C and Salmonella. Information on the reduction of vaccine preventable diseases provided by the State was distributed.

WIC Manager Report: November caseload 1431, December 1369, contract caseload is 1482.

The next meeting will be February 9, 2012. A motion to adjourn was made by Todd Nelson, seconded by Michelle Frozena. Motion carried. Meeting adjourned at 6pm.

Respectfully submitted,

Shirley Fessler  
Secretary



## MANITOWOC COUNTY BOARD OF HEALTH

DATE: February 9, 2012

TIME: 5:00 p.m.

PLACE: Manitowoc County Health Department  
Conference Room  
823 Washington Street  
Manitowoc, Wisconsin

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. REGULAR BUSINESS. (ROLLCALL, PREVIOUS MINUTES, ADDITIONS TO AGENDA, PUBLIC INPUT, ETC.) SPECIFIC SUBJECT MATTERS UPON WHICH DISCUSSION OR ACTION IS ANTICIPATED.
2. HEALTH OFFICER'S REPORT
  - A. ANNUAL REPORT
  - B. ANIMAL LICENSING
3. PUBLIC HEALTH NURSE MANAGER REPORT
  - A. HEPATITIS C OUTBREAK UPDATE
4. WOMEN, INFANTS, AND CHILDREN (WIC) MANAGER REPORT
  - A. Caseload Report
5. Adjournment

Date: February 2, 2012

[By: James J Blaha, Health Officer]

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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Board of Health  
Meeting Minutes  
February 9, 2012

Attendance: Rita Metzger, Andy Schneider, Randy Vogel, Shirley Fessler, Michele Frozena, Dr. Todd Nelson, and Joe Panosh. Excused: Dr. Mary Jo Capodice and Frank Rodriguez. Also in attendance: James Blaha, Amy Wergin, and Carrie Redo.

The meeting was called to order by Chairman Schneider at 5pm. The minutes of the previous meeting were approved on a motion by Randy Vogel, seconded by Rita Metzger. The agenda was approved without additions on a motion by Shirley Fessler, seconded by Randy Vogel. No public input.

J. Blaha distributed the 2011 annual report to the board members and requested that they review the document and forward any questions or suggestions to staff.

Valders Police Chief Bill Riesterer forwarded an article regarding animal licensure in partnership with area Veterinarians. The Vet would sell the animal license to the owner of the animal that they are providing rabies immunization. The purpose would be to increase the number of licensed animals and make it easier for animal owners to purchase a license. The consensus of the board is to pursue an ordinance change, the first step being to ask local veterinarians if they would be interested in participation.

A. Wergin provided information on the epidemiology of the Hepatitis C outbreak.

WIC caseload for January was 1428. December's final was 1396. The contracted is 1482. In February, we will have our first UWGB Dietetic student. This is our first year working with the Dietetic Internship program. We will have 2 students a year (one fall, one spring) for 3 weeks each.

The next meeting of the Board of Health will be March 8. The meeting was adjourned at 5:45 p.m. on a motion by Joe Panosh, seconded by Randy Vogel.

Respectfully submitted,  
Shirley Fessler  
Secretary



## MANITOWOC COUNTY BOARD OF HEALTH

DATE March 8, 2012

TIME: 5:00 p.m.

PLACE: Manitowoc County Health Department  
Conference Room  
823 Washington Street  
Manitowoc, Wisconsin.

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. REGULAR BUSINESS. (ROLLCALL, PREVIOUS MINUTES, ADDITIONS TO AGENDA, PUBLIC INPUT, ETC.) SPECIFIC SUBJECT MATTERS UPON WHICH DISCUSSION OR ACTION IS ANTICIPATED.
2. HEALTH OFFICER'S REPORT
  - A. ANNUAL REPORT
  - B. Hazard Vulnerability Analysis (HVA)
  - C. Environmental Health Complaints/Responses
3. PUBLIC HEALTH NURSE MANAGER REPORT
  - A. Definition of Underinsured for Immunization Program
  - B. WIC/PNCC PHN Position
4. WOMEN, INFANTS, AND CHILDREN (WIC) MANAGER REPORT
  - A. Caseload Report
5. Adjournment

Date: February 28, 2012

[By: James J Blaha, Health Officer]

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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Board of Health  
Meeting Minutes  
March 8, 2012

Attendance: Rita Metzger, Andy Schneider, Randy Vogel, Shirley Fessler, Michele Frozena, Dr. Mary Jo Capodice, and Joe Panosh. Excused: Dr. Todd Nelson and Frank Rodriguez. Also in attendance: James Blaha and Amy Wergin.

The meeting was called to order by Chairman Schneider at 5pm. The minutes of the previous meeting were approved on a motion by Shirley Fessler, seconded by Joe Panosh. The agenda was approved without additions on a motion by Randy Vogel, seconded by Joe Panosh. No public input.

The 2011 annual report was approved on a motion by Rita Metzger, seconded by Michele Frozena. The report will be distributed to the County Board and other interested parties.

J. Blaha described the process of Hazard Vulnerability Assessment required by the Public Health Preparedness Grant. The assessment will be completed in partnership with local hospitals.

J. Blaha reported on the problems occurring related to environmental health complaints due to the changes in staffing at the City of Manitowoc.

A. Wergin requested the Board provide direction on the definition of underinsured for the immunization program. The choices are defining underinsured related to vaccine coverage only or to also consider high deductible health plans. The Board requested a written policy to include defining underinsured as a lack of vaccine coverage only for approval at the next board meeting.

The WIC/PNCC Public Health Nurse retired at the end of 2011 and the process for filling the position was provided to the board.

WIC initial caseload for February is 1419, January final was 1444. We are within 3-4% of contracted caseload which is 1482.

The next meeting of the Board of Health will be May 10. The meeting was adjourned at 5:45 p.m. on a motion by Joe Panosh, seconded by Randy Vogel.

Respectfully submitted,  
Shirley Fessler  
Secretary



**MANITOWOC COUNTY**  
**BOARD OF HEALTH**  
**AMENDED**

DATE: May 10, 2012

TIME: 5:00 p.m.

PLACE: Manitowoc County Health Department  
Conference Room  
823 Washington Street  
Manitowoc, Wisconsin.

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. REGULAR BUSINESS. (ROLLCALL, PREVIOUS MINUTES, ADDITIONS TO AGENDA, PUBLIC INPUT, ETC.) SPECIFIC SUBJECT MATTERS UPON WHICH DISCUSSION OR ACTION IS ANTICIPATED.
2. Election of Officers  
Chair, Vice Chair, Secretary
3. HEALTH OFFICER'S REPORT
  - A. Beach Predictive Modeling
  - B. Environmental Health Programs
4. PUBLIC HEALTH NURSE MANAGER REPORT
  - A. WALHDAB Report
  - B. Lead Poisoning Case Study
  - C. *Adult Immunization Policy*
5. WOMEN, INFANTS, AND CHILDREN (WIC) MANAGER REPORT
  - A. Caseload Report
6. Set date and time for next meeting.
7. Adjournment

Date: May 3, 2012

*Amended: May 8, 2012*

[By: James J Blaha, Health Officer]

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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Manitowoc County Board of Health  
Thursday May 10, 2012  
Minutes

Attendance:, Dr. Mary Jo Capodice, Shirley Fessler, Michele Frozena, Mark Kopecky, Rita Metzger, Dr. Todd Nelson, Dave Nickels, Frank Rodriguez, and Randy Vogel. Also present: James Blaha, Amy Wergin, Lynne Kaminski and Diane Mittnacht.

The meeting was called to order by James Blaha to facilitate the election of officers. Randy Vogel was nominated to be Chair on a motion by Metzger, seconded by Nelson; motion carried. Rita Metzger was nominated to be vice-chair on a motion by Vogel, seconded by Nelson; motion carried. Shirley Fessler was nominated to be Secretary on a motion by Nelson, seconded by Metzger; motion carried. Chairman Vogel assumed the duties of Chair.

The minutes of the previous meeting were approved on a motion made by Metzger, seconded by Frozena. Motion carried.

No public input.

Health Officers Report:

James Blaha provided information to the board on Beach Predictive Modeling from the US Geologic Services local research. Based on the information obtained, predictive modeling is a more accurate method to determine beach water safety and post the beached as safe or unsafe. Beginning this swimming season, Manitowoc County will use predictive modeling to determine beach closings. Mr. Blaha also provided additional information on beach water safety and potential sources of contamination for Red Arrow Beach. Additional research will be completed in 2012.

Mr. Blaha distributed a list of other Health Department environmental health programs. Dr Nelson asked if dog and cat bites are reportable; according to Manitowoc County code they are.

Public Health Nurse Manager Report:

Ms. Wergin answered questions about TB medications and availability of free medications from the Health Department for treatment.

WALHDAB report: The Wisconsin Association of Local Health Departments and Boards meets regionally on the second Thursday of odd months. Membership consists of administrators of local health departments and boards. There is an educational presentation in the morning and a business meeting in the afternoon. Any board member is welcome to attend. The educational subjects at the May meeting included LHD staff competency assessment and training plan development being completed by the Wisconsin Center for Public Health Education and Training. A second presentation was provided by the Healthy Wisconsin Leadership Institute regarding the Community Teams Program.



Lead Poisoning Case Study: Lynne Kaminski and Diane Mittnacht provided the board with information regarding the Childhood Lead Poisoning prevention program and information on a recent case involving twins.

Adult Immunization Policy: A motion was made by Metzger, seconded by Fessler to approve the Health Department policy on serving underinsured adults to include “The definition of underinsured for the Manitowoc County Health Department Immunization program is **no** insurance coverage for vaccines is included in the insurance plan. The Health Officer or Nurse Manager may waive this requirement in the interest of public health.” Motion carried.

WIC report: WIC initial caseload for April was 1361. March final was 1419. Contracted caseload is now 1468. We just received this caseload adjustment in May. It previously was 1482.

The Board will routinely meet on the second Thursday at 5pm

Motion to adjourn was made by Dave Nickels, seconded by Rita Metzger at 6:20 pm.

Respectfully submitted,  
Shirley Fessler  
Secretary



## MANITOWOC COUNTY BOARD OF HEALTH

DATE: JUNE 14, 2012

TIME: 5:00 p.m.

PLACE: Manitowoc County Health Department  
Conference Room  
823 Washington Street  
Manitowoc, Wisconsin

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. REGULAR BUSINESS. (ROLLCALL, PREVIOUS MINUTES, ADDITIONS TO AGENDA, PUBLIC INPUT, ETC.) SPECIFIC SUBJECT MATTERS UPON WHICH DISCUSSION OR ACTION IS ANTICIPATED.
2. HEALTH OFFICER'S REPORT
  - A. Beach Predictive Modeling
  - B. Preparedness Tabletop Exercise
3. PUBLIC HEALTH NURSE MANAGER REPORT
  - A. Communicable Disease Report
  - B. APHA conference attendance
4. WOMEN, INFANTS, AND CHILDREN (WIC) MANAGER REPORT
  - A. Caseload Report
5. Set date and time for next meeting.
6. Adjournment

Date: June 6, 2012

[By: James J Blaha, Health Officer]

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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Manitowoc County Board of Health  
Thursday June 14, 2012  
Minutes

Attendance: Dr. Mary Jo Capodice, Shirley Fessler, Michele Frozena, Mark Kopecky, Rita Metzger, and Frank Rodriguez. Excused: Dave Nickels and Randy Vogel Also present: James Blaha and Amy Wergin

The meeting was called to order by vice-chair Rita Metzger at 502pm. The minutes of the previous meeting were approved on a motion made by Fessler, seconded by Capodice. Motion carried. There were no agenda additions. No public input.

Health Officers Report:

Beach Predictive Monitoring: The predictive monitoring is correct on most beaches so far this year with the exception of Hika Bay and Red Arrow. It has been decided that more information will be collected this year and the predictive model for the two beaches will be adjusted and implemented next year.

Preparedness Table Top exercise: Information on the results of the Environmental/Food Contamination Table Top Exercise was shared with the board. A question yet to be answered is the release of health information to law enforcement in the event of an intentional food contamination.

Public Health Nurse Manager Report:

Communicable Disease Report: Manitowoc County has had over 100 additional reports of communicable diseases to date in 2012 over 2011; most of the reports are related to the pertussis outbreak. There is also a new TB disease case requiring directly observed therapy 7 days a week until the individual is no longer contagious. This will have a negative impact on the department's budget. We have also seen an increase in the cases of suspect TB and Latent TB infection.

APHA Conference Attendance: A report on the Hepatitis C outbreak in Manitowoc County has been accepted for presentation at the American Public Health Association Conference in San Francisco October 27-31 with Amy Wergin as the lead presenter. The cost for attendance will be about \$2000, which includes registration fee, air fare and per diem for 5 days. A motion was made by Michelle Frozena, seconded by Rita Metzger to approve attendance and payment of expenses for Amy Wergin to the APHA conference. Motion carried.

WIC report: WIC caseload for May was 1392. April's initial was 1361 and final April was 1389 so we did see an increase. Contracted is now 1468. WIC Farmer's Market started June 1. Each WIC family who would like the farmer's market receives \$17.00 (15.00 last year) for the market season this year.

Motion to adjourn was made by Mark Kopecky, seconded by Frank Rodriguez at 5:53 pm.

Respectfully submitted,  
Shirley Fessler  
Secretary



**MANITOWOC COUNTY  
BOARD OF HEALTH**

**AMENDED**

DATE: AUGUST 9, 2012  
TIME: 5:00 p.m.  
PLACE: Manitowoc County Health Department  
Conference Room  
823 Washington Street  
Manitowoc, Wisconsin

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered at the meeting:

1. REGULAR BUSINESS. (ROLLCALL, PREVIOUS MINUTES, ADDITIONS TO AGENDA, PUBLIC INPUT, ETC.) SPECIFIC SUBJECT MATTERS UPON WHICH DISCUSSION OR ACTION IS ANTICIPATED.
  - 1a. *Jeff Beyer: Health Department Building - Discussion and possible action on replacement building and related issues.*
2. HEALTH OFFICER'S REPORT
  - A. Beach Predictive Modeling and Beach Testing
  - B. 2013-2014 Health License Fees
  - C. 2013 Budget Process
3. PUBLIC HEALTH NURSE MANAGER REPORT
  - A. Communicable Disease Report
  - B. Transform Wisconsin Grant
4. WOMEN, INFANTS, AND CHILDREN (WIC) MANAGER REPORT
  - A. Caseload Report
5. Set date and time for next meeting.
6. Adjournment

Date: August 6, 2012

[By: James J Blaha, Health Officer]

*Amended: August 6, 2012 @ 12:52 p.m.*

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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Manitowoc County Board of Health  
Thursday August 9, 2012  
Minutes

Attendance: Shirley Fessler, Michele Frozena, Mark Kopecky, Rita Metzger, Dave Nickels, Randy Vogel and Frank Rodriguez. Excused: Dr. Mary Jo Capodice and Dr. Todd Nelson. Also present: James Blaha and Amy Wergin.

The meeting was called to order by Chair Randy Vogel at 500pm. The minutes of the previous meeting were approved on a motion made by Fessler, seconded by Metzger. Motion approved. There were no agenda additions. No public input.

Jeff Beyer, Public Works Director provided information to the Board and answered questions on the proposed replacement building for the Health Department, associated costs and timeline. The current building was purchased and remodeled in 1987 with a planned life of less than 12 years. The current mechanical systems are failing and we have difficulty serving the public in the current space. A motion was made by Rita Metzger, seconded by Michele Frozena to approve the Resolution Authorizing Purchase of Property and Relocation of Health Department (1028 South 9th Street, Manitowoc, Wisconsin). Motion approved on a vote of 7-0.

Health Officers Report:

Beach Predictive Monitoring: Jim Blaha distributed test results to date on the Manitowoc County Beach Program. The program to establish the predictive modeling is continuing to collect information this year for implementation in 2013. This year, all of the beaches seem to have unsafe results at the same time.

2013-14 Health License Fees: Jim Blaha distributed the fee schedule for the past two years and requested that the board provide feedback to him on the following issues. Historically we have increased fees 3-5% to cover increasing costs, should we continue with that method or implement a different pattern to cover the increased costs of inspection? The non-profit temporary permit is a county only permit that currently is issued based on the State Fiscal Year (July1-June 30). Permit recipients would prefer that we issue the permit on a calendar year basis as it would be easier for them to plan. The only problem with the change would be if they exceed limit of 3 events before needing a state permit during the state fiscal year (2 events in July 2012 and 3 events in early 2013). There are more special events recently involving a licensed establishment providing food off-site for a special occasion like a 100<sup>th</sup> anniversary of a business or "taste of downtown". We would like to be able to issue a special event permit rather than requiring the business to obtain a temporary license. We have been having problems with licensees bouncing checks and are considering accepting credit cards; details need to be worked out with the comptroller's office.

2013 Budget Process: Information from the Comptroller's office has just been received related to verifying employee hours and health insurance. More information will be available for the September Board meeting.

Public Health Nurse Manager Report:

Communicable Disease Report: Jim Blaha provided information on the new H3N2v influenza associated with exposure to swine. Manitowoc County will be taking precautions at the fair. Amy Wergin distributed communicable disease case counts for 2012 through July 31; we have more cases this year than last for Campylobacter, Chlamydia and Pertussis. Pertussis has slowed since the end of June. The federal government has notified local health departments that we can no longer provide federally funded vaccine to individuals with health insurance coverage for vaccine. We are working with providers to notify the public and assure continued access to vaccines.

Transform Wisconsin Grant: Amy Wergin provided the board with information regarding Healthiest Manitowoc County's successful application for one of six Transform Wisconsin Grants. Northeast Wisconsin AHEC is the fiscal agent. The three focuses of the grant are Farm to School progressing to Farm to Fork, Active communities and Smoke free housing, specifically low income multi-unit.

WIC report: WIC caseload for July was 1415. Contracted is 1468. WIC farmer's market is in the middle of the season. Each WIC family who is eligible and expresses interest receive \$17.00 to use at farmer's markets to purchase fresh fruits and vegetables.

The next meeting is scheduled for Thursday September 15 at 5 pm.

Motion to adjourn was made by Rita Metzger, seconded by Shirley Fessler at 5:55 pm.

Respectfully submitted,  
Shirley Fessler  
Secretary



## MANITOWOC COUNTY BOARD OF HEALTH

DATE: September 13, 2012

TIME: 5:00 p.m.

PLACE: Manitowoc County Health Department  
Conference Room  
823 Washington Street  
Manitowoc, Wisconsin.

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2. HEALTH OFFICER'S REPORT
  - A. Environmental Report on Special Events
  - B. 2013-2014 Health License Fees
  - C. 2013 Budget
3. PUBLIC HEALTH NURSE MANAGER REPORT
  - A. Communicable Disease Report
  - B. H3N2v
4. WOMEN, INFANTS, AND CHILDREN (WIC) MANAGER REPORT
  - A. Caseload Report
5. Set date and time for next meeting.
6. Adjournment

Date: September 6, 2012

[By: James J Blaha, Health Officer]

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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Board of Health  
Minutes  
Thursday, September 13, 2012

Attendance: Shirley Fessler, Michele Frozena, Mark Kopecky, Rita Metzger, Randy Vogel, Dr. Todd Nelson and Frank Rodriguez. Excused: Dave Nickels and Dr. Mary Jo Capodice. Also present: James Blaha and Amy Wergin.

The meeting was called to order by Chairman Vogel at 5 p.m. The minutes of the August 9 meeting were approved on a motion made by Shirley Fessler, seconded by Todd Nelson. Public Input: Todd Nelson requested that the Board discuss the issue of the new "preferred plus" tier of hospitals in the insurance plan that will add a co-pay for use of hospitals that are not within the tier.

Health Officer's Report:

Special Events Report: Jim Blaha and Mark Chatenka met with city officials regarding Hmong Fest in advance of the event this year regarding the lack of appropriate facilities for food preparation. It has traditionally been held at Silver Creek Park, but this year was changed to the Dewey Street Park due to a scheduling conflict. At Dewey St. it was recommended that the food be located in the vicinity of the permanent bathrooms. When environmental health staff arrived, they were set up in a different location without adequate running water or electricity. We have provided them with the information on what minimum requirements are and they are ignored. Our choice is to not license them unless there is appropriate infrastructure, including potable water, sanitary water disposal and electricity. The viable options with infrastructure are the Expo Grounds and possibly Newton Fireman's Park or Branch Fireman's Park. The Board recommended that the Health Officer inform Hmong association of the violations and we will not license food vendors unless they are located at a site with adequate infrastructure.

2013-14 License Fees: Jim Blaha distributed and explained the fee changes for the 2013-14 license year. Changes were based on comparison to nearby counties and the state. Ag fees had not been meeting our costs. A motion to approve the *2013-14 Environmental Health Fee Schedule* was made by Rita Metzger, and seconded by Mark Kopecky. Motion carried.

2013 budget: Jim Blaha distributed the 2013 budget that was forwarded to the County Executive. The changes included the loss of the Radon Information Center Grant and a reduction in the revenue for Immunization donations because of the changes in federal policy on use of 317 vaccines.

Communicable disease update: Staff continues to work on implementing the changes related to the federal policy on use of 317 vaccines for only individuals who are uninsured for vaccines.

H3N2v: There have been 20 cases in Wisconsin, 8 in Manitowoc County. All Manitowoc County cases were children who attended the fair; some, but not all, of the children provided care for swine. All are recovering without complications.

The next meeting will be October 11, 2012 at 5 p.m. at the Health Department.

Motion to adjourn was made by Rita Metzger, seconded by Mark Kopecky at 5:54 pm.

Respectfully submitted,  
Shirley Fessler  
Secretary





## MANITOWOC COUNTY BOARD OF HEALTH

DATE: OCTOBER 11, 2012

TIME: 5:00 p.m.

PLACE: Manitowoc County Health Department  
Conference Room  
823 Washington Street  
Manitowoc, Wisconsin

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2. HEALTH OFFICER'S REPORT
  - A. Environmental Report on Special Events
  - B. Lead Poisoning investigation Changes
3. PUBLIC HEALTH NURSE MANAGER REPORT
  - A. Communicable Disease Report
  - B. Medicare Billing for Immunizations
4. WOMEN, INFANTS, AND CHILDREN (WIC) MANAGER REPORT
  - A. Caseload Report
5. Dr. Todd Nelson: HFM Concerns regarding change in employee health insurance
6. Next Meeting Date and Adjournment

Date: October 3, 2012

[By: James J Blaha, Health Officer]

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Board of Health  
Minutes  
Thursday, October 11, 2012

Attendance: Shirley Fessler, Michele Frozena, Mark Kopecky, Rita Metzger, Dr. Todd Nelson and Frank Rodriguez. Excused: Randy Vogel, Dave Nickels and Dr. Mary Jo Capodice. Also present: James Blaha, Lynne Kaminski and Amy Wergin.

The meeting was called to order by Vice-Chairman Metzger at 5:06 p.m. The minutes of the September 13 meeting were approved on a motion made by Shirley Fessler, seconded by Michele Frozena.

Health Officer's Report:

Special Events Report: Jim Blaha sent a letter to the Hmong Association regarding the department's concerns about food safety at the annual Hmong Fest. The letter was distributed to the board. We are awaiting response to the letter. The Board wants staff to follow-up if there is no response from the Hmong Association.

The CDC has lowered its recommendations for follow-up of lead poisoning of children. The recommendation when a child's Blood Lead Level(BLL) is 5mcg/dL or greater: (1) the child's capillary test be confirmed by a venous test within 1 to 3 months, (2) the child's health care provider provide education to the parents and monitor the child's BLLs and growth and development, and (3) as local resources allow, local health departments (LHDs) provide early intervention services to the family, e.g., phone call or letter to family, home visit, and/or lead hazard investigation. The current recommendation is a BLL of 10 or greater.

Communicable disease update: No unusual occurrences. Amy answered the Board's questions on TB.

Due to the changes in PH317 vaccine policy, the department is investigating billing MA for vaccine administration fees. We will need to balance the cost of implementing a billing mechanism with the revenue received.

WIC caseload report: September initial report was 1377. August final was 1417. Contracted is 1468. Paulette and Amy are touring different sites to help us design the new clinic area.

Dr. Todd Nelson expressed his concern of the policy change occurring regarding the County's Health Insurance. He asked that individual board members investigate the true costs of the change taking into consideration the value provided to the county by Holy Family Memorial.

The next meeting will be November 8, 2012 at 5 p.m. at the Health Department.

Motion to adjourn was made by Michele Frozena, seconded by Mark Kopecky at 5:45 pm.

Respectfully submitted,

Shirley Fessler  
Secretary



## MANITOWOC COUNTY BOARD OF HEALTH

DATE: NOVEMBER 8, 2012

TIME: 5:00 p.m.

PLACE: Manitowoc County Health Department  
Conference Room  
823 Washington Street  
Manitowoc, Wisconsin 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered at the meeting:

1. REGULAR BUSINESS. (ROLLCALL, PREVIOUS MINUTES, ADDITIONS TO AGENDA, PUBLIC INPUT, ETC.) SPECIFIC SUBJECT MATTERS UPON WHICH DISCUSSION OR ACTION IS ANTICIPATED.
2. HEALTH OFFICER'S REPORT
  - A. Environmental Report on Special Events
  - B. Department of Agriculture Agent Program
  - C. Radon Information Center Grant
3. PUBLIC HEALTH NURSE MANAGER REPORT
  - A. Communicable Disease Report
  - B. Jail Nursing Program and Public Health Nursing
4. WOMEN, INFANTS, AND CHILDREN (WIC) MANAGER REPORT
  - A. Caseload Report
5. Next Meeting Date and Adjournment

Date: October 31, 2012

[By: James J Blaha, Health Officer]

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

Board of Health  
Minutes  
Thursday, November 8, 2012

Attendance: Shirley Fessler, Mark Kopecky, Rita Metzger, Randy Vogel, and Dave Nickels. Excused: Michele Frozena, Dr. Mary Jo Capodice, Dr. Todd Nelson and Frank Rodriguez. Also present: James Blaha and Amy Wergin.

The meeting was called to order by Chairman Vogel at 5:00 p.m. The minutes of the October 11, 2012 meeting were approved on a motion made by Shirley Fessler, seconded by Mark Kopecky.

Health Officer's Report:

Special Events Report: Jim Blaha and environmental staff met with representatives of the Hmong Community Center. They would like to continue to use the Dewey Street Park site because it works well for soccer. The Expo Grounds is not good for soccer because of the ruts in the grass from parking. They are willing to work with City Government to improve the site. Jim has also communicated with Mayor Nickels regarding the Department's concerns with the Hmong Festival and what they need to have safe food at the event.

Department of Agriculture (DATCP) Agent Program: Mark Chatenka was standardized as an inspector for DATCP programs and will be standardizing Jessica Wanserski. Jim provided information regarding the "Pickle Bill" related to sale of home canned foods. We are also working to provide information to vendors regarding wholesaling regulations.

Radon Information Center: Earlier this year the State Department of Health had informed us that they would no longer be funding us as a Radon Information Center, in recent weeks this had changed and we should be funded at about \$9000 for 2013.

Communicable disease update: Two of our three vaccine refrigerators had temperatures below freezing the weekend of November 4 causing the loss of all vaccine in those refrigerators. We are having them evaluated before we use them again.

WIC caseload report: Final September caseload was 1400. Preliminary caseload for October is 1428. Contracted is 1468. Contracted caseload for 2013 will be reduced to 1446 which will result in a funding reduction of \$11,813.

The next meeting will be December 13, 2012 at 5 p.m. at the Health Department.

Motion to adjourn was made by Dave Nickels, seconded by Mark Kopecky at 5:20 pm.

Respectfully submitted,  
Shirley Fessler  
Secretary



## MANITOWOC COUNTY BOARD OF HEALTH

DATE: December 13, 2012

TIME: 5:00 p.m.

PLACE: Manitowoc County Health Department  
Conference Room  
823 Washington Street  
Manitowoc, Wisconsin.

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered at the meeting:

1. REGULAR BUSINESS. (ROLLCALL, PREVIOUS MINUTES, ADDITIONS TO AGENDA, PUBLIC INPUT, ETC.) SPECIFIC SUBJECT MATTERS UPON WHICH DISCUSSION OR ACTION IS ANTICIPATED.
2. HEALTH OFFICER'S REPORT
  - A. Report on Health Department's New Building- Jeff Beyer
  - B. Recreational Water Quality Criteria
3. PUBLIC HEALTH NURSE MANAGER REPORT
  - A. Prenatal Care Coordination Program
  - B. Resolution: 2012 Budget Adjustment
4. WOMEN, INFANTS, AND CHILDREN (WIC) MANAGER REPORT
  - A. Caseload Report
5. Next Meeting Date and Adjournment

Date: December 5, 2012

[By: James J Blaha, Health Officer]

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

Board of Health  
Minutes  
Thursday, December 13, 2012

Attendance: Shirley Fessler, Rita Metzger, Randy Vogel, Michele Frozena, Dr. Mary Jo Capodice, Dr. Todd Nelson and Frank Rodriguez. Excused: Mark Kopecky and Dave Nickels Also present: James Blaha and Amy Wergin.

The meeting was called to order by Chairman Vogel at 5:00 p.m. The minutes of the November 8, 2012 meeting were approved on a motion made by Rita Metzger, seconded by Shirley Fessler .

Jeff Beyer reviewed the remodeling plans for the new Health Department Building with the Board members. The current plans are the finalized line drawings and will now move forward with engineering. Mr. Beyer answered questions on process and timelines for the Board.

Health Officer's Report: The EPA had just released new Recreational Water Quality Criteria based on recent research. It will be the State's decision if Wisconsin will adopt the new standards. If the new standards are adopted Manitowoc County Lake Michigan beaches will be identified as unsafe more often.

Juli Novak provided the Board with information on the Prenatal Care Coordination Program.

A motion was made by Rita Metzger, seconded by Michele Frozena to approve the 2012 Budget Adjustment Resolution. Motion carried.

WIC caseload report: Initial caseload for November was 1389. Final for October was 1455 (Oct. Initial 1428). Contracted is 1468 until the end of 2012. The initial caseload for CY 2013 is 1446.

Amy Wergin answered Board members questions on Vaccine storage.

The next meeting will be February 14, 2013 at 5 p.m. at the Health Department.

Motion to adjourn was made by Michele Frozena, seconded by Frank Rodriguez at 5:40 pm.

Respectfully submitted,  
Shirley Fessler  
Secretary