

**MINUTES OF PUBLIC HEALTH ADVISORY COMMITTEE MEETING**  
**Thursday, September 08, 2016**



**Members Present:** Kerri Ackerman, Waukesha Community Health Center; Dr. Steven Andrews, Waukesha County Medical Society; Dr. Ross Clay, Medical College of Wisconsin; Dr. Marshall Jennison; Jessica Kadow, Hispanic Health Resource Center; JoAnn Weidmann, Co-Member; Mary Baer, Citizen Member; and Caroll Niewolny, Citizen Member.

**Ex Officio Members Present:** Dr. Nancy Healy-Haney, Waukesha County Public Health Manager; Benjamin Jones, Waukesha County Public Health, Health Officer; Esther Jensen, Waukesha County Public Health; and Teri Bull, Waukesha County Public Health.

**Members Absent:** Mary Smith, Aging & Disability Resource Center of Waukesha County; and Sarah Ward, Environmental Health Division;

**Ex Officio Members Absent:**

AGENDA	TOPICS	DISCUSSION	ACTION ITEMS	DATE DUE
Call to Order		Dr. Ross Clay called the meeting to order at 8:10 AM.		
Approval of Minutes		Dr. Clay welcomed all present and introductions were made. Dr. Clay motioned for the July 14, 2016, minutes to be approved: JoAnn Weidmann 1 <sup>st</sup> and Dr. Marshall Jennison 2 <sup>nd</sup> . The motion carried.		
Advisory Committee	New Officer Elections	<p>Duties of the acting chair were discussed: running meetings, needs presentation once a year, knowledge of statistics, current trends of infectious and chronic diseases, staffing needs, budget issues and maintaining a Level II Health Department status for grants needed for the budget.</p> <p>Call for volunteer nominations. Caroll Niewolny was nominated for vice chair, and Caroll asked if Dr. Clay would remain as chair. Dr. Clay said he will no longer be staying on as chair due to the term limits set in their by-laws, but he would be able to assist with presentations. Public Health employees stated although they could not serve as chair, they would coach the nominee. Dr. Jennison was asked if he would be interested in being chair, and he reported he would accept for one year, until Caroll feels comfortable in the position. The idea of co-chairs was discussed, and Dr. Jennison and Caroll would act as co-chairs. The members voted and nominees Caroll and Dr. Jennison will serve as co-chairs. The motion carried.</p>		

Committee Reports	Health & Human Services Board		No Health and Human Services (HHS) Board liaison is yet in place. Dr. Jennison will contact Duane Paulson, Chair of the HHS Board, and see if a board liaison can be recruited from ProHealth Care.	Dr. Jennison to contact Duane Paulson.	10/13/2016
	Environmental Health – Sarah Ward		Sarah Ward was absent and made no report.		
	Public Health Division	Dr. Nancy Healy-Haney	Dr. Nancy Healy-Haney opened the conversation on the Public Health Division’s accreditation process and its need to maintain Level II standards. Dr. Healy-Haney introduced Esther Jensen, Waukesha County Public Health Educator, and Esther presented on Public Health accreditation, with a focus on Health Equity (Note: see addendum to minutes for PowerPoint slides). The main points expounded the following: Public Health accreditation is a measurement of performance, a recognition of achievement, and a continual development of standards.  Ben Jones stated West Allis is a beta point for accreditation and Wisconsin leads the way in the nation. A member posed the question of the cost of accreditation, and Ben responded that accreditation costs approximate \$40,000 for a five-year period.		
Accreditation tasked Public Health with reorganizing files. Dr. Healy-Haney stated Public Health staff created an electronic filing system and their reorganization meets the approved standards of accreditation.  Esther presented the seven steps involved in accreditation. Documentation constitutes a great portion, and Public Health is not yet ready with the required documentation. Ben expressed the need to elevate standards.					

		<p>Esther continued and explained the fee is paid after the application for accreditation is made. Ben stated the Public Health Division is certified by the State of Wisconsin, and it is not yet accredited. In the future, Ben pointed out funding may depend on whether an institution is accredited or non-accredited. Two members commented accreditation would positively impact the community.</p> <p>The group questioned who was all represented on the HHS Board. Ben named the HHS Board members to which JoAnn commented that many are new to the board.</p> <p>Dr. Clay inquired about the time needed to upload documentation for accreditation. Ben replied it would take about 1 year and then there would be a site visit. Sarah Ward from Environmental Health is seeking FDA accreditation. Ben explained the site visit's community engagement component.</p> <p>Esther further stated an accreditation team would be highly recommended, and the responsibilities of an accreditation coordinator would necessitate a full-time job. A statement of intent is required but can be retracted. After an application for accreditation is opened, an institution would have one year to submit materials.</p> <p>Three prerequisites must be included with the application when it is submitted to the Public Health Accreditation Board (PHAB), as follows:</p> <ul style="list-style-type: none"><li>• Community Health Assessment</li><li>• Community Health Improvement Plan</li><li>• Department Strategic Plan</li></ul> <p>These three components are in place. For example, CHIPP is the community health improvement plan.</p> <p>Esther discussed the twelve domains' standards and measures and specific examples needed. The health department must meet the standards to achieve accreditation. The department meets the standards by demonstrating the measures. Ben noted domains #1 through #10 are essential functions and #11 and #12 are broader domains to include administration and governance. Esther briefed the members on the nomenclature used for measures, including "A," "T," "S," &amp; "L" (see PPT slide #20, attached). Uploading of documentation is highly important. Esther further explained the site visit. The PHAB</p>		
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		<p>has resources (i.e. PHAB newsletter) to aid with the process and interpretation of accreditation. Esther called for questions.</p> <p>Ben invited all to look at Standard 3.1 "Health Promotion." Dr. Healy-Haney commented it is a living document.</p> <p>On September 9, 2016, Esther will present a dental health program to seniors. Public Health will use documentation from this event, as well as documentation from other programs (i.e. Baby Fast).</p> <p>JoAnn asked about utilizing community programs to avoid duplication of services, and Dr. Healy-Haney replied the Public Health Division is not duplicating services. Caroll commented collaboration is great with the community. Comments ensued on tracking times and grant seeking. The electronic medical record (Insight) is implemented and has a tracking mechanism. Dr. Healy-Haney confirmed grant seeking and contracts. The Public Health Division's original goal was to achieve accreditation in 2017, but, due to budget constraints, it is deferred at this time. The Public Health Advisory Committee has recommended hiring a coordinator to the HHS Board.</p> <p>Kerri Ackerman stated her organization is going through the same accreditation process and had a site visit. Ben discussed the challenges with the one-year time frame and the importance of being fully prepared before applying for accreditation.</p> <p>Caroll recommended the present time as a good time to implement group-accessible documents. SharePoint is an example. Nancy asked Kerri to send her examples of dashboards.</p> <p>Note: JoAnn Weidmann left the meeting at 9:15 A.M.</p>	<p>Kerri Ackerman to forward examples of dashboards to Dr. Nancy Healy-Haney.</p>	<p>10/13/2016</p>
		<p>Ben spoke to the Communicable Disease numbers from the first half of the year and shared diarrheal numbers are up a little. The Public Health Division currently has an active tuberculosis case. He had no new news to report with Elizabethkingia.</p>		
	<p>Benjamin Jones</p>	<p>Ben announced Dr. William Greaves, PH consultant, would be speaking on Wednesday, September 15, from 12:30-1:30 (questions from 1:30-2:00), at the UW Cancer Center at ProHealth Care. Luncheon at noon. Ben will speak at 2:00 P.M. about educating health care systems on outbreaks. Ben will do an overview about proactiveness among health care workers. Ben will send an email with a link to register for this event to the committee members.</p>	<p>Dr. Greaves presentation at UW Cancer Center at ProHealth Care.</p> <p>Ben Jones to e-mail link to register for Dr. Greaves' event.</p>	<p>9/15/2016</p> <p>09/09/2016</p>

		Thirty-five local transmissions of Zika occurred in the US. Six-hundred twenty-four documented women in the US have Zika infections. Heavy mosquito surveillance exists in southeastern WI, especially in the southernmost counties bordering IL), and no mosquitos known to transmit Zika are located currently in WI. Currently, no vaccine exists. Ben noted Waukesha County took a significant funding cut, in the amount of \$20,000, for preparedness funding.		
	Walk in Items	Dr. Clay opened the discussion. General discussion followed on budget cuts for this next year and the two unfunded positions.		
	<b>Adjournment</b>	Dr. Clay adjourned the meeting at 9:21 AM.		
	<b>Next Meeting</b>	October 13, 2016		