



## MANITOWOC COUNTY BOARD OF HEALTH

DATE: February 8, 2018  
TIME: 5:00 p.m.  
PLACE: Public Health Building  
Room 207  
1028 S. 9<sup>th</sup> 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 COMMENT, ETC.) SPECIFIC SUBJECT MATTERS UPON WHICH DISCUSSION OR ACTION IS ANTICIPATED.
2. Health Officer Report
  - a. Update on WIC Budget
  - b. Healthiest Manitowoc County & Vision 2022 Update
3. Nurse Manager Report
  - a. Communicable Disease Update
4. Environmental Health Manager Report
5. WIC Caseload Report
6. Next Meeting Date and Adjournment
  - a. March 8

Date: January 31, 2018

[By: Amy Wergin, 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.

A majority of the members of the County Board of Supervisors, or of any of its committees, may be present at the meeting to listen, observe and participate. If a majority of any such body is present, their presence constitutes a "meeting" under the Open Meeting Law as interpreted in State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553 (1993), even though the visiting body will take no action at this meeting.

Board of Health Minutes  
February 8, 2018

Attendance: Rita Metzger, Shannon Wanek, Shirley Fessler, Dave Dyzak, Todd Nelson and Randy Vogel. Excused: Dave Nickels and Mary Jo Capodice. Also attending: Amy Wergin, Mary Halada and Jessica Wanserski.

The meeting was called to order by Supervisor Metzger at 5p.m. There was no public comment. The minutes of the November 9<sup>th</sup>, 2017 Board of Health meeting were approved on a motion made by Shirley Fessler, seconded by Shannon Wanek.

Health Officer Report:

Update on WIC Budget: Our initial 2018 contract from the state for WIC is less than the end of year contract in 2017. This reduced contract has caused us to have more planned expenses than revenues for 2018. The majority of the WIC budget is salary and fringe benefits. We will be reducing salaries for all professional staff to make up the over \$14,000 short fall. This will not affect hours of operation for the program. There has been a reduction in federal funds to Wisconsin. Additionally less people are using WIC because of higher employment levels in our community. Most of the WIC caseload are pregnant women and infants. Families often do not keep their children on WIC past age one because of the participation requirements. These changes will take care of the problem unless there is another caseload reduction, which will result in further revenue reductions. Decisions on what to do will need to be made if that occurs.

Healthiest Manitowoc County and Vision 2022 Update:

Healthiest Manitowoc County is moving forward on our planned health improvement priorities of Achieve Healthy 25 and Achieve Healthy 75. Our first step in increased community involvement was working with Vision 2022 to provide a presentation on our new effort and ask interested individuals to join us. 50 people showed asked for more information on our efforts and a local business executive volunteered to join our Steering Committee. The next step include a grant application to support the planning process and additional informational meetings to help those 50 interested people choose how they will help improve the health of Manitowoc County. Amy will send information to all board members.

Nurse Manager Report:

Communicable Disease Update: Mary reported on the preliminary end of year communicable disease counts; there was an increase in reported Hepatitis C infections that required follow-up. Also, for January 2018, the most commonly reported disease was Influenza Hospitalizations which was about double the number of Chlamydia cases.

WIC Caseload Report:

WIC final caseload for December was 1035 participants, 609 families. January initial caseload is 1085 participants, 627 families. Contracted caseload is 1114 participants.

The next meeting will be March 8, 2018. A motion to adjourn the meeting at 5:30pm was made by Randy Vogel, seconded by Shirley Fessler. Motion carried.

Respectfully submitted,

Shirley Fessler  
Secretary

Minutes compiled by A. Wergin



## MANITOWOC COUNTY BOARD OF HEALTH

DATE: March 8, 2018  
TIME: 5:00 p.m.  
PLACE: Public Health Building  
Room 207  
1028 S. 9<sup>th</sup> 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 COMMENT, ETC.) SPECIFIC SUBJECT MATTERS UPON WHICH DISCUSSION OR ACTION IS ANTICIPATED.
2. Health Officer Report
  - a. Approve 2017 Annual Report
  - b. Health Officer Retirement transition plan update
  - c. Board of Health member replacement update
  - d. 2018 Additional Fee Schedule approval
3. Nurse Manager Report
  - a. Communicable Disease Update
4. Environmental Health Manager Report
  - a. ATCP 74 Rule update
  - b. Ordinance to Amend Chapter 7 Public Health
5. WIC Caseload Report
6. Next Meeting Date and Adjournment
  - a. May 10

Date: March 1, 2018

[By: Amy Wergin, 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

March 8, 2018

Attendance: Rita Metzger, Shannon Wanek Shirley Fessler, Dave Dyzak, Todd Nelson, Dave Nickels and Randy Vogel. Excused: Mary Jo Capodice. Also attending: Amy Wergin, Mary Halada and Jessica Wanserski.

The meeting was called to order by Supervisor Metzger at 5p.m. There was no public comment. The minutes of the February 8, 2018 Board of Health meeting were approved on a motion made by Shirley Fessler, seconded by Todd Nelson.

### **Health Officer Report:**

2017 Annual Report: The 2017 Annual Report was distributed to the board in advance of the meeting. There were no recommended changes. The report was approved on a motion made by Shirley Fessler, seconded by Todd Nelson.

Wergin reported that the County Executive plans to appoint Mary Halada to the position of Health Officer effective May 4 at the March County Board Meeting. Rita Metzger reported that the Personnel Committee approved the appointment at their last meeting. Rita expressed concern that the Nurse Manager position will not be filled.

Wergin reported that Marla Bernhardt will be appointed to fill the Board of Health Vacancy at the next County Board meeting. Marla and her husband live in rural Manitowoc County and is a retired Food Safety Sanitarian.

Wergin presented the 2018 Additional Fee Schedule. The changes are:

- An increase of the Injection Fee from \$5 to \$10. This fee has not been increased since its inception in 1995. The purpose is to cover the cost of the nursing time used to give the injection. The current users of this service find our cost much less than at a physician's office and have no family members to assist them.
- Increased or decreased the charges for the PNCC visits based on completion of the MA Cost Report.

The 2018 Additional Fee Schedule (see attached) was approved on a motion by Todd Nelson, seconded by Dave Dyzak.

### **Nurse Manager Report:**

Communicable Disease Update: Mary reported on the year to date Communicable Disease report. Influenza hospitalizations continue to be the most reported illness of the year.

**Environmental Manager Report:**

ATCP 74 Rule update: ATCP 74 governs how the state contracts with agent health departments to license and inspect all food and recreational licenses in an agent area. The new rule will be effective May 27, 2018. The major changes include:

- All new employees employed by agent programs to perform agent contract work must be a Registered Sanitarian or eligible to take the RS exam within 5 years.
- Existing employees are grandfathered (we have one grandfathered employee)
- Each agent must employ at least one RS to conduct inspections and oversee other inspectors; if an agent loses their RS they have 120 days to fill the position or contract with another agency to provide oversight.
- Agent programs must designate and maintain an inspection standard for the food program.
- The state can opt to increase their reimbursement to 20% of their fee with 12 months notice. The Ordinance to Amend Chapter 7 includes any changes required by the change in ATCP 74

Administrative rule and adopting some additional Administrative rules that we have identified missed when we updated the ordinance in 2016. Additionally, some typographical errors have been identified and need correcting. Randy Vogel moved and Shirley Fessler seconded approving Ordinance Amending Manitowoc County Code Ch. 7 (Adoption of Certain Wisconsin Administration Codes by Reference and Correcting Typographical Errors). Motion carried.

**WIC Caseload Report: January** final caseload was 1,100 participants and 637 families. February initial is 1,060 participants and 610 families. Contracted caseload is 1,114 participants.

The next meeting will be May 10, 2018. A motion to adjourn the meeting at 5:30pm was made by Dave Dyzak, seconded by Shannon Wanek. Motion carried.

Respectfully submitted,

Shirley Fessler

Secretary

Minutes compiled by A. Wergin



# Manitowoc County Health Department

*Mission: To Protect and Promote the Health of Manitowoc County in Partnership with our Community*

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**Environmental Health • Public Health Nursing • W.I.C. Program**

*Manitowoc County Health Department • 1028 S 9<sup>th</sup> St • Manitowoc WI 54220*

## 2018 Health Department Additional Fee Schedule

Injection (not vaccine)	\$ 10.00
Interpretation (Hmong)	\$ 37.00/hour
PNCC Assessment	\$ 103.00
PNCC Care Plan	\$ 113.00
PNCC Education	\$ 79.00
PNCC Home Visit	\$ 164.00
PNCC Ongoing	\$ 18.00/15 min increment
TB Skin Test	\$ 20.00
Hepa-vac Bags*	\$ 3.00
Radon Test Kit Long Term*	\$ 17.00
Radon Test Kit Long Term Mailing Fee	\$ 2.50
Radon Test Kit Short Term*	\$ 6.00
Radon Test Kit Short Term Mailing Fee	\$ 2.50
Reflective Vest*	\$ 5.00
Dishwasher Temperature Labels*	\$ 16.00
Test Strips: Iodine or pH*	\$ 5.00
Test Strips: Quat*	\$ 6.00
Test Strips: Chlorine*	\$ 4.00

\* Fee includes 5% Wisconsin Sales Tax



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

DATE: May 10, 2018  
TIME: 5:00 p.m.  
PLACE: Public Health Building  
Room 207  
1028 S. 9<sup>th</sup> 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 COMMENT, ETC.) SPECIFIC SUBJECT MATTERS UPON WHICH DISCUSSION OR ACTION IS ANTICIPATED.
2. Election of Officers
3. Health Officer Report
  - a. County Health Rankings
4. Environmental Health Manager Report
  - a. 2018-19 Fee Schedule
5. Resolutions
  - a. Resolution to change Manitowoc County Code § Chapter 7; Health Department Fee Schedule for Micro-Markets
  - b. Resolution to Accept State Funding to Communicable Disease Control
  - c. Resolution to change Manitowoc County Code § Chapter 7.21(1) Permit and License Requirements**
4. WIC Caseload Report
5. Next Meeting Date and Adjournment
  - a. June

Date: May 3, 2018

**Amended: May 7, 2018**

[By: Mary Halada, Nurse Manager/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**  
**May 10, 2018**

Attendance: Rita Metzger, Shannon Wanek, Shirley Fessler, Todd Nelson, Marla Berhnhardt , Brian Konowalchuk and Randy Vogel. Excused: Dave Nickels. Absent: Nicholas Muench Also attending: Mary Halada and Jessica Wanserski.

**Regular Business:**

The meeting was called to order by Supervisor Metzger at 5p.m. Introductions were made for the benefit of the new members. The minutes of the March 8, 2018 Board of Health meeting were approved on a motion made by Randy Vogel, seconded by Shirley Fessler. There was no public comment.

**Election of Officers:**

Randy Vogel nominated Rita Metzger to be Chair of the Board of Health, seconded by Todd Nelson. There were no more nominations and the Board unanimously approved Rita Metzger as Chair. Rita accepted the appointment.

Rita Metzger nominated Randy Vogel as Vice Chair of the Board of Health, seconded by Todd Nelson. There were no more nominations and the Board unanimously approved Randy Vogel as Vice Chair. Randy accepted the appointment.

Randy Vogel nominated Shirley Fessler as Secretary of the Board of Health, seconded by Todd Nelson. There were no other nominations and the Board unanimously approved Shirley Fessler as Secretary. Shirley accepted the appointment.

**Health Officer Report**

Mary Halada provided a summary of the most current County Health Rankings. Manitowoc County has moved up from 50<sup>th</sup> to 49<sup>th</sup>. Premature death rates continue to increase. The progress of Achieve Healthy 25 and 75 was discussed. The board was updated that the ARCW van that has previously provided a monthly needle exchanges and Narcan for IV drug users in Manitowoc County will no longer provide services to Manitowoc County.

**Environmental Health Manager Report**

Jessica Wanserski provided a report to the Board regarding the recent passage of 2017 Wisconsin Act 225 and how that will affect the licensing of micromarkets in Manitowoc County. The new legislation was passed on April 3, 2018 and published on April 4, 2018 and dictates how much an agent health department can charge a micromarket for a license fee. As a result of this legislation, the Manitowoc County Code, Chapter 7, will need to be amended to make these changes.



## **Resolutions**

**a. Resolution to change Manitowoc County Code § Chapter 7; Health Department Fee Schedule for Micromarkets**

Randy Vogel made a motion, seconded by Shirley Fessler to approve the resolution. The motion was unanimously approved.

**b. Resolution to Accept State Funding to Communicable Disease Control**

Todd Nelson made a motion, seconded by Randy Vogel to approve the resolution. The motion was unanimously approved.

**c. Resolution to change Manitowoc County Code § Chapter 7.21(1) Permit and License Requirements**

Randy Vogel made a motion, seconded by Shannon Wanek to approve the resolution. The motion was unanimously approved.

## **WIC Caseload Report**

WIC final caseload for March was 1,093 participants, 630 families. The caseload for April was 1,043 participants, 603 families. This is on track with the current contracted caseload. Mary Halada reported that the County does not know the funding amount for 2018 as the state just received the amount that is allocated from the federal government.

## **Next Meeting Date and Adjournment**

The next meeting date for the Board of Health is scheduled for June 14, 2018 at 5:00 pm. A motion to adjourn was made by Shirley Fessler. Motion carried.

Respectfully Submitted,

Shirley Fessler

Secretary

Minutes compiled by Jessica Wanserski and Mary Halada



## MANITOWOC COUNTY BOARD OF HEALTH

DATE: June 14, 2018  
TIME: 5:00 p.m.  
PLACE: Public Health Building  
Room 207  
1028 S. 9<sup>th</sup> 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:

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2. Health Officer Report
  - a. WIC Budget Update
  - b. Communicable Disease Report
3. Environmental Health Manager Report
4. WIC Director Report
  - a. Caseload
  - b. WIC Audit results
5. Next Meeting Date and Adjournment

Date: June 7, 2018

[By: Mary Halada, Health Officer]

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**Board of Health Minutes  
June 14, 2018**

Attendance: Rita Metzger, Shannon Wanek, Shirley Fessler, Todd Nelson, Marla Berhnhardt , Dave Nickels, Nicholas Muench, and Randy Vogel. Absent: Dr. Brian Konowalchuk Also attending: Mary Halada and Paulette Mach.

**Regular Business:**

The meeting was called to order by Supervisor Metzger at 5p.m. The minutes of the May 10, 2018 Board of Health meeting were approved with a motion made by Randy Vogel, seconded by Shirley Fessler. Motion carried. There was no public comment.

**Health Officer Report**

Mary Halada reported that we were recently notified of our 2018 WIC budget allocation and the amount was substantially reduced. Options were reviewed and it was decided to eliminate the 0.4 FTE Registered Dietitian position and that some operational changes would need to be made in order to accommodate the reduction in staff time.

The April and May 2018 communicable disease report was distributed. There were 12 influenza hospitalizations reported in that time frame which is unusual.

**Environmental Health Manager Report**

Nothing to report

**WIC Director Report**

The preliminary caseload for May was 1,086 participants. With the reduction in WIC funding, our new caseload that needs to be maintained is 1,106.

A state WIC audit is performed every 2 years. Highlights of the audit included:

Commendations: The staff provide participant centered services, there is a good system for providing breast pumps to mothers, 48 referrals were made to outside resources, a consistent caseload count was maintained, and staff utilized technology to reach clients.

Quality Improvement Areas/Recommendations: Assessments need to be completed prior to beginning counseling with all participants, review clients for possible dual participation, improve secondary education for CYSHCN, improve outreach to first trimester pregnant women, and monitor neonatal abstinence syndrome.

Corrective Actions: Chart audits need to be completed annually, the objectives in the care plan need a timeframe, training plans need to be created for all WIC staff, the Bilingual staff needs to complete the language proficiency testing, and the WIC system cannot be used to document PNCC visits.

**Next Meeting Date and Adjournment**

The next meeting date for the Board of Health is scheduled for July 12, 2018 at 5:00 pm. A motion to adjourn was made by Randy Vogel and seconded by Shirley Fessler. Motion carried.

Respectfully Submitted,

Shirley Fessler

Secretary

Minutes compiled by Mary Halada



## MANITOWOC COUNTY BOARD OF HEALTH

DATE: August 9, 2018  
TIME: 5:00 p.m.  
PLACE: Public Health Building  
Room 207  
1028 S. 9<sup>th</sup> Street  
Manitowoc, Wisconsin

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2. Health Officer Report
  - a. Administrative Rule Ch. DHS 145 Change
  - b. Community Health Improvement Plan
  - c. Staff Update
3. WIC Director Report
  - a. Caseload June and July 2018
4. Next Meeting Date and Adjournment
  - a. September

Date: August 1, 2018

[By: Mary Halada, 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**  
**August 9, 2018**

Attendance: Rita Metzger, Shannon Wanek, Shirley Fessler, Dr, Todd Nelson, Dr. Brian Konowalchuk, and Dave Nickels. Absent: Nicholas Muench. Excused: Marla Berhnhardt and Randy Vogel. Also attending: Mary Halada.

**Regular Business:**

The meeting was called to order by Supervisor Metzger at 5p.m. The minutes of the June 14, 2018 Board of Health meeting were approved with a motion made by Todd Nelson, seconded by Shannon Wanek. Motion carried. There was no public comment.

**Health Officer Report**

Administrative Rule Ch. 145 Change: Mary provided information on the DHS 145 Administrative Rule change which means that additional Communicable Diseases are now reportable to the health department. Latent Tuberculosis Infection is a disease that is now reportable and it has resulted in an increased workload and a reassignment of nursing tasks.

Community health Improvement Plan: Mary provided information on Healthiest Manitowoc County (HMC) and Vision 2022. After our community health assessment was completed, it was evident that Manitowoc County residents were dying prematurely (before the age of 75 years) and the 2 health improvement priorities are Achieve Healthy 25 and Achieve Healthy 75. There was a discussion of the lack of data for individuals moving into our county and then dying prematurely. Amy Wergin gave a presentation in partnership with Vision 2022 in January of this year on the Community Health Needs identified and an outreach effort was done to recruit individuals to help with the planning process.

HMC applied for and received a Healthier Wisconsin Partnership Program grant through the Medical College of WI to help facilitate the planning process. Over 60 individuals participated in the planning process which is now completed and the results will be revealed at the Vision 2022 meeting on September 13<sup>th</sup> from 3:00 PM to 5:00 PM. All board of health members are invited to attend and an invitation was distributed.

Staff Update: The Community Health Educator position is vacant and the ad went out to replace the position. Final interviews are next week.

**WIC Director Report**

The final caseload for June was 1,088 participants and 617 families; the initial caseload for July is 1,079 participants and 617 families. The contracted caseload is 1,106. WIC received extra funding in July that will need to be used for outreach to increase our caseload.

**Next Meeting Date and Adjournment**

The next meeting date for the Board of Health is scheduled for September 13, 2018.at 5:00 pm. A motion to adjourn was made by Todd Nelson and seconded by Shannon Wanek. Motion carried. Meeting adjourned at 5:15 PM.

Respectfully Submitted,  
Shirley Fessler  
Secretary (Minutes compiled by Mary Halada)



## MANITOWOC COUNTY BOARD OF HEALTH

DATE: September 13, 2018  
TIME: 5:00 p.m.  
PLACE: Public Health Building  
Room 207  
1028 S. 9<sup>th</sup> Street  
Manitowoc, Wisconsin

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2. Health Officer Report
  - a. 2019 Budget
  - b. Community Health Improvement Plan Update
  - c. Staff Update
3. Environmental Manager
  - a. Review, Discussion and Potential Action on 2019 - 2020 Fee Schedule
4. WIC Director Report
  - a. Caseload August 2018
5. Next Meeting Date and Adjournment
  - a. October 11, 2018

Date: September 5, 2018

[By: Mary Halada, 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**  
**September 13, 2018**

Attendance: Rita Metzger, Shannon Wanek, Shirley Fessler, Dr. Brian Konowalchuk, Nicholas Muench, Marla Berhnhardt and Randy Vogel. Excused: Dr. Todd Nelson and Dave Nickels. Also attending: Mary Halada and Jessica Wanserski.

**Regular Business:**

The meeting was called to order by Supervisor Metzger at 5p.m. The minutes of the August 9, 2018 Board of Health meeting were approved with a motion made by Randy Vogel, seconded by Shirley Fessler. Motion carried. There was no public comment.

**Health Officer Report**

2019 Budget: Mary stated that the 2019 budget proposal was submitted and expenses were down about \$3,500 and the revenue was also down as we have received less reimbursement for Prenatal Care Coordination. The proposal included \$25,000 for an electronic medical record system as the current system is state supported and will be unavailable in the future. There was discussion of putting a nurse manager position in the budget proposal.

Community Health Improvement Plan: Mary provided information on the Vision 2022 summit today and outlined the indicators that the health department will be working on in partnership with the community over the next 5 years. They are: 1. Greater % of children ready for Kindergarten; 2. Greater % of students graduating high school; 3. Greater % of youth meeting recommended physical activity level; 4. Reduce adult obesity rate; 5. Increase % of businesses offering worksite wellness; 6. Increase of individuals accessing health services; and 7. Reduce substance abuse rate.

Staff Update: The Health Educator started on September 4<sup>th</sup> and will provide Community Health Planning and Preparedness Program support.

**Environmental Manager Report**

Discussion of the 2019-2020 Fee Schedule: Mary gave an overview of the environmental contract and the reviewed the history of raising licensing fees. The current 2019 budget proposal includes expenses from the tax levy in the amount of \$28,898. A summary of the current fees as well as an estimate of a 3% and 5% increase was distributed. After discussion, a request was made to gather more information on the licensing fees of the surrounding counties and it would be discussed again next month.

**WIC Director Report**

The final caseload for July was 1,086 participants and 622 families; the initial caseload for August is 1,106 participants and 634 families. The contracted caseload is 1,106.

**Next Meeting Date and Adjournment**

The next meeting date for the Board of Health is scheduled for October 11, 2018.at 5:00 pm. A motion to adjourn was made by Shirley Fessler and seconded by Shannon Wanek. Motion carried. Meeting adjourned at 5:35 PM.

Respectfully Submitted,  
Shirley Fessler  
Secretary (Minutes compiled by Mary Halada)



## MANITOWOC COUNTY BOARD OF HEALTH

DATE: October 11, 2018  
TIME: 5:00 p.m.  
PLACE: Public Health Building  
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1028 S. 9<sup>th</sup> Street  
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2. Health Officer Report
  - a. 3<sup>rd</sup> Quarter Communicable Disease Review
3. Environmental Manager Report
  - a. Review, Discussion and Potential Action on 2019 - 2020 Fee Schedule
4. WIC Director Report
  - a. Caseload August and September 2018
5. Next Meeting Date and Adjournment
  - a. November 8, 2018

Date: October 3, 2018

[By: Mary Halada, 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  
October 11, 2018**

Attendance: Rita Metzger, Shirley Fessler, Dr. Brian Konowalchuk, Nicholas Muench, and Marla Berhnhardt. Excused: Dr. Todd Nelson, Randy Vogel and Dave Nickels. Absent: Shannon Wanek. Also attending: Mary Halada and Jessica Wanserski.

**Regular Business:**

The meeting was called to order by Supervisor Metzger at 5:08 p.m. The minutes of the September 13, 2018 Board of Health meeting were approved with a motion made by Shirley Fessler, seconded by Nicholas Muench. Motion carried. There was no public comment.

**Health Officer Report**

3<sup>rd</sup> Quarter Communicable Disease Report: Mary reported that there has been an increase in Gonorrhoea since the beginning of September. There was also a confirmed syphilis and a Transmissible Spongiform Encephalopathy which are both investigated by the State.

**Environmental Manager Report**

Discussion of the 2019-2020 Fee Schedule: Jessi summarized a report with our current licensing fee structure as it compares to other NE WI counties. The report included the 10% of revenue that we collect and pay to the State. It also included an average amount charged by the comparable counties as well as how much more (or less) we charge per category. Discussion was based on how much to raise the fees to cover county expenses as well as how to raise the fees and be conscious of increase to the licensees. Another spreadsheet was requested for discussion at the next Board of Health meeting with a 1%, 2%, & 3% fee increase based on comparing the average fee of the other counties to the current license fee of the establishment.

**WIC Director Report**

The final caseload for August was 1,108 participants and 635 families; the initial caseload for September is 1,049 participants and 604 families. The contracted caseload is 1,106.

**Next Meeting Date and Adjournment**

The next meeting date for the Board of Health is scheduled for November 8, 2018 at 5:00 pm. A motion to adjourn was made by Nicholas Muench and seconded by Shirley Fessler. Motion carried. Meeting adjourned at 5:35 PM.

Respectfully Submitted,  
Shirley Fessler  
Secretary (Minutes compiled by Mary Halada)



## MANITOWOC COUNTY BOARD OF HEALTH

DATE: November 8, 2018  
TIME: 5:00 p.m.  
PLACE: Public Health Building  
Room 207  
1028 S. 9<sup>th</sup> 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 COMMENT, ETC.) SPECIFIC SUBJECT MATTERS UPON WHICH DISCUSSION OR ACTION IS ANTICIPATED.
2. Health Officer Report
  - a. October Communicable Diseases
3. Environmental Manager Report
  - a. Review, Discussion and Potential Action on 2019 - 2020 Fee Schedule
4. WIC Director Report
  - a. Caseload September and October 2018
5. Next Meeting Date and Adjournment
  - a. December 13, 2018

Date: October 30, 2018

[By: Mary Halada, 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.

A majority of the members of the County Board of Supervisors, or of any of its committees, may be present at the meeting to listen, observe and participate. If a majority of any such body is present, their presence constitutes a "meeting" under the Open Meeting Law as interpreted in State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553 (1993), even though the visiting body will take no action at this meeting.

**Board of Health Minutes  
November 8, 2018**

Attendance: Rita Metzger, Shirley Fessler, Randy Vogel, Dave Nickels, and Marla Berhnhardt. Excused: Dr. Todd Nelson and Shannon Wanek. Absent: Dr. Brian Konowalchuk and Nicholas Muench. Also attending: Mary Halada and Jessica Wanserski.

**Regular Business:**

The meeting was called to order by Supervisor Metzger at 5:00 p.m. The minutes of the October 11, 2018 Board of Health meeting reviewed. A motion was by Shirley Fessler and seconded by Randy Vogel to approve the minutes. One amendment was made to change the date of the next meeting from October 11<sup>th</sup> to November 8<sup>th</sup>. Motion carried. There was no public comment.

**Health Officer Report**

October Communicable Disease Report: There was a confirmed Neisseria Meningitidis in October as well as a suspect case of Acute Flaccid Myelitis. There was a group of individual identified who reported illness a short time after eating the same food. A foodborne outbreak investigation was completed and there was no identified cause.

**Environmental Manager Report**

Discussion of the 2019-2020 Fee Schedule: Jessi summarized a spreadsheet with information on comparable licensing fees to other NE WI counties. The document included a 1%, 2%, & 3% fee increase based on comparing the average fee of the other counties to our current license fees. After discussion, a motion was made by Dave Nickels and seconded by Shirley Fessler to recommend a 1%, 2% or 3% increase in licensing fees based on the comparable fees. An ordinance will be drafted with the recommendations for the December meeting.

**WIC Director Report**

The final caseload for September was 1,060 participants and 612 families; the initial caseload for October is 1,060 participants and 615 families. The contracted caseload is 1,106.

**Next Meeting Date and Adjournment**

The next meeting date for the Board of Health is scheduled for December 13, 2018 at 5:00 pm. A motion to adjourn was made by Randy Vogel and seconded by Dave Nickels. Motion carried. Meeting adjourned at 5:35 PM.

Respectfully Submitted,  
Shirley Fessler  
Secretary (Minutes compiled by Mary Halada)



## MANITOWOC COUNTY BOARD OF HEALTH

DATE: December 13, 2018  
TIME: 5:00 p.m.  
PLACE: Public Health Building  
Room 207  
1028 S. 9<sup>th</sup> 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 COMMENT, ETC.) SPECIFIC SUBJECT MATTERS UPON WHICH DISCUSSION OR ACTION IS ANTICIPATED.
2. Health Officer Report
  - a. Department of Health Services 140 On Site Review
3. Environmental Manager Report
  - a. **Resolution Adopting Health Department Fee Schedule 2019-2020**
4. WIC Director Report
  - a. Caseload October and November 2018
5. Next Meeting Date and Adjournment a.  
January 10, 2019

Date: December 4, 2018

[By: Mary Halada, 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.

A majority of the members of the County Board of Supervisors, or of any of its committees, may be present at the meeting to listen, observe and participate. If a majority of any such body is present, their presence constitutes a "meeting" under the Open Meeting Law as interpreted in State ex rel. Badke v. Greendale Village Board, 173 W is. 2d 553 (1993), even though the visiting body will take no action at this meeting.

**Board of Health Minutes  
December 13, 2018**

Attendance: Rita Metzger, Shirley Fessler, Nicholas Muench, Randy Vogel, Dr. Todd Nelson and Shannon Wanek. Excused: Dr. Brian Konowalchuk, Dave Nickels, and Marla Bernhardt. Also attending: Mary Halada and Jessica Wanserski.

**Regular Business:**

The meeting was called to order by Supervisor Metzger at 5:00 p.m. The minutes of the November 8, 2018 Board of Health meeting were reviewed. A motion was made by Randy Vogel and seconded by Nicholas Muench to approve the minutes. Motion carried. There was no public comment.

**Health Officer Report**

Department of Health Services (DHS) 140 On Site Review: Mary reported that DHS staff were present on December 6<sup>th</sup> to conduct the 140 review. This review verifies that the health department is operating at a level of service according to the Wisconsin Administrative Rule 140. The information for the review is collected and downloaded before the on site meeting. The meeting discussed strengths of the health department and also made a few recommendations. Overall the review was positive and the certificate of compliance will be signed by the State Health Officer and presented in the near future. The certificate is valid for 5 years.

**Environmental Manager Report**

Resolution Adopting Health Department 2019-2020 Fee Schedule: Mary summarized the 2019-2020 Fee Schedule increases that were recommended last month and incorporated into the schedule. The resolution adopts the new schedule which includes a 1%, 2%, & 3% fee increase based on comparing the average fees of the other counties to our current license fees. A motion was made by Shirley Fessler and seconded by Nicholas Muench to approve the resolution. Motion carried.

**WIC Director Report**

The final caseload for October was 1,076 participants and 628 families; the initial caseload for November is 1,045 participants and 602 families. The contracted caseload is 1,106. It was suggested that caseload variance and root cause data may be helpful in making decisions regarding follow up.

**Next Meeting Date and Adjournment**

The next meeting date for the Board of Health is scheduled for January 10, 2019 at 5:00 pm. A motion to adjourn was made by Randy Vogel and seconded by Nicholas Muench. Motion carried. Meeting adjourned at 5:25 PM.

Respectfully Submitted,  
Shirley Fessler  
Secretary (Minutes compiled by Mary Halada)