

**MINUTES OF PUBLIC HEALTH ADVISORY COMMITTEE MEETING**  
**514 Riverview Ave.**  
**Waukesha WI 53188**  
**Health & Human Services Building • Conference Room #1001**  
**Thursday, May 12, 2016**



**Members Present:** Dr. Steven Andrews, Waukesha County Medical Society; Dr. Ross Clay, Medical College of Wisconsin; Dr. Marshall Jennison; Jessica Kadow, Hispanic Health Resource Center; Mary Smith, Aging & Disability Resource Center of Waukesha County; Sarah Ward, Environmental Health Division; and JoAnn Weidmann, Co-Member.

**Ex Officio Members Present:** Dr. Nancy Healy-Haney, Waukesha County Public Health Manager; Benjamin Jones, Waukesha County Public Health, Health Officer; and Jan Leuenberger, Waukesha County Public Health.

**Members Absent:** Kerri Ackerman, Waukesha Community Health Center.

**Ex Officio Members Absent:** none

AGENDA	TOPICS	DISCUSSION	ACTION ITEMS	DATE DUE
Call to Order		Meeting called to order by Dr. Clay at 8:06 AM		
Approval of minutes		<p>Reference was made to the new format for the April minutes. The new format was created to help in standardizing the Division's forms to conform to Accreditation requirements. It was brought to the Committee's attention that the Waukesha County Logo still needs to be added to the new minutes form. The general consensus was that the new form was easier to follow.</p> <p>A motion was made by Dr. Jennison for the February and April 2016 minutes to be approved. The motion was seconded by Joanne Weidmann. The motion was carried.</p>	Jan Leuenberger to add the Waukesha County Logo to the minutes form	06/09/16
Advisory Committee	New Member Application	<p>New member recruits were presented to the Committee. Copies of vitas for both were distributed:</p> <ul style="list-style-type: none"> <li>• Carol M. Niewolny RN, PHN, MSN</li> <li>• Mary Baer</li> </ul> <p>Excerpts of their credentials were read.</p> <p>A motion was made by Dr. Andrews to have the County Executive appoint the new recruits. The motion was seconded by Joanne Weidmann. The motion was carried. Dr. Clay to forward the new recruit recommendations to the County Executive for approval.</p>	Dr. Clay to forward new member recommendations to County Executive for approval.	06/09/2016

	<p>Review of Public Health Bylaws</p>	<p>The Public Health Advisory Committee of the Health and Human Services Board Bylaws were read. The changes noted were:</p> <ul style="list-style-type: none"> <li>• Article II – Membership Paragraph 2: Application for membership changed so can be submitted any time</li> <li>• Article II – Membership Paragraph 3: Added “If a member is unable to attend they must provide notice that they will not be able to attend.”</li> </ul> <p>A correction to Page 2, Article V - Meetings, Paragraph 2 was pointed out: correct “it’s” to “its”. The grammatical change will be made and the changes to the Bylaws will be voted on at the June meeting per Article VII of the Bylaws.</p>	<p>Jan Leuenberger to:</p> <ul style="list-style-type: none"> <li>• Add to the 06/09/2016 agenda to vote on Bylaws.</li> <li>• Make grammatical change to page 2 as suggested.</li> </ul>	<p>06/09/2016</p>
<p>Committee Reports</p>	<p>Health &amp; Human Services Board</p>	<p>None – no representative or liaison.</p> <p>It was questioned whether the Public Health Advisory Committee had received a response back from County Board Supervisor Paulson regarding the need for representation/a liaison from the Health and Human Services Board. It was noted no response had been received.</p>	<p>Dr. Clay to follow-up with Mr. Paulson about copy of report from the Health and Human Services Board.</p>	<p>06/09/2016</p>
	<p>Environmental Health – Sarah Ward</p>	<p>It was noted that the Environmental Health Division’s license year is July 1-June 30 and license renewals had just been sent out. It is the Division’s busy time and the budget season is coming up too.</p> <p>Reference was made to the merger between Department of Health Services (DHS) Food Safety Recreational Licensing (FSRL) section and Department of Agriculture, Trade and the Consumer Protection (DATCP) Division of Food Safety and how the changes are affecting the Division.</p> <p>It was pointed out that the Division is working on two process improvement projects to eliminate waste and change the processes for:</p> <ul style="list-style-type: none"> <li>• Temporary Events</li> <li>• Farmer’s Markets</li> </ul> <p>It was brought to the Committee’s attention that Ms. Ward is going for her Lean Six Sigma Green Belt. Focus for her green belt will be on CDC risk factor violations, specifically on cold holding repeat risk factor violations.</p>		

	Public Health Division	Dr. Healy Haney	<p>It was noted that the Public Health Division continues to work with the new Electronic Medical Record while continually making tweaks along the way.</p>		
			<p>It was brought to the committee's attention that an Office of Inspector General (OIG) audit was done on Division records from 2013. The audit targeted case management for Medicaid. Reference was made to OIG Fraud Reduction hiring more inspectors to be able to do a more thorough job. It was noted that the Division used the Sphere program to collect all Maternal Child Health (MCH) activities, in particular the Prenatal Care Coordination (PNCC) programs for years. The Assessment and Care Plan was in the Sphere electronic record but not transferred to the paper record. Assessments and care plans are now being downloaded for exhibits. New audit tools have been developed for the different targeted case management areas.</p> <p>There was much discussion regarding the billing coding criteria required for each category/level of service and how that is different from evidence based interventions. It was also suggested by Committee Members that the Division consider looking into the possibility of bringing in someone from ProHealth Care or Aurora to train staff on billing and coding. Committee Members also suggested that the Division possibly look into a voice recognition system like <i>Dragon Naturally Speaking</i> to increase productivity.</p> <p>Until internal audits show accuracy in the electronic record, the Division will be continuing double entry into Sphere and Insight, as well as continuing paper charts.</p>		
			<p>The Public Health Advisory Committee was informed that two senior nurses will be retiring: Heidi Bavlnka and Maria Schneider. It was noted the Division has a good Public Health Nurse pool of applicants for the vacating positions.</p>		
			<p>The Division was approached by the Dental Health Coalition in Waukesha County through the Deputy Director, to initiate a Dental Health Education campaign. The campaign will address the dental needs of low income population adults, seniors and disabled. This program will be a combined effort with the Aging and Disability Resource Center (ADRC). The Division is working with the Waukesha Community Dental Clinic who received a small grant to help them purchase materials for the program. The new program should start on or before Fall of 2016.</p>		Fall 2016

			<p>The Committee discussed how prevention may prevent problems from developing and noted that poor dental health is connected to heart disease.</p>		
			<p>The Public Health Division has started with development of their 2017 budget. The Division met with the subject matter expert for Public Health and the Fiscal Division this week. It was noted that there was some concern about the revenue projection for 2017 as there were some claim denials in 2015.</p>		
			<p>The Public Health Division is preparing for very large exercise on June 14, 2016. It was noted that this exercise would be a great opportunity to observe or walk through as a participant. The Emergency Operations Center (EOC) will be activated, there will be a clinic at the Waukesha County Expo Forum Building , General Electric (GE) will be have a closed point of dispensing (POD), Waukesha Memorial Hospital will also have a closed POD, shipments will be accepted, security will be done. If anyone wants to participate, please contact Ben Jones. Dr. William Greaves, Public Health's physician on contract, will be participating in the exercise. Staff will start at 8:00 am and the processing of people will begin at 10:00 am. Recruiting volunteers.</p>		
		<p>Benjamin Jones</p>	<p>It was noted that the Zika virus is still of concern. It was brought to the Committee's attention that there hasn't been a positive case reported in Wisconsin to date. 45 people were tested in Waukesha County of which 34 were negative and 9 cases are still pending. The vast majority of those tested are pregnant women who have traveled to an affected area. There are only five states left without a positive case of Zika. There are close to 40 pregnant women in the United States that are infected with the Zika virus.</p> <p>The Committee recommended the Public Health Division start Public Service Announcements (PSAs) on how to prevent the spread of Zika and give copies of handouts on the same to their prenatal clients. Reference was made to the website for the Centers for Disease Control (CDC) for Zika handouts. The Committee suggested that the Environmental Health Division post the same on their website.</p>	<p>The Public Health and Environmental Health Divisions to post PSAs on prevention of contracting Zika.</p> <p>The Public Health Division to give handouts on Zika Virus to prenatal clients.</p>	

			<p>The Committee was informed that Elizabethkingia continues to be a concern statewide. The statistics on Elizabethkingia are:</p> <ul style="list-style-type: none"> <li>• Waukesha County:             <ul style="list-style-type: none"> <li>• 16 confirmed cases</li> <li>• 1 under investigation</li> <li>• 4 deaths</li> </ul> </li> <li>• Statewide:             <ul style="list-style-type: none"> <li>• 60 confirmed</li> <li>• 1 under investigation</li> <li>• 19 deaths</li> </ul> </li> </ul> <p>Reference was made that health departments are still trying to figure out what Elizabethkingia is. There have been in depth investigations but the cause still can't be determined. The State Health Department wants to bring people in a room to discuss and to try to find common cause. Attention was drawn to the fact that everything environmental and everything tested from contacts does not match the strain causing the outbreak. It was noted that the case at Children's Hospital was not linked to this strain.</p> <p>It was pointed out that the CDC and State Health Department are working closely together on investigating Elizabethkingia.</p>		
Walk in Items	Accreditation – Dr. Healy-Haney		<p>It was noted that the Accreditation process will take about two years. The Division is building their Electronic Medical Record (EMR) according to Accreditation standards. The Division will be required to produce acceptable documents to the Accreditation board. The Division has begun going through the Domains culling what they have and drafting what they are missing. There was much discussion on what the Division has to do in order to become accredited including branding and marketing of the Division.</p> <p>The Committee was briefed on items put in place to prepare for Accreditation:</p> <ul style="list-style-type: none"> <li>• Developed a competency program for staff</li> <li>• Contracted with UW Extension to develop a workforce development plan             <ul style="list-style-type: none"> <li>• UW Extension to do survey to identify gaps in the PH Competencies among employees the last week of June.</li> <li>• Each employee level will be quizzed according to their level. Each level will have their own test.</li> <li>• Once weaknesses are identified will put training program together with Health Educator.</li> </ul> </li> </ul>	<p>Jan Leuenberger to add as a standing agenda item.</p> <p>Dr. Healy-Haney to bring book to show standards required for accreditation.</p>	<p>06/09/2016</p> <p>06/09/2016</p>

		<p>Public Health Accreditation Board's Standards and Measures – Dr. Clay</p>	<p>Dr. Clay referenced how large the Public Health Accreditation Board's Standards and Measures book was, 265 pages. It was requested that someone put together a brief summary of the domains in a PowerPoint presentation including what the Division will require to become Accredited for the Public Health Advisory Committee. It was noted if the presentation goes well, it should also be presented to the Health and Human Services Board to bring focus to the complexity of Accreditation.</p> <p>Sarah Ward noted the Environmental Health Division has a FDA Program Standards program which may be an equivalent to Accreditation for Public Health. The FDA Program Standards program has a crosswalk as it relates to Accreditation. Ms. Ward will see if there is a brief overview of the crosswalk. It was brought to the Committee's attention that once the Environmental Health Division enrolled in the FDA Program Standards Graduate Student interns were made available at no cost through Wisconsin AHEC (Area Health Education Centers).</p>	<p>Dr. Healy-Haney to put together a PowerPoint for the Committee.</p> <p>Purchase Public Health Accreditation Board's Standards and Measures book for Dr. Clay</p> <p>Sarah Ward to see how FDA Program Standards crosswalk may relate to accreditation.</p>	<p>06/09/2016</p> <p>06/09/2016</p>
	<p><b>Adjournment</b></p>	<p>[9:11 am]</p>			
	<p><b>Next Meeting</b></p>	<p>June 9, 2016</p>			