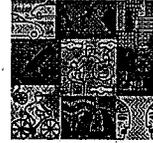




CITY OF WAUWATOSA HEALTH DEPARTMENT  
7725 WEST NORTH AVENUE WAUWATOSA, WI 53213  
Telephone: (414) 479-8936 Fax: (414) 471-8483  
<http://www.wauwatosa.net/health>



**Board of Health Meeting Minutes**  
**Tuesday, July 15, 2014 8:00 - 9:15 a.m.**  
**Wauwatosa Health Department Conference Room**

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

Excused: Cheryl Davies

1. Call to Order- The meeting was called to order at 8:03 AM by Chairperson John Dunn.
  2. Approval of agenda: Motion to approve the agenda
    - Motion: Leslie Martin
    - Second: Chris Shaw
    - Motion carried unanimously.
  3. Motion to approve the 5/20/14 Minutes notes: <http://www.wauwatosa.net/index.aspx?NID=199>
    - Motion: Chris Shaw
    - Second: Leslie Martin
    - Motion carried unanimously.
  4. Comments from the Public – none
  5. Comments from Board of Health – none
  6. New Business: Wauwatosa Health Department Reports
- Administration: Nancy Kreuser, City of Wauwatosa Health Officer

**Accreditation Update:**

- Submitted the electronic application to the Public Health Accreditation Board 5/20 under PHAB Version 1.0
- PHAB Coordinator training date set for August 12 and 13 (e-PHAB training) – Sue Javoroski and Lori Nielsen attending in Alexandria, VA.
- Evidence collection continues through PHAB work groups –We hope to have all documents loaded electronically by December.

**Financial updates:**

- City of Wauwatosa 2013 Financial Audit completed –health department had no findings.
- 2015 Budget –Health department is preparing a neutral budget and reviewing revenues and fees for any updates. Health revenue comes from inspections, licensing, and some vaccines. Dr. Dunn asked about alcohol license fees and if the cost was different for a restaurant versus a retail site. Jim Beix stated that City Clerks issues the license. Alderman Pantuso stated that the license cost depended on the amount sold. The state regulates the sale of alcohol at non-restaurants such as pharmacies. He informed the Board of the number of licenses available in our City. Reserves are based on population. He mentioned the possibility of grants for restaurants to offset the cost of an alcohol license. Lori Nielsen asked where he stood on this issue. While the board was comfortable with the restaurant licenses, concern was expressed regarding current retail and future sites regarding access to alcohol sales and the ability to assure no illegal sales to minors. Bobby added that recently, a car drove into the Walgreen's Pharmacy building to steal alcohol and cigarettes. Discussion ensued among Board and Health department members. Binge drinking was a finding in the City's 2011 health assessment which mirrors the state of WI. There is a need for education as to the impact of the number of retail licenses and access to alcohol by minors. This needs to be monitored.

- Personnel update – The Department is preparing to conduct interviews for a part-time Public Health Nurse; 4 applicant interviews scheduled.

### **Board of Health Statutory Roles and Responsibilities:**

Nancy presented the DHS 140 Review components and evidence through a PowerPoint presentation entitled: Wauwatosa Health Department DHS 140 Review: Required Services of Local Health Departments (See Attached). She reviewed the following items and provided a thumb drive for each Board member for future reference:

- WI statutes and administrative rules (Annual Report p. 36-38)  
<http://www.wauwatosa.net/DocumentCenter/View/2471>
- WI DHS 140 Required Services of Local Health Departments: WHD Review  
[http://docs.legis.wisconsin.gov/code/admin\\_code/dhs/110/140.pdf](http://docs.legis.wisconsin.gov/code/admin_code/dhs/110/140.pdf)
- DHS 140 Level 1 Review Tool
- DHS 140 Review Level III Addendum
- Public health information links

Public Health Nursing: Lori Nielsen, Nursing Supervisor

Lori presented information and a handout (see attached MAPP Action Cycle) regarding the framework used for the community health assessment and improvement process entitled Mobilizing Action through Planning and Partnerships (MAPP). The MAPP framework includes the following phases: Organizing, visioning, assessments, strategic issues, goals/strategies, and action cycle. Phases 1-5 were done by the WHD during the City of Wauwatosa Community Health Assessment and Community Health Improvement Plan (CHIP) process. Lori described how we engage the community and collaborate through the CHIP process during which stakeholders were interviewed, initiatives and findings were analyzed, and objectives were reviewed with partners. Although an advisory committee was recommended in MAPP, we went directly to the community. Stakeholder suggestions for improvement were applied to both our organization and the community. We are currently in Phase 6: Action Cycle. Lori discussed the Action Cycle which includes the steps of planning, implementation and evaluation as we implement the CHIP. The document was revised and approved by partners prior to being finalized. See links below for more information.

<http://www.naccho.org/topics/infrastructure/mapp/framework/mappbasics.cfm>

<http://www.naccho.org/topics/infrastructure/mapp/framework/index.cfm>

### **Communicable Disease (CD) Update:**

#### **SENTINEL EVENTS**

No sentinel events since May. This is a first for the Health Department. The continuous education and prevention members with community partners and residents are working.

#### **OTHER**

***Mumps outbreak:*** A number of mumps cases appeared in the metropolitan area this spring. On May 19, 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. Lori stated that isolation means exposure with signs and symptoms, while quarantine is exposure without signs and symptoms at this time. On May 30, orders were issued to release the employee from quarantine effective May 31 since the communicability period had passed. Education was provided to the employer that they can require documentation of immunity as a condition of work. This also helps decrease employer liability risk. On July 11, PHNs conducted the first round of immunizing the health care business' employees to selected vaccine-preventable diseases; the second round of immunizations will be conducted mid-August. This is an example of the enforcement of WI Statute Chapter 252 and our City's municipal code.

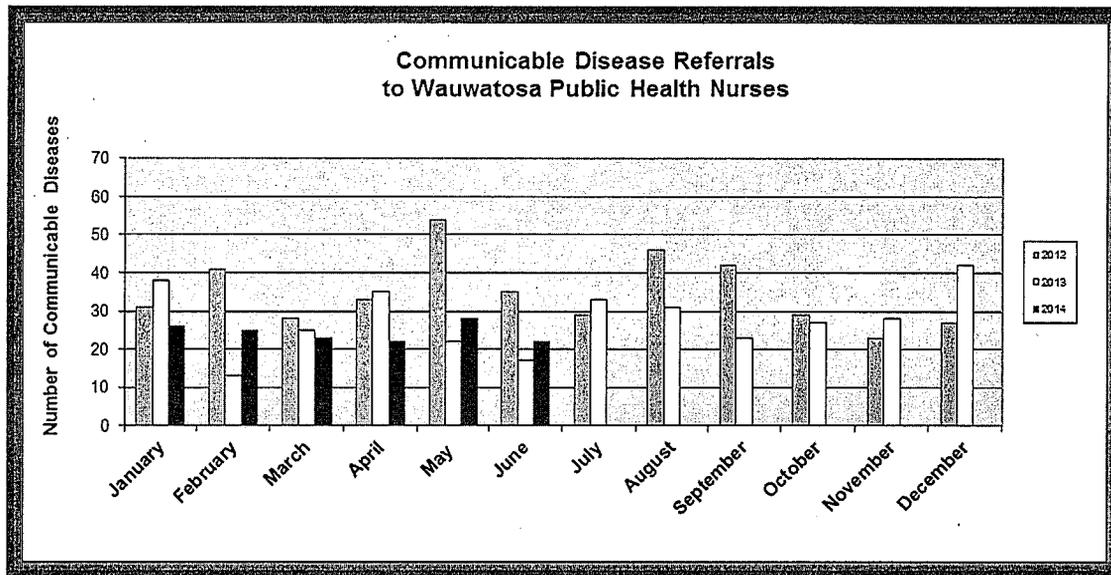
***Pertussis statewide outbreak:*** The number of statewide-pertussis cases has continued to decline for the year. No cases of Pertussis in Wauwatosa in the past month.

***Flu Vaccine / Clinics:*** WHD is planning for the 2014-2015 flu campaign season. Dr. Dunn inquires if vaccines for children were free this year. WHD will provide free children's flu vaccine only at the 3 mass

flu clinics in the fall. This is part of the mass clinic objective for preparedness. We are in the 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. PHNs are revising the STD investigation protocols.

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



### Healthiest Wauwatosa 2014 Programs and Initiatives Highlights:

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

- PHAB accreditation: Discussed during the Health Officer's Report.
- QI: Drafting a formal QI and performance management plan for WHD and PHAB accreditation. Final version will be available by the next Board of Health meeting.
- 2013 WHD Annual Report is in development. Final version will be available by the next Board of Health meeting.
- 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:

- Next tobacco compliance check is planned for the fall.
- Next alcohol compliance check is planned for September.
- In partnership with Tosa United and the Wauwatosa Police Department, WHD purchased a **permanent medication collection box** using Prevention Grant monies and a Neighborhood Watch grant. After signage and a police department procedure are finalized the med collection box will be housed in the Police Department lobby. Dr. Shaw inquired about paperwork required. Lori stated residents just drop medications in the box and MMSD disposes of it directly.

#### Injury & Violence Prevention:

- Home Safety Visits: PHNs continued offering and conducting home safety visits. More Wauwatosa families are requesting home visits in the first half of this year.

#### Access to Care:

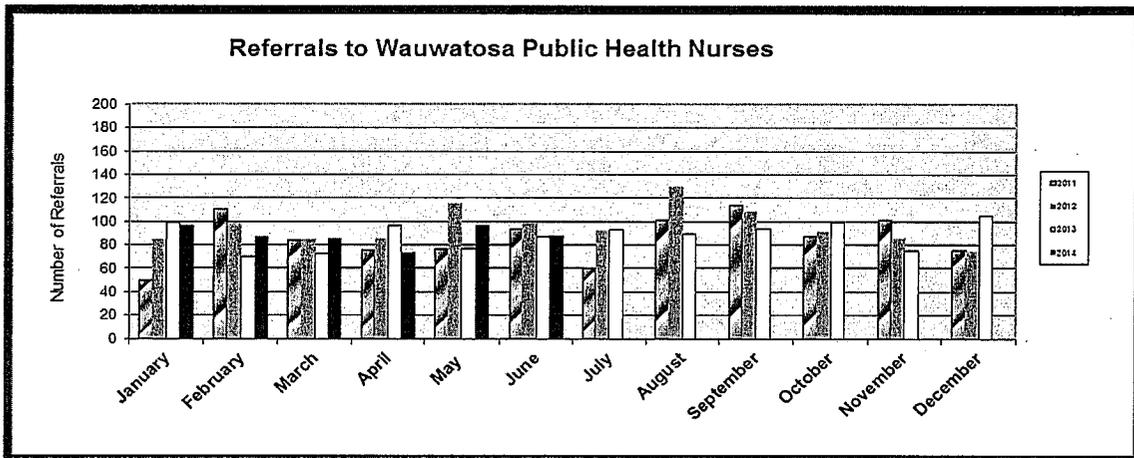
- During 2014, the WHD is conducting a pilot to provide limited programming and I&R outreach to individuals accessing the Tosa Cares program out of Mt. Zion Church. The June outreach session focused on linking families to community resources.

**Physical Activity and Nutrition:**

- 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:**

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



**Environmental Health/Preparedness: James Beix, Public Health Manager**

**State Agent Inspection Program**

Inspections –The inspection year ended at the close of business on June 30<sup>th</sup>. All licensed establishments received at least one inspection as mandated by the State Agent Contract. There are about 12 licenses outstanding due to some changes in school contracts, owners, and leveling.

Licensing (update) – State Agent license renewals were due by June 30<sup>th</sup> 2014. WHD staff is working to determine which establishments have license renewals that are still outstanding. WHD be performing a review of the licensing year to develop an improvement plan to refine the licensing process.

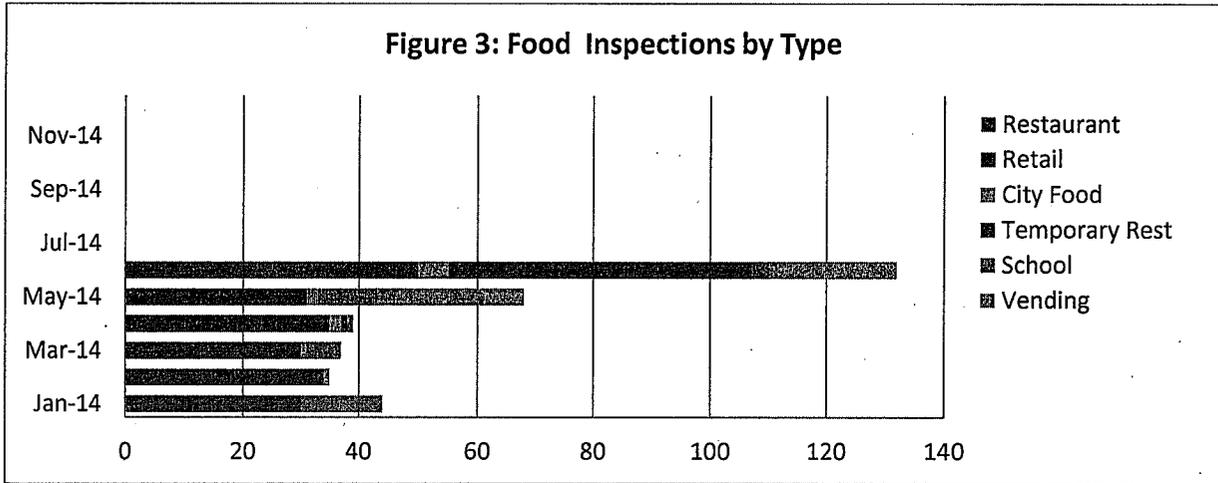
Open records request (Update) – WHD fills open records requests on a weekly basis.

In late June, an inspection of a restaurant revealed that the cooking line coolers were not functioning. Initial attempts to keep food cold were not successful and all the potentially-hazardous foods were ordered discarded. The sanitarian worked with staff and management to develop an interim plan to safely store and prepare food while a customer repair piece was made, ordered and shipped. Time and temperature logs were maintained hourly and the sanitarian returned daily to the location to verify that the procedures were being followed. The cook line coolers were repaired and normal operation resumed once the sanitarian conducted an inspection to verify the coolers were working and maintaining safe food temperatures. They also have an independent inspection program.

Met with Ono Kine Grindz regarding their conditional use request earlier to move from a retail license to a restaurant license. Due to the cost of renovation required for restaurants, they determined it was not feasible. They can continue to operate as a retail establishment and cater. They will submit plans for some renovation updates and make other changes to comply with the food code.

New establishments – Below are new food establishments for the City of Wauwatosa. The level of completeness is noted:

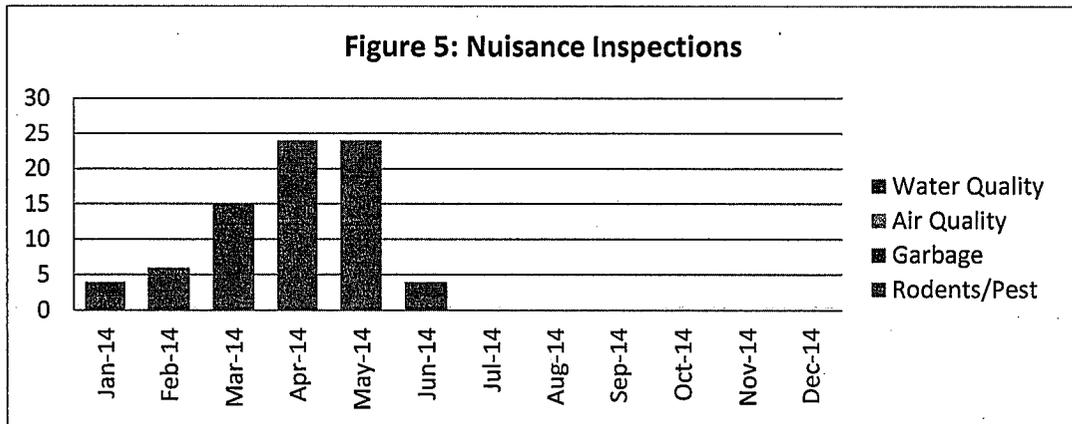
Wingstop, new business  
 Dick's Sporting Goods, new business  
 Filippo's, change of owner  
 Aurora Pharmacy, 1100 N Mayfair RD, new business  
 Saks Fifth Ave, 15000 W Burleigh, new business  
 Candy Bouquet, 8722 W North Ave, change of licenses leveling  
 Club Tap, 8828 W North Ave, change of owner

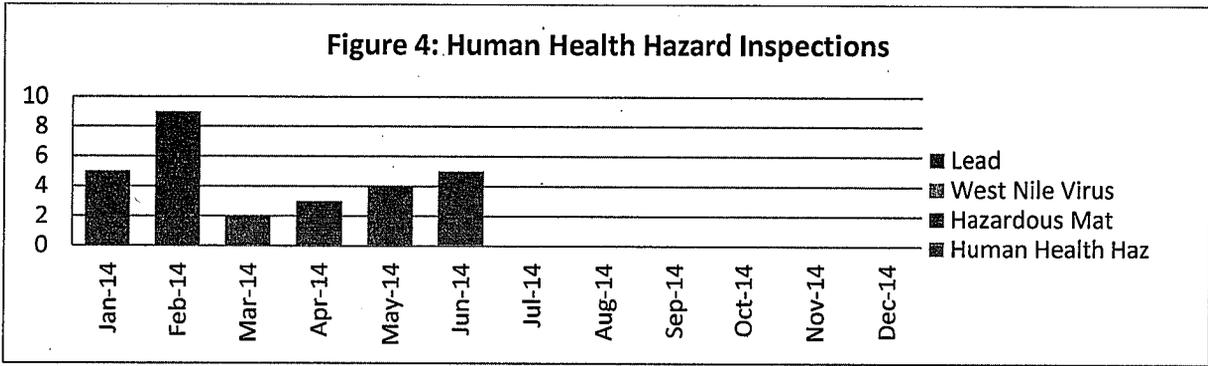


Nuisances/Human Health Hazards

Nuisance complaints consisted mostly of rodent and pests and remain active, although June was an exceptionally quiet month for complaints. WHD staff will continue to monitor and respond to complaints as they occur.

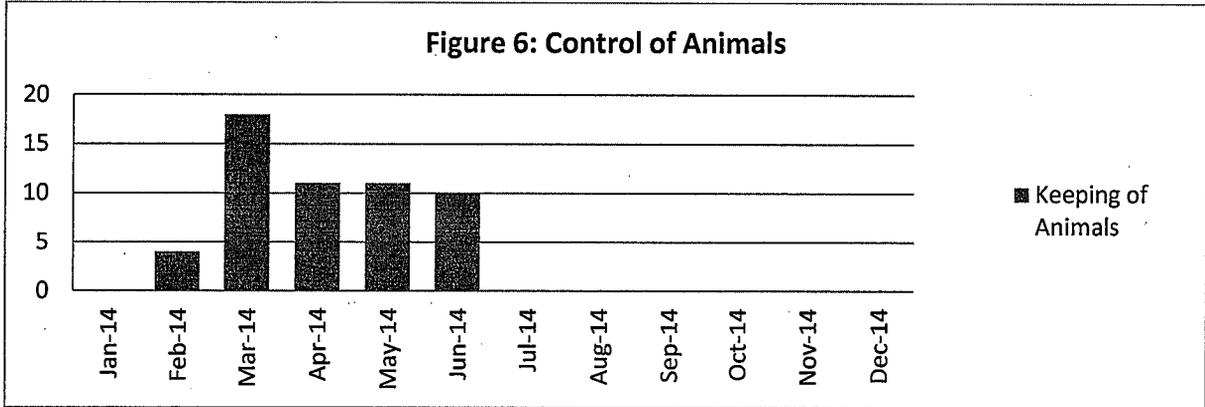
Orders to abate unsanitary conditions (update) – Orders were issued to abate the unsanitary conditions in a private residence. Accumulation of clutter and materials made the residence unsafe for the owners or emergency responders. The cleanup is being coordinated with family members and is nearing completion. Once the cleanup is completed the intention is to rent or sell the property. Family members will move out of state with their son.





Rabies/Animal Control Program

- There have been 24 rabies exposures so far in 2014 consisting of 18 dogs, 5 cats and 1 bat exposure have been reported to WHD. All reports are investigated.
- Currently four rabies exposures are under quarantine for rabies observations. One case is being reviewed by our legal department for a vicious declaration. Victims are being interviewed.



Legal Update

Beekeeping – A draft ordinance is being prepared by the Legal Department to amend the municipal ordinances governing the keeping of domestic bees.

Briggs & Stratton Memorandum of Understanding (MOU) – A MOU is being negotiated between Briggs & Stratton (B&S) and the City of Wauwatosa to formalize a working relationship to develop and train of Closed Points of Dispensing (POD) Mass Clinic plans. The MOU and plans will allow B&S to receive pharmaceutical interventions during a declared public health emergency and prophylax their own workforce.

**Preparedness**

Public Health Preparedness Grant

The 2014/15 grant year began July 1, 2014. The objectives this year will focus on Community Recovery, Non-Pharmaceutical Interventions and Fatality Management.

- The 2014/15 grant year will be a transition year as the State is consolidating preparedness efforts into Health Care Coalitions. These coalitions will be combining the preparedness efforts of Public Health, Hospitals, Emergency Medical Services and Emergency Management. Health care will be in charge. There is level funding this year, however, future funding may be used by DHS to backfill the 40% decrease in preparedness funds to health care. Public health has worked on preparedness plans and response since the funds became available in 2002.

- Milwaukee County Local Health Departments are planning meeting with the Milwaukee County Medical Examiner's office and Emergency Management to discuss mass fatality planning. Two meetings have been held to date. Template plans and resource inventories are being developed.

#### Cities Readiness initiative

The 2014/15 grant year is a continuation year with similar funding levels and objectives.

- WHD staff revised the Health Department section of the City Emergency Operations Plan (EOP) in order to incorporate the Milwaukee County new Emergency Support Functions model which replaced the Annexes. This will enhance our plans and become a template for other City departments. WHD staff will now begin reviewing and updating the mass sheltering sections of the City EOP.

#### 7. Advocacy/Opportunities

2014 National Association of Local Boards of Health: August 14-15 at Milwaukee Hilton – Nancy Kreuser will attend. We have funding for up to two Board of Health members.

#### 8. Old Business - none

9. Announcements: Next meeting is September 16<sup>th</sup> at 8:00 am.

#### 10. Motion to adjourn 9:13am

- Motion: Chris Shaw
- Second: Leslie Martin
- Motion Carried unanimously

Recorder: lms



Search NACCHO  »

MAPP > Framework

## 6. Action Cycle

Organizing | Visioning | Assessments | Strategic Issues | Goals/Strategies | Action Cycle

The Action Cycle links three activities—Planning, Implementation, and Evaluation. Each of these activities builds upon the others in a continuous and interactive manner. While the Action Cycle is the final phase of MAPP, it is by no means the "end" of the process. During this phase, the efforts of the previous phases begin to produce results, as the local public health system develops and implements an action plan for addressing priority goals and objectives. This is also one of the most challenging phases, as it may be difficult to sustain the process and continue implementation over time.

### Phase 6 Highlights

#### Recommended Participants

**MAPP Committee** — oversees the Action Cycle.

**Subcommittees** (and specific organizations where relevant) — oversee specific strategies and elements of the Action Cycle.

**Broad community involvement** — community residents and organizations not already involved should be recruited to participate in planning, implementation, and evaluation activities. The broader the participation, the more likely the process will be sustained.

#### Overview of the Steps for the Action Cycle Phase:

##### Planning

1. Organize for action by convening the necessary participants, establishing an oversight committee for implementation activities, and preparing for implementation.
2. Develop realistic and measurable objectives related to each strategic goal and establish accountability by identifying responsible parties.
3. Develop action plans aimed at achieving the outcome objectives and addressing the selected strategies.

##### Implementation

1. Review action plans looking for opportunities to coordinate and combine resources for maximum efficiency and effectiveness.
2. Implement and monitor the progress of the action plans.

##### Evaluation

1. Prepare for evaluation by engaging stakeholders and describing the activities to be evaluated.
2. Focus the evaluation design by selecting evaluation questions, the process for answering these questions, the methodology and plan for carrying out the evaluation, and a strategy for reporting results.
3. Gather credible evidence that answers the evaluation questions. Justify the conclusions.
4. Ensure that the results of the evaluation are used and shared with others. Celebrate the successes of the process.

### More

#### Action Cycle Overview

Find an overview of the steps necessary for this phase.

#### In-depth Guidance

Download full text of this phase as a PDF

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MAPP Publications

Phase 6 Stories From the Field

#### Featured Content



**LHD Index**  
View or update local health department (LHD) contact information.



**Neonatal Abstinence Syndrome: Strategies for States & Health Plans**  
Webinar: July 16, 2014



**Modifying FASD Prevention Strategies for Individuals with an FASD**  
Webinar: July 17, 2014

## Wauwatosa Health Department

DHS 140 Review  
Required Services of Local Health Departments  
Dr. Nancy Kreuser July 15, 2014

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### DHS 140 Review

- › Conducted every 5 years by DHS
- › Based on public health statutes
  - Chapter 250: Administration & Supervision
  - Chapter 251: Local Health Officials
  - Chapter 252: Communicable Disease
  - Chapter 253: Maternal Child Health
  - Chapter 254: Environmental Health
  - Chapter 255: Chronic Disease

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### Duties of Local Boards of Health

- › Govern local health department (LHD)
- › Assure enforcement of state statutes
- › Assure LHD level (I, II, III)
- › Adopt necessary regulations
- › Report to state health agency

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### Duties of Local Boards of Health

- › Assess public health needs
- › Advocate for reasonable & necessary services
- › Develop policy
- › Provide leadership that
  - Fosters local involvement & commitment
  - Emphasize public health needs
  - Advocates for equitable distribution of resources

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### DHS Chapter 251: Boards of Health

- › Board of Health membership
  - Not more than 9 members
  - At least 3 not elected officials
  - Good faith effort to appoint RN and MD
  - Members reflect diversity of the community
  - Meet at least quarterly
- › Wauwatosa Chapter 2.36
  - Not more than 5 members
  - Good faith effort to appoint RN and MD
  - Alderperson and Health Officer are Ex-Officio

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### DHS 251: Local Health Departments

- › Structure: City, County, City/County, Multi-county
- › Levels: I, II, III
- › Requirements of all LHDs: (Level I)
  - Communicable disease surveillance
  - Generalized public health nursing program
  - Health promotion
  - Disease prevention
  - Human health hazard prevention and control
  - Full-time health officer
  - Board of Health

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### DHS 251: Local Health Departments

- › Level III Meets Level I requirements and:
  - State Agent status for Restaurants, hotels
  - State Agent status for Tattoo & Body Piercing
  - 14 Programs/Services that address at least 7 health priorities in the current state health plan
  - Health Officer has masters degree or bachelors degree with 16 graduate credits & 5 years experience

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### DHS 251: Health Officer

- › Duties
  - Administer LHD in accordance with statutes/rules
  - Enforce state public health statutes & rules
  - Enforce any regulations that BOH adopts
  - Administer all funds
  - Appoint all necessary personnel
  - Investigate sanitary conditions in jurisdiction
  - Have access to vital records
  - Promote spread of information as to causes, nature, and prevention of prevalent diseases

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### Chapter 251: LHD Jurisdiction

- › Shall extend to the entire area represented by the governing body
- › Shall not extend into areas that have local health departments
  - City of Wauwatosa
  - Milwaukee Regional Medical Center

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### DHS 140 Review

- › Compliance Audit based on
  - 6 public health state statutes: 250-255
  - Multiple, related administrative rules
    - Administrative rules are officially promulgated agency regulations that have the force and effect of law and elaborate the requirements of a law or policy.
  - All written evidence must be within past 5 years
    - Brief summary
    - Links to documents on website
    - SharePoint loading of documents
- On-site review of documents and discussion

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### DHS 140 Review

- › DHS 140 Pilot tool developed 2013-2014
- › WHD one of a few pilot sites in the state
- › Public health essential services framework
- › DHS pilot tool alignment with local health department accreditation
- › Accreditation focuses on quality improvement
- › Accreditation domains 1-10 mirror the public health essential services

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### WI Public Health Essential Services

- › Monitor health status to identify community health problems
- › Identify, investigate, control & prevent health problems & environmental health hazards
- › Educate the public about current & emerging health issues
- › Promote community partnerships to identify & solve health problems

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### Public Health Essential Services

- ▶ Create policies and plans that support individual & community health efforts
- ▶ Enforce laws & regulations that protect health & ensure safety
- ▶ Link people to needed health services
- ▶ Assure a diverse, adequate, & competent workforce to support the public health system

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### Public Health Essential Services

- ▶ Evaluate effectiveness, accessibility & quality of personal and population-based services
- ▶ Conduct research to seek new insights & innovative solutions to health problems
- ▶ Assure access to primary health care for all
- ▶ Foster the understanding and promotion of social and economic conditions that support good health

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### DHS Chapter 251

- ▶ Regularly & systematically collect, assemble, analyze & make available health information of the community
- ▶ Involve key policy makers and general public
- ▶ Have access to vital records
- ▶ Disseminate information to community about cause, nature, prevention of disease; and how to maintain and improve health

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### Evidence

- › City of Wauwatosa Annual Report
- › City of Wauwatosa Community Health Assessment
- › MOUs for birth and death certificate data
- › Board of Health Meeting Minutes

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### Chapter 252 Communicable Disease & Administrative Rules

- › At least provide surveillance, investigation, control & prevention of communicable disease, other disease prevention & health promotion
  - Investigate, report, take all necessary measures to prevent, contain, control disease; report to BOH; inspect schools & public buildings; report outbreak/epidemics to state; CD investigation & examinations if necessary to confirm disease; quarantine, isolate, restrict, and other measures; guards; follow selected sources of disease information
  - Evidence: City ordinance: Dangers to Health

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### Chapter 252 & Administrative Rules

- › Inform local elected officials, educators and general public about the incidence & prevalence of diseases in the community
- › Promote the spread of information as to the causes, nature & prevention of diseases & preservation & improvement of health
- › Vaccines, immunizations required, education
  - Evidence: 2013 Community Health Improvement Plan, Annual Report; Board of Health Minutes; DHS database entry

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### Chapter 251

- ▶ 251.05: Develop public health policies and procedures for the community
  - Evidence: Pertussis policy change; regulation of animals ordinance change: honeybee
  - Evidence: alcohol consumption discussion with Board of Health 5/21/2013; City of Wauwatosa bike/pedestrian plan involvement; 2013 CHIP, Annual report

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### Reporting Requirements

- ▶ Submit Annual Report
  - City of Wauwatosa Annual Report
  - DHS Annual Staffing and Financial Surveys
- ▶ Ongoing reporting through DHS electronic databases (WIR, WEDSS, other)
- ▶ Grant activity reported electronically (GAC, CARS)

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### Chapter 254 & Administrative Rule

- 140.04: Health department level I, II, III
- ▶ Level I Health Department
  - At least provide and arrange for prevention of future incidence of occupational disease, environmental disease, & human health hazard exposure; reporting of and investigation
  - Evidence: Wauwatosa Human Health Hazard (HHH) Ordinance; Human Health Hazard investigation log

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### Chapter 251 & Administrative Rule

- › Local health officer shall:
  - Administer LHD according to state statutes & rules
  - Enforce state statutes and rules
  - Enforce Board of Health regulations
  - Investigate/supervise sanitary conditions of all premises in the jurisdiction
  - Remove human health hazards on private property
  - Declare housing as unsafe, unsanitary as warranted
  - Provide or arrange for services to prevent future incidence of occupational, environmental disease
    - Evidence: West Nile Virus Mosquito breeding groupings; pool closure and abatement; HHH orders issued

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### Level III

- › Health Officer qualifications
- › Changes to Health Officer, Health Department, Board of Health may affect level
- › Conduct environmental health program
  - Nuisance, chemicals, health hazards, pests, pools, animals
- › State Agent Contracts: DHS, DTCAP, DPI
- › 14 programs that address 7 health priorities

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### Level III Programs

- › Adult Health
- › Alcohol
- › Communicable Disease PX & Control
- › Collaborative Partnerships
- › Emergency Preparedness
- › Environmental Health
- › Food Safety Education
- › Healthy Eating

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### Level III Programs

- Healthy Growth & Development
- Immunization Program
- Access to Services: I&R
- Injury Prevention
- Tobacco
- Workforce Development

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### Summary

- Local health departments and boards have much responsibility for health education and enforcement of public health laws, administrative rules, and local ordinance.
- DHS 140 evidence will be used in the PHAB accreditation work in 2014
- Thumb drives with information and the entire DHS 140 Tool: Level I and III provided for your information and future reference as we move through the accreditation process.

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