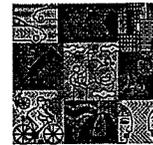




CITY OF WAUWATOSA HEALTH DEPARTMENT  
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**Board of Health Meeting Minutes**  
**Tuesday, May 20, 2014 8:00 - 9:15 a.m.**  
**Wauwatosa Health Department Conference Room**

Present: Nancy Kreuser, John Dunn, Leslie Martin, Lori Nielsen, Cheryl Davies, Bobby Pantuso, Jim Beix, Lisa Simonds

Excused: Chris Shaw

1. Call to Order- The meeting was called to order at 8:03 AM by John Dunn.
2. Approval of agenda: Motion to approve the agenda
  - Motion: Leslie Martin
  - Second: Cheryl Davies
  - Motion carried unanimously.
3. Motion to approve the 3/18/14 Minutes notes: <http://www.wauwatosa.net/index.aspx?NID=199>
  - Motion: Leslie Martin
  - Second: Cheryl Davies
  - Motion carried unanimously.
4. Comments from the public – none
5. Comments from Board, etc. – none
6. New Business: Division Reports from Public Health Services  
Administration: Nancy Kreuser, City of Wauwatosa Health Officer
  - Accreditation Update:
    - 2014-2017 City of Wauwatosa Health Department Strategic Plan (Version 2 for motion) - Nancy presented version 2 of the strategic plan; Additional CHA/CHIP and strategic planning detail was incorporated into the body of the plan. Motion to approve the 2014-2017 Strategic Plan (version 2): Cheryl Davies, Second: Leslie Martin. Motion passed unanimously.  
<http://www.wauwatosa.net/DocumentCenter/View/2858>
    - Discussion of accreditation procedures, format, and site visit.
    - Discussion of the Public Health Accreditation Board (PHAB) Online Application Progress and Letter of Support. Electronic PHAB Application due by May 31<sup>st</sup> to make the Version 1 cutoff. The 3 prerequisites are completed
    - Letter of support signed by the Mayor and Chairperson Dr. John Dunn
    - Review of City of Wauwatosa Board of Health Actions Taken Document 2013-2014 – see tracking sheet attached. PHAB evidence requirement.
  - Review of Board of Health statutory roles and responsibilities:
    - Wisconsin DHS 140 Required Services of Local Health Departments --5-year Statutory Review by State—Passed reviewed February 2014; DHS 140 Confirmation Letter 5/2/2014 –Reviewed the City of Wauwatosa Municipal Code 2.36 Local Board of Health - See the Board of Health Appointments and Credentials (attachment). Reviewed DHS 251.04 Local board of Health; powers and duties (attachment). Source of Information reviewed: WI Department of Health Services Board of Health Orientation –Information for Local Boards of

- Health. Orientation folder update in process.  
<http://www.dhs.wisconsin.gov/localhealth/BOHInformation/index.htm>
- The DHS 140 review will be on the agenda for discussion at the next meeting and we will review specific roles and responsibilities of the local health department, health officer, and the board of health.
  - Financial updates:
    - 2015 Budget process begins in May – Personnel updates due June 6<sup>th</sup>; internal grant applications due June 11<sup>th</sup>. We will submit a social marketing proposal. Operational budget due in July with the final Council vote in November.
  - City of Wauwatosa Board of Health Resolution to Support Federal Funding for Public Health: Prevention and Public Health Grant - In the past, the WHD received 2-3K a year in federal funds for prevention. The funds were used towards the Community Health Improvement Plan and alcohol checks for minors. Motion to approve the grant support request: Cheryl Davies, Second: Leslie Martin. Motion passed unanimously. Resolution signed (attachment).
  - \*Personnel update – We are re-advertising the position for a part-time Public Health Nurse. Discussion ensued.
  - Other updates –
    - We did not receive the Sunshade grant for Hart Park.
    - The WI Well Woman program will continue operating with the same terms until June 2015.

Public Health Nursing Division: Lori Nielsen, Nursing Supervisor

**Communicable Disease (CD) Update: Lori Nielsen, Nursing Supervisor**

**SENTINEL EVENTS**

Below is detailed information regarding each sentinel event:

***Healthcare facilities tuberculosis exposure #5075:*** On April 1, 2013, the WHD was notified of a healthcare provider (index case) working in Wauwatosa with active tuberculosis (TB). Trace-back investigation determined that the index case was infectious beginning on December 28. Four Wauwatosa health institutions plus a health-related subcontractor were exposed. WHD identified 669 staff, patients, and family members who were exposed to the index case. The first round of testing was completed in May. The second round of testing began the last week of June. To date, 645 out of the 669 individuals (96.4%) completed follow-up testing, thus closing those investigations. Twenty-four cases remain open due to the individual no longer working/attending the facility, complex medical situation, or have expired. Letters were sent to the local health departments to follow-up on the remaining open cases. No facility staff member, patient, or patient family member became infected; no additional case of active TB was identified. Six medical staff were positive for latent tuberculosis infection (LTBI) and are receiving prophylactic treatment; two or three cases were directly linked to this exposure. This extensive exposure prompted one organization to modify their employment policy and procedure regarding TB status. The last round of follow-up was completed at the end of April. WHD is awaiting dates for a debriefing meeting with the involved organizations.

***Adult living facility enteric outbreak #5092:*** On March 7, the WHD was notified of an enteric outbreak at an adult skilled living facility beginning on March 1. 71 residents and 44 employees became ill. Infection control measures including unit quarantine were implemented. Norovirus was the identified organism in 10 samples, C-diff was identified in 2 samples, and one sample identified both Norovirus and C-Diff. The investigation was resolved on March 26 and the quarantine was lifted.

***Adult living facility enteric outbreak #5093:*** On April 7, the WHD was notified of an enteric outbreak at an adult skilled nursing and rehab living facility beginning on April 4. 18 residents and 29 employees became ill. Infection control measures including event cancelations were implemented. Norovirus was the identified organism in 2 samples. The last resident was ill on April 10; the last employee was ill on April 29. The investigation was resolved on May 5.

**School enteric outbreak #5094:** On April 24, the WHD was notified of an enteric outbreak at a public school. Initially, 30 of 297 students were ill with vomiting and diarrhea on April 24. WHD was notified due to the school exceeding the 10% absenteeism threshold for specific symptoms. Diligent infection control measures were implemented at the onset. WHD instituted a 48-hour exclusion protocol – students/staff must be symptom-free for 48 hours before returning to the school. Number of ill subsided a week later, but then increased in a previously unaffected area. On May 6, WHD advised a second round of intensive disinfection of the school; letters with information and instructions were distributed to parents and staff. The outbreak was resolved on May 13. No organism was identified, but Norovirus was suspected. In the end, 84 students (28.3%) and 6 employees became ill.

#### **OTHER**

**Mumps outbreak:** A number of mumps cases appeared in the metropolitan area this spring. To date, Wauwatosa PHNs conducted 9 mumps investigations. Some investigations involved non-residents providing health care services within Wauwatosa. PHNs case manage several individuals per investigation to ensure appropriate prevention and control for the community. Orders were issued on a Wauwatosa health care business to quarantine an employee; the employee was occupationally exposed to a confirmed mumps case and did not have documented immunity. Orders will be lifted once the employee has documented immunity or the communicability period had passed. On May 14, the WI DPH Immunization Program temporarily allowed local health departments to administer MMR's to the public for free with 317 funding.

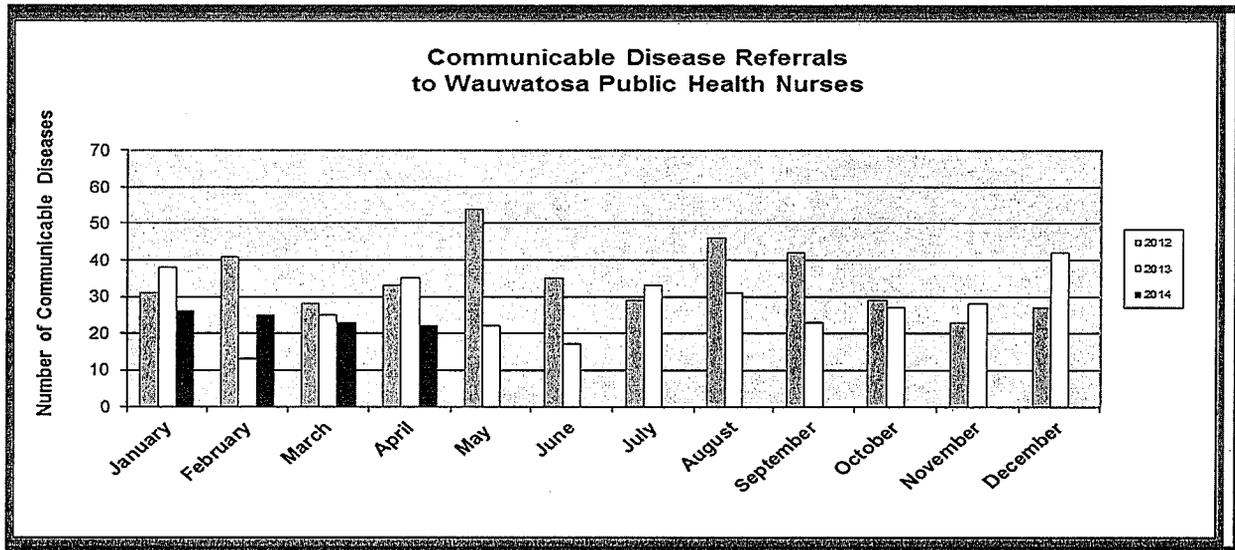
**Pertussis statewide outbreak:** The number of statewide-pertussis cases has declined for the year. However, Wauwatosa experienced an increased number of cases over the winter, but has subsided this spring.

**MERS-CoV in the US:** Two imported cases of MERS-CoV appeared in the US this past month. No cases in Wisconsin. See the attached for additional information.

**Flu Vaccine / Clinics:** WHD is planning for the 2014-2015 flu campaign season. WHD will provide free children's flu vaccine only at the 3 mass flu clinics in the fall. In process of revising immunization clinic process and vaccine management policies and procedures.

**Sexually Transmitted Diseases (STDs):** STDs continue to account for the majority of reported communicable diseases during 2014. The CD Quality Improvement Committee created a STD brochure for distribution.

**Trends:** See graph below for trends.



## Healthiest Wauwatosa 2014 Programs and Initiatives Highlights:

### Accreditation and Quality Improvement (QI) Process:

- Strategic Plan: Discussed during the Health Officer's Report.
- PHAB accreditation: Discussed during the Health Officer's Report.
- QI: Drafting a formal QI and performance management plan for WHD and PHAB accreditation. Plan will be completed by the end of June.
- 2013 WHD Annual Report is in development. Final version will be available by the end of June.
- WHD in partnership with the school district will begin drafting the high school YRBS this summer; the survey will be administered next school year in the fall.

### Alcohol, Tobacco, and Other Substances:

- Tobacco compliance checks were conducted on April 4, 2014. WHD secured grant monies to pay for the police overtime and student training. The results were:
  - 33: number of total checks attempted
  - 28: number of retailers that did not sell to underage volunteers
  - 1: number of establishments closed for repairs
  - 4: number of retailers that did sell to an underage volunteer; all received a citation:
    - Swan Serv-U Pharmacy, 9130 W. North Avenue
    - Wauwatosa Gas Station, 8334 W. North Avenue
    - Mobile Gas Station, 8606 W. North Avenue
    - BP Gas, 7532 W. Center Street
- Next tobacco compliance check is planned for the fall.
- FOLLOW-UP: Senate bill 440 (and the companion Assembly bill 762) sought to exempt electronic smoking devices (ex: e-cigarettes) from the types of smoking devices that may not be used in certain locations. WPHA and WALHDAB opposed this legislation. The bills were not voted on by the end of the legislative session. Therefore, the bills failed in both houses.
- Next alcohol compliance check is planned for June.

### Injury & Violence Prevention:

- Home Safety Visits: PHNs continued offering and conducting home safety visits. In partnership with the Wauwatosa Fire Department, the WHD submitted a joint application for training on the *Remembering When* fire protection/home safety visiting program. Wauwatosa was not selected.

- The WHD assisted the mayor's office in submitting an application to the 2014 American Academy of Dermatology (AAD) Shade Structure Grant Program to provide a sun shade structure at Hart Park. AAD received over 140 applications for 22 grant awards; Wauwatosa was not selected.

**Access to Care:**

- The Wisconsin Division of Public Health (WDPH) is restructuring the delivery of the Wisconsin Well Women Program (WWWP), a program that offers low-cost cancer screenings for income-eligible women. Initial plans were to eliminate local health departments (LHDs) from coordinating the program and assign "health care systems" the coordination responsibility by mid-2014. The restructured program would continue until the end of 2015 when the effects of the Affordable Care Act will be determined. Due to the LHDs response, WDPH changed the restructuring process. Current WWWP coordinators and providers will continue with the current process through mid-2015.
- During 2014, the WHD is conducting a pilot to provide limited programming and I&R outreach to individuals accessing the Tosa Cares program out of Mt. Zion Church. The January outreach session which included flu shots; the March 8<sup>th</sup> session included healthy, low-cost food prep demos in partnership with Mt. Mary University dietetic students. The next outreach scheduled for June 14 will focus on linking families to community resources.

**Physical Activity and Nutrition:**

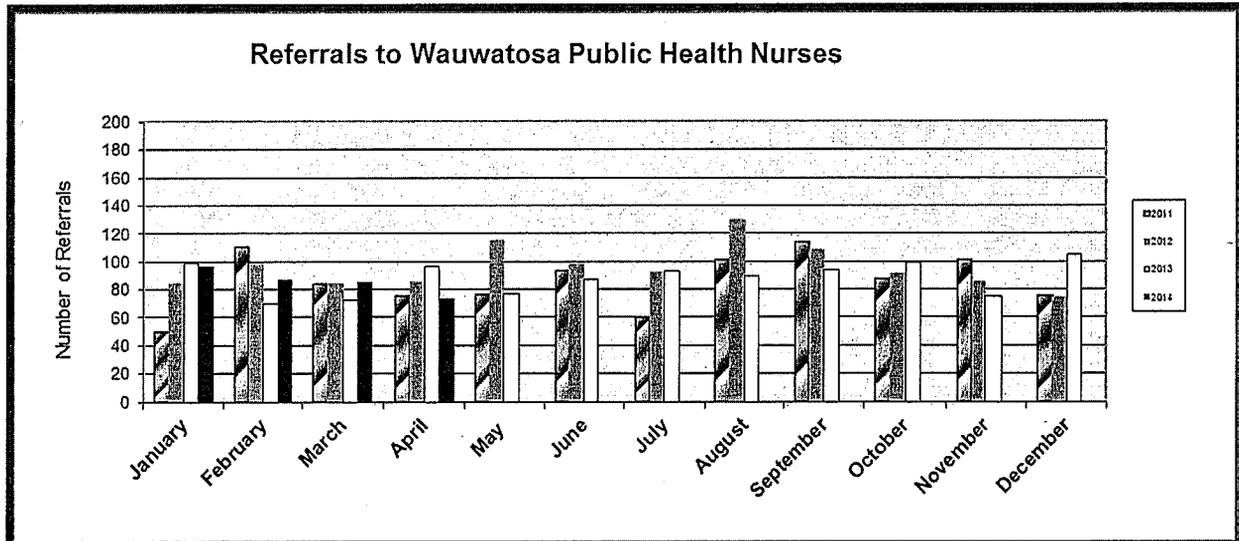
- Breastfeeding Survey: WHD conducted a poster presentation on the breastfeeding survey at the 2014 WPHA conference. Below is the analysis of the survey.

	Tosa		WI	US	HP 2020
	2010	2013			
Ever breastfed?	88.9%	97.7% ▲	75.5%	76.5%	81.9%
Breastfed for 6 months	47.2%	N/A	55.5%	49.0%	60.6%
Breastfed for 12 months	22.6%	N/A	34.3%	27.0%	34.1%
Exclusively breastfed for 6 months	N/A	60.5% ▲	40.3%	37.7%	46.2%
Exclusively breastfed for 12 months	N/A	10.7% ●	15.3%	16.4%	25.5%

- The WHD will assist the school district this summer in revising the Wauwatosa School District (WSD) Wellness Policy. WHD assisted the school district in creating the last wellness policy. In the next school year, WSD will address healthier options for fundraising activities.

**Other:**

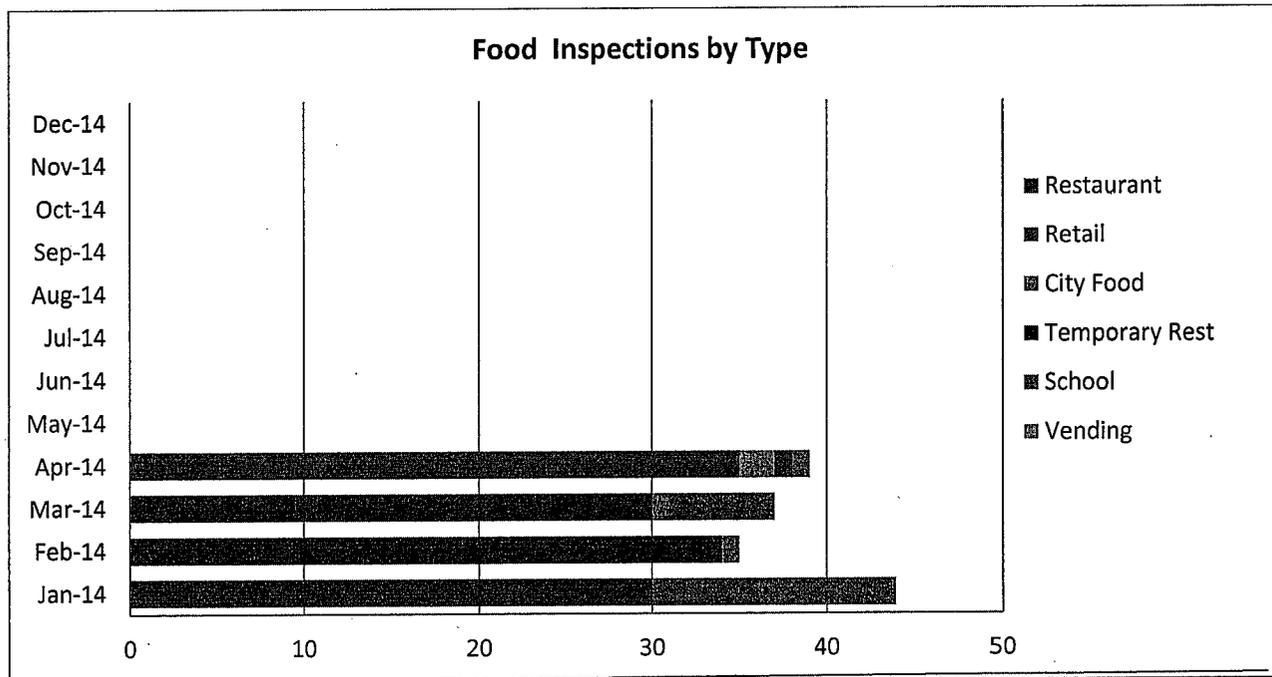
- Personnel: Discussed during "Old Business".
- Public Health Database: The Program Tracker database continues to be in development; it may be ready to "go live" by July 1.
- Referrals to the public health nurse remain steady. See graph below for trends.



James Beix, Public Health Manager –Environmental Health Division

State Agent Inspection Program

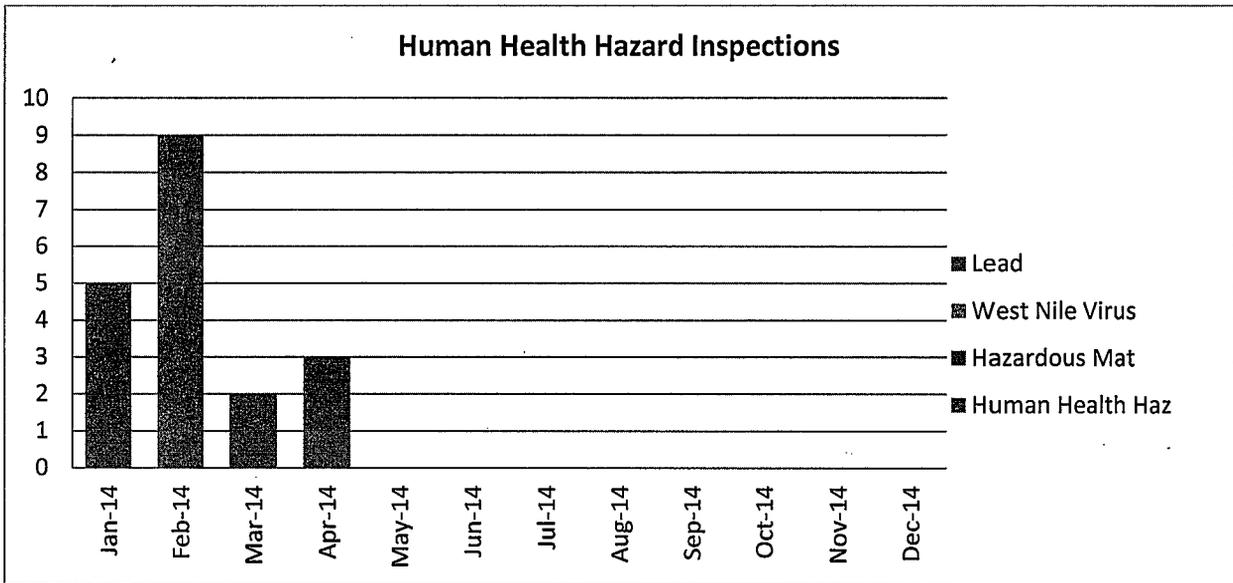
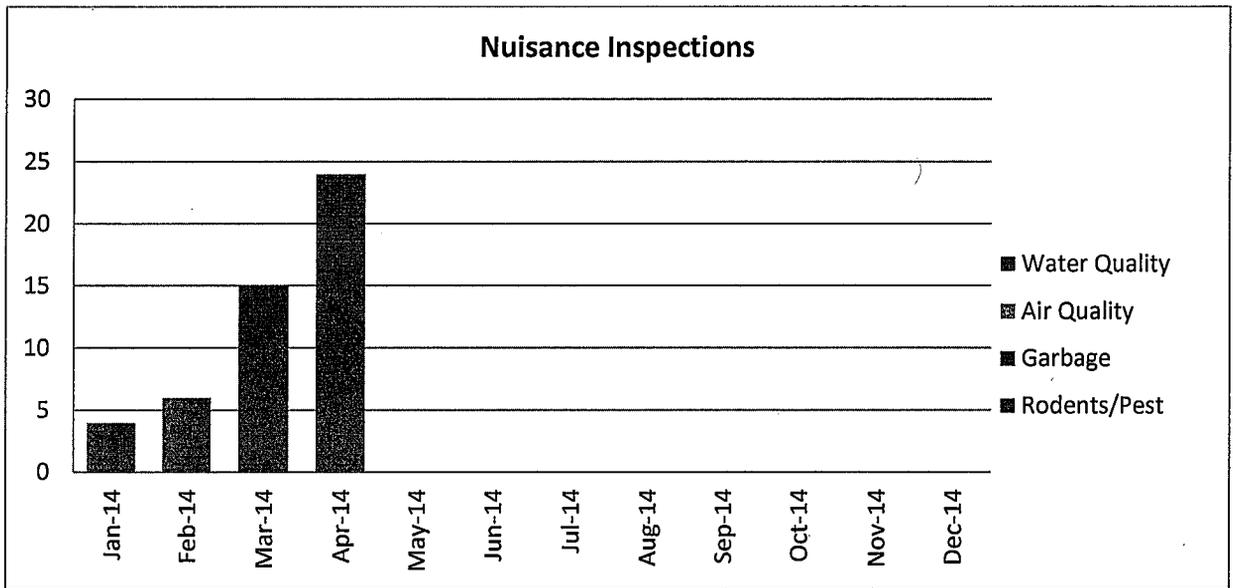
- Licensing (update) – Licenses renewals were mailed out on May 1<sup>st</sup>. Establishments have until June 30<sup>th</sup> to renew their licenses. We have an issue with a retail-licensed establishment that is representing itself as a restaurant when in fact they have not complied with a conditional use permit. The health, building, fire and legal departments and administration are drafting a letter to remedy this problem. A retail license renewal will be issued with restrictions until compliance by all departments is met. Discussion ensued.
- State Agent Self-assessment – On a letter received April 24<sup>th</sup>, WHD received acknowledgment of receipt and recommendations to bolster the State Agent inspection program. The recommendations will be reviewed further and were positive in nature.
- New establishments – Below are new food establishments for the City of Wauwatosa. The level of completeness is noted:  
 Wingstop, Open for business  
 Dick's Sporting Goods, Open for business  
 Filippo's (Change of owner), Open for business  
 Concordia University School, Pilgrim Campus, pre-inspection phase  
 Bridgetown Framing Gallery, planning inspection
- Inspections –Staff continue to work through our pending inspection log. Inspections are on schedule to be completed by the end of the licensing year



Nuisances/Human Health Hazards

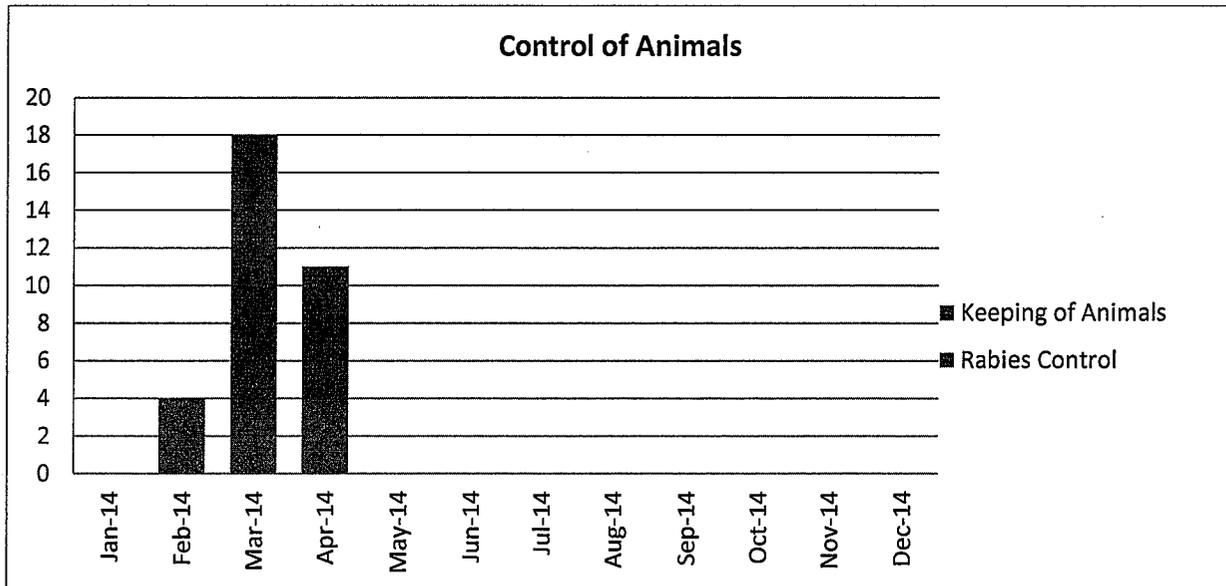
Nuisance complaints consist mostly rodent, wildlife and garbage complaints. During the past two months, WHD staff have conducted 26 inspection activities (initial investigations or follow-ups) related to pests and wildlife and 11 garbage inspections. WHD staff will continue to monitor and respond to complaints in priority order.

Orders to abate unsanitary conditions (update) – Orders were issued to abate the unsanitary conditions in a private residence. Family members arrived in two weeks ago to begin the clean-up. The progress has been steady as all materials need to be reviewed before discarding them. Clean up is estimated to be done in 2 more weeks.



Rabies/Animal Control Program

- There have been ten potential rabies exposure so far in 2014. There were no positive cases. None of the exposure relating to domestic animals have qualified as dangerous or vicious declarations.
- Twenty three inspections were conducted for keeping of animals, namely excessive dog dirt on properties. Standard practice is to mail a notification of the complaint and state a sanitarian will inspect the property in ten days to determine compliance. If noncompliant, a citation is issued.



#### Ordinance Update

Domestic Beekeeping – Common Council requested a memo from the Legal Department assessing the potential impact of changing Municipal Ordinance 9.08020, which regulates the keeping of bees, to include residentially zoned parcels. The Legal Department reached out to the Health Department to assess the health and public safety aspects of this potential change. On April 29<sup>th</sup>, the community development committee requested the Legal department to draft an ordinance to review and discussion that would allow for domestic beekeeping on residential properties.

#### **Preparedness**

##### Public Health Preparedness Grant

The 2013/14 grant year began July 1, 2013. The objectives this year will focus on Community Preparedness, Responder Health and Safety and Fatality Management.

- Milwaukee County Local Health Departments met with the regional partners on April 1<sup>st</sup> to discuss mass fatality planning. A second meeting is scheduled for May 28<sup>th</sup> in the Wauwatosa Upper Civic Center.

##### Cities Readiness initiative

The 2013/14 grant year is a continuation year with similar funding levels and objectives.

- The CRI Tabletop Exercise will be held May 7<sup>th</sup> 2014, the exercise covered responder safety, risk communication and mass fatality scenarios.
- The City of Wauwatosa participated in a three county tabletop exercise on May 13<sup>th</sup>. The scenario was a large tornado scenario with multiple touchdowns. Wauwatosa exercised opening the Emergency Operations Center and our initial responses, including mass sheltering.

#### 7. Advocacy/ Opportunities

- Upcoming legislation for electronic cigarettes, or e-cigarettes - 2013 Senate Bill 440
- WI Bike Federation – Green lanes for bikers coming to Tosa. Opportunity to promote bicycling at the Chilling on the Avenue or possible bike fair for kids in August.
- Senior Commission and Health Department: Senior Health Assessment replication “Adding Life to Years”.

8. Old Business

- None

9. Announcements

- Tosa seniors completing a senior health assessment survey through UWM.
- **Next meeting July 15th, September 16<sup>th</sup>, and November 18<sup>th</sup> 8-9:15 am.**

10. Motion to adjourn 9:05 AM

- Motion: Leslie Martin
- Second: Cheryl Davies
- Motion Carried unanimously

Recorder: lms

Meeting Date	Subject	Issue Discussed	Actions Taken	Policies Set
Version 05092014			City of Wauwatosa Board of Health Actions Taken 2013 Through March 2014	
19-Feb-13	Personnel	Public health nursing vacancies	PHN hired/oriented	To be monitored
	Grants	Public Health Infrastructure \$10,000 to help with community improvement plan	Accept	
	Health Department Remodel	Move back May 2014; continuity of operations		
	Sentinel events: disease related	9 reported		to be watched
	Youth Risk Behavioral Survey	Completed for East and West High Schools in October;	Analysis pending	Report next meeting
	Youth tobacco compliance checks	Conducted by police October 2012 in partnership with health; 1 of 33 sold	Publish findings	Continue checks
	Childhood lead level changes	CDC lowered level from ≤10ug/dl to ≤5ug/dl	Will see an increase in cases	Monitor
	Weight of Nation	Community Program conducted 11/29 74 attendees	Addressed physical activity issues	
	Urban Farming	Chickens and coops on residential property	Submitted health perspective	Ordinance draft by Community Development
	City Emergency Operations Center Drill	Coming in April		
	Access: Free Clinics	Columbia St. Mary Family Health Center Saturday am open; 23 free clinics in Milwaukee	Sharing information	Refer as needed
21-May-13	Personnel	Public health nursing vacancy Public health specialist vacancy filled-introduction		To be monitored
	2014 Budget	Personnel schedule this month due Carlson Detmann Wage study repeat	Discuss of budget gap for City	Process budget request
	Accreditation	PHAB Readiness Checklist and prerequisites	Discussion of accreditation process and requirements	Move forward with accreditation
	Sentinel events: Disease	5 reported	Updates and status	Investigation continues

	Alcohol Strategies		Alcohol density status in Wauwatosa See Powerpoint summary		Discussion of how to proceed CHIP component; Mayor attended		CHIP	
	Vicious Dog Declaration		April issued vicious dog order; legal review		Update		Court proceedings	
16-Jul-13	Budget 2014		Nancy to scan and send when budget complete		Explained budget; no changes		Accreditation fees requested	
	Grants		Children's Hospital Immunization Clinic Pilot July 2012-August 1 2013		Accreditation fees explained Not funded beyond pilot		Clerk returns to other grant funds	
			Weatherization grant (CDBG)		One household completed		Samples cleared after abatement	
	Health Department Remodel		Moved back to new space end of May		Updated, remodeled space New lighting, HVAC, other			
	Accreditation update		2011 Community Health Assessment complete 2013 Community Health Improvement Plan in process of completion		PHAB pre-requisite #1 PHAB pre-requisite #2		Apply for accreditation 2014	
			To review 2010 Strategic Plan; Revise 2014 Board of Health (governing entity roles, responsibilities, actions tracked		PHAB pre-requisite #3 Discussion ensued		Increase frequency of Board of Health meetings from quarterly to every other month beginning 2013	
			PHAB domain 11 and 12 overview and measures 4 reported		Discussion ensued		To be watched	
	Sentinel events 317 Updates		October 2012 implementation Overview and discussion		Decrease in clinic attendance Income/Insurance eligibility			
	Breastfeeding survey		Replicate 2010 survey					
	Youth tobacco compliance checks		May 3rd; 3 of 35 sold to minors		Continue compliance checks Publish results		Monitor	
	Restaurant closure		Closed for 5 days due to rodent infestation		Follow up inspections Pest management services		Citations; Reopened when resolved Monitor	
	Restaurant		Out of control; unsanitary conditions Legal review of citation authority upheld		Municipal court trial Reinspect; Risk list		GUILTY 2 of 3 citations Monitor	
17-Sep-13	2014 Budget		Discussion, Budget neutral submitted. Executive review completed without change.		Accreditation fees included Levy/grant split		Budget & Finance Committee Scheduled this week	
	Policies and Procedures		Growth and development screening Excessive heat conditions Alcohol and Tobacco compliance Rabies control		Discussed Discussed Discussed Discussed		Motion passed/resolution Motion passed/resolution Motion passed/resolution Motion passed/resolution	
	Accreditation		2014 timeline; strategy		PHAB Readiness Checklist Review		Motion passed	



	Personnel		Public Health Specialist resignation		Vacancy; temporary fill through May with other person due to DHS 140 and PHAB needs		Monitor shortages	
	Accreditation		Review of 2010 Strategic Plan progress		Updated Strategic Plan for PHAB		2014-2017 Plan	
			Board of Health role in accreditation process		Communication, advocacy, community involvement, friends/volunteerism		Discuss more next meeting	
					Policy & legislation advocacy			
					DHS 140 eview participation			
					Preparation			
			WHD staff domain assignments		QI subcommittee and oversight committee structure will be used			
			DHS 140 Required Services of Local Health Departments scheduled for mid February		Staff prepare evidence		Participate	
					Board of Health support with site review			
18-Mar-14	Personnel		Public health specialist vacancy		Reconfigure to 0.5 FTE PHN from 0.8 FTE PHS; budget neutral; 3 people in PHS position in the past 4 years; no benefits with part time position		Monitor	
			NEOGOV		Electronic performed based evaluation system for employees implemented in April of 2014		Advise PHN position 0.5 FTE	
					Dr. Dunn attended site visit		Wait for confirmation	
	Statutory Requirements		DHS 140 Review by State every 5 years		Lori, Nancy, Jim, Sue and Cindy attended			
			Completed. Went well.		North Shore health officer observed			
			Official state letter of completion pending.		5 state employees conducted the audit			
	Grants		Hart Park SunShade Grant application submitted		On behalf of City for shading at the park.		Alderperson Pantuso to advise on name	
					Letter of support with Fire Department		Advisory	
			Remembering When: Senior Falls Prevention					
	Accreditation		2014-2017 Strategic Plan		Vetted by WHD staff in February		Motion passed/resolution	
					Vetted by Board of Health members with minor revisions		Motion passed/resolution	
			2013 Community Health Improvement Plan		Final document		Motion passed/resolution	
	Policies and Procedures		Childhood lead poisoning and prevention		Reviewed and discussed		Motion passed/resolution	
			Disease outbreak: Enteric				Motion passed/resolution	
			Disease outbreak: Respiratory				Motion passed/resolution	
			Professional License Verification				Motion passed/resolution	
					Updates given		Investigation continues	
	Sentinel events		13 reported					

local health department as described under s. 251.02 (2) (b) or (3r), the relevant governing bodies shall agree on how many members of the local board of health are appointed by each governing body and how many of each governing body's appointees shall be members who are not elected officials or employees of the governing body. The members shall be appointed by the relevant governing bodies. A local board of health under this subsection shall elect a chairperson and clerk.

- (5) No governing body of a county, city, village or town is required to use the term "local board of health" to refer to a local board of health that is established under this section.

**History:** 1993 a. 27; 1999 a. 9; 2003 a. 158.

#### **251.04 Local board of health; powers and duties.**

- (1) Except as authorized in s. 251.02 (2) (b), (3m), (3r), and (3t), a city board of health shall govern a city health department, a county board of health shall govern a county health department or multiple county health department, and a city-county board of health shall govern a city-county health department. A city board of health, a county board of health, a city-county board of health, or a board of health for a local health department as authorized in s. 251.02 (2) (b), (3m), (3r), or (3t) shall assure the enforcement of state public health statutes and public health rules of the department as prescribed for a Level I local health department. A local board of health may contract or subcontract with a public or private entity to provide public health services. The contractor's staff shall meet the appropriate qualifications for positions in a Level I local health department.
- (2) A city or county board of health or a board of health for a local health department as authorized in s. 251.02 (2) (b), (3m), (3r), or (3t) shall assure that its local health department is a Level I, Level II, or Level III local health department, as specified in s. 251.05 (1).
- (3) A city or county board of health or a board of health for a local health department as authorized in s. 251.02 (2) (b), (3m), (3r), or (3t) may adopt those regulations, for its own guidance and for the governance of the local health department, that it considers necessary to protect and improve public health. The regulations may be no less stringent than, and may not conflict with, state statutes and rules of the department.
- (4) A local board of health shall report to the department as required by rule.
- (5) A local board of health shall meet at least quarterly.
- (6) A local board of health shall:
- (a) Assess public health needs and advocate for the provision of reasonable and necessary public health services.
  - (b) Develop policy and provide leadership that fosters local involvement and commitment, that emphasizes public health needs and that advocates for equitable distribution of public health resources and complementary private activities commensurate with public health needs.
- (7) A local board of health shall assure that measures are taken to provide an environment in which individuals can be healthy.
- (8) Unless the manner of employment is otherwise provided for by ordinance, a local board of health shall employ qualified public health professionals, including a public health nurse to conduct general public

health nursing programs under the direction of the local board of health and in cooperation with the department, and may employ one or more sanitarians to conduct environmental programs and other public health programs not specifically designated by statute as functions of the public health nurse. The local board of health shall coordinate the activities of any sanitarian employed by the governing body of the jurisdiction that the local board of health serves. The local board of health is not required to employ different persons to perform these functions.

- (9) In counties with a single county health department and either a county executive or a county administrator, the county executive or county administrator may assume the powers and duties of a local board of health under this section. If a county executive or a county administrator elects to assume those powers and duties, the local board of health shall be only a policy-making body determining the broad outlines and principles governing the administration of the county health department.

**History:** 1993 a. 27 ss. 261, 264, 463; 1997 a. 114; 1999 a. 9, 185; 2001 a. 16; 2003 a. 158.

#### **251.05 Local health department; levels of service; duties.**

- (1) A local health department shall meet the following requirements specified in par. (a) and may, unless sub. (6) applies, meet the following requirements specified in par. (b) or (c):
- (a) As a Level I local health department, at least the level of services specified in sub. (2) (a) with a local health officer who at least meets the qualifications specified in s. 251.06 (1) (a).
  - (b) As a Level II local health department, at least the level of services specified in sub. (2) (b) with a local health officer who at least meets the qualifications specified in s. 251.06 (1) (b).
  - (c) As a Level III local health department, at least the level of services specified in sub. (2) (c) with a local health officer who at least meets the qualifications specified in s. 251.06 (1) (c).
- (2) The services to be provided by the 3 levels of local health departments are as follows:
- (a) A Level I local health department shall provide at least surveillance, investigation, control and prevention of communicable diseases, other disease prevention, health promotion and human health hazard control.
  - (b) A Level II local health department shall provide at least the services under par. (a) and additional services specified by the department by rule under s. 251.20 (3).
  - (c) A Level III local health department shall provide at least the services under par. (a) and additional services specified by the department by rule under s. 251.20 (3).
- (3) A local health department shall:
- (a) Regularly and systematically collect, assemble, analyze and make available information on the health of the community, including statistics on health status, community health needs and epidemiologic and other studies of health problems.
  - (b) Develop public health policies and procedures for the community.

**2.36.050 Powers and duties.**

The local board of health shall have such powers and duties as set forth in Wisconsin Statutes 251.04.

*(Ord. O-93-81 § 1 (part), 1993)*

**2.36.060 Local health officer.**

- A. There is created the office of local health officer.
- B. The health officer shall be a full-time employee of the local health department and shall be part of the unclassified service of the city.
- C. For purposes of the city ordinances, references to "health commissioner" shall be deemed to mean local health officer.
- D. The local health officer shall administer the local health department in accordance with requirements of Wisconsin Statutes 251.06(3) and city ordinances and resolutions which includes, among other things, the appointment of all necessary subordinate personnel including public health nurses and sanitarians.
- E. The mayor, subject to confirmation by the common council, shall appoint a local health officer meeting the qualifications as set forth in Wisconsin Statutes 251.06 as a local health officer of a Level III local health department. Such appointment shall be subject to a one year probationary period. After successfully completing the probationary period, removal of the health officer shall be for cause only in accordance with the provisions of Wisconsin Statutes 17.12(1)(c) and (d) which provides the procedure for the removal of appointive city officers.

*(Ord. O-93-81 § 1 (part), 1993)*

2.36.040 Election of officers.

2.36.050 Powers and duties.

2.36.060 Local health officer.

**2.36.010 Local board of health—Membership.**

There is created a local board of health consisting of five members. Four of these members shall be persons who are not elected officials or employees of the city and shall be persons who have demonstrated interest or competence in the field of public health or community health. A good faith effort shall be made to appoint a registered nurse and a physician. One member shall be an alderperson who shall serve a two year term. In addition, the health officer shall be a nonvoting ex officio member.

(Ord. O-93-81 § 1 (part), 1993)

**2.36.020 Appointments.**

The mayor shall appoint members of the local board of health subject to confirmation of the common council.

(Ord. O-93-81 § 1 (part), 1993)

**2.36.030 Term of office.**

The mayor shall, subject to confirmation of the common council, upon the effective date of the ordinance codified in this chapter appoint to staggered terms: one member to the local board of health to a one year term; one member to a two year term; and one member to a five year term; such terms to expire on January 1st respectively. Thereafter, each of the five members of the local board of health shall serve a term of five years or until his or her successor is appointed and qualified. Members of the local board of health shall receive no compensation as members of this board.

(Ord. O-93-81 § 1 (part), 1993)

**2.36.040 Election of officers.**

The local board of health shall elect a chairman, a vice-chairman and a secretary.

(Ord. O-93-81 § 1 (part), 1993)



DIVISION OF PUBLIC HEALTH

Scott Walker  
Governor

1 WEST WILSON STREET  
P O BOX 2659  
MADISON WI 53701-2659

Kitty Rhoades  
Secretary

State of Wisconsin

Department of Health Services

608-266-1251  
FAX: 608-267-2832  
TTY: 888-701-1253  
dhs.wisconsin.gov

May 2, 2014

Dr. John Dunn, MD, Pediatrician  
16<sup>th</sup> Street Community Health Center  
1032 South 16<sup>th</sup> Street  
Milwaukee WI 53204

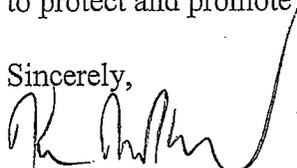
Dear Dr. Dunn:

The Department of Health Services (DHS) congratulates the Wauwatosa Health Department for demonstrating the infrastructure and program capacity to be certified as a Level III Health Department. As authorized by state statute and defined in Administrative Rule DHS Chapter 140.07, the department shall direct a process to determine compliance with state statutes and establish the level of services being provided. The Wauwatosa Health Department presented to DHS evidence of providing 14 programs or services which address at least 7 focus areas identified in the state health plan: *Healthiest Wisconsin 2020: Everyone Living Better, Longer*. Formulas used by DHS to distribute grant funds provide for additional funds to Level III Health Departments.

I am happy to report the Wauwatosa Health Department provided all services required by statute and rule. Tools used by DHS to gather evidence of statute and rule compliance and identify strengths of the health department are available from your local health officer or Division of Public Health (DPH) Regional Director.

I want to acknowledge the work of the Wauwatosa Health Department staff. Dr. Nancy Kreuser, Health Officer, did an excellent job of providing quality evidence of meeting statutes and rules. I also appreciate the support of the Wauwatosa Board of Health for maintaining a strong public health department. I am sure that with ongoing support, the Wauwatosa Health Department will continue to protect and promote the health of the people in your jurisdiction.

Sincerely,



Karen McKeown, RN, MSN

State Health Officer and Administrator

c: Kathleen Ehley, Mayor  
Dr. Nancy Kreuser, Health Officer  
Georgia M. Cameron, DPH Southeast Regional Director

# Certificate of Designation

Wisconsin Department of Health Services

## *Manitowish Health Department*

Is a local health department in good standing with the statutes set forth by the Wisconsin Legislature and relevant administrative rules of the Department

This local health department was formally reviewed by the Wisconsin Department of Health Services, Division of Public Health on

**February 13, 2014**

It has been determined that this local health department meets the requirements and is so designated as a

***Level III***

In accordance with DHS 140.07(4) this designation is in force up to five years.



Karen McKeown, RN, MSN

State Health Officer and Administrator  
Division of Public Health  
Department of Health Services

5-1-2014

Date



**State of Wisconsin**  
Department of Health Services  
DIVISION OF PUBLIC HEALTH  
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**State of Wisconsin**  
Department of Agriculture, Trade &  
Consumer Protection  
Division of Food Safety  
P O Box 8911  
Madison WI 53708-8911  
(608) 224-4718  
FAX (608) 224-4710

February 16, 2014

Nancy J. Kreuser, Health Officer  
Wauwatosa Health Department  
7725 W. North Avenue  
P. O. Box 13068  
WAUWATOSA WI 53213-0068

Dear Ms. Kreuser

The Wisconsin Department of Health Services has received and reviewed your agency's self-assessment form for the licensing year 2012-2013.

The department's intent is to review this information yearly and make suggestions for improvement.

After our review of Wauwatosa Health Department's self-assessment, we request the following information or make the following recommendations:

1. Program Goal #1 - "Program Foundation"  
Information provided indicates that Program Goal 1 is complete.
2. Program Goal #2 - "Trained Staff"  
Information provided indicates that Program Goal 2 is complete. You indicated that all FDA ORAU Retail Curriculum Level 1 modules are complete. However, you did not provide documentation to that effect.

Recommendations: We recommend you provide documentation that indicates all modules are complete.

3. Program Goal #3 - "Risk Based Inspections"  
Information provided indicates that Program Goal 3 is complete. You have approved zero HACCP plans, four (4) variances and four (4) approvals. Excellent Work!

Recommendations: We recommend you indicate types of variances and approvals that were conducted.

4. Program Goal # 4 - "Uniform Inspection"  
Information provided indicates that Program Goal 4 is complete.

5. Program Goal #5 - "Foodborne illness"  
Information provided indicates that Program Goal 5 is complete.
6. Program Goal #6 - "Compliance and Enforcement"  
Information provided indicates that Program Goal 6 is complete. Excellent Work!
7. Program Goal #7 - "Industry Relations"  
Information provided indicates that Program Goal 7 is complete.

Recommendations: It is recommended that you form a food safety advisory board or other committee to involve feedback from your industry partners.

8. Program Goal # 8 - "Program Support and Resources"  
Information provided indicates that Program Goal 8 is completed. Your governing bodies are commended for supporting City of Wauwatosa Health Department's Environmental Health Program.
9. Program Goal #9 - "Program Assessment"  
Information provided indicates that parts 1, 2, 3 and 4 of Program Goal 9 are completed. You are to be commended for inspecting 106% of DHS facilities and 103% of DATCP facilities (preinspection are counted with routine inspections for calculating % of workload completed.)

Violation Profile:

CDC risk factor data was submitted to the department for the 2012-2013 report period. Excellent!

Complaint Profile:

You are to be commended for the 100% rate of response to consumer complaints.

Sampling Profile:

Met requirements

Please address the above recommendations, comments, and/or questions in the 2013-2014 self-assessments, which is due September 30, 2014.

Please feel free to contact us if you have any questions or need clarification of our review.

Sincerely,

