



CITY OF WAUWATOSA HEALTH DEPARTMENT  
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<http://www.wauwatosa.net/health>



## Board of Health Meeting Minutes Tuesday, August 18, 2015

Present: Nancy Kreuser, Cheryl Davies, John Dunn, Bobby Pantuso, Courtney Day, Laura Conklin, Meghan Spredemann, Sue Javoroski, Lisa Glynn

Excused: Chris Shaw, Leslie Martin

Recorder: Lisa Glynn

1. Call to Order – The meeting was called to order at 8:06 a.m. by Chairperson John Dunn.
2. Approval of Agenda: Motion to approve the agenda
  - Motion: John Dunn
  - Second: Cheryl Davies
  - Motion carried unanimously
3. Approval of 5/19/15 Meeting Minutes: <http://www.wauwatosa.net/index.aspx?NID=199>
  - Motion: John Dunn
  - Second: Cheryl Davies
  - Motion carried unanimously
4. Comments from the public – none
5. Comments from the Board of Health – none
6. New Business: Wauwatosa Health Department Reports – none

**Administration:** Dr. Nancy Kreuser, Health Officer

\*Personnel Updates: Welcome Meg and Laura!

- Meghan Spredemann, Registered Environmental Health Specialist/Registered Sanitarian – began employment 5/20/15 replacing retired Registered Sanitarian, Mark Meske. Meghan presented her qualifications and past work history. Her territory is west of 92<sup>nd</sup> Street including Mayfair Mall and Registered Sanitarian, Andy Budde's territory is east of 92<sup>nd</sup> Street including the Milwaukee Regional Medical Center.
- Laura Conklin, BS, MPH, Public Health Manager began 7/27/15 replacing Jim Beix. Laura presented her education and past employment history in public health. Many qualifications, such as, grant writing, press release, Public Information Officer (PIO) experiences.
- Courtney Day, BSN, is the Interim Nursing Supervisor until the position is advertised in Late September.

2016 Public Health budget

- Executive Review complete – Nancy provided a handout of the budget submitted to the Executive Review Committee consisting of the Mayor, City Administrator, and Finance Department personnel as a "first" look. Final version will be posted on the City website. Nancy briefly discussed areas in the handout, such as, expenditures (personnel 87%--request for 0.8 FTE Administrative Assistant for environmental and public health program support; operations 4%--a \$2300 decrease, IT and building infrastructure costs 9%) and revenues (health services and licensing fees--a Mobile Establishment License was created). Consolidated grant amounts unknown and will be awarded in September. Next step - Common Council review on September 10, 2015 at 9 p.m. Alderman Bobby Pantuso pointed out some items in the budget the Common Council may ask about at the review. The City is moving toward program-based budgeting in 2017.

Accreditation update: Sue Javoroski, PHN, Accreditation Coordinator

- The PHAB Accreditation site visit is set for 9/22-23. The 'Governance' or Board of Health section (Domain 12) of the site visit is scheduled for 10:30a.m. September 23, 2015. Accreditation reviewers will meet with Board of Health members on Domain 12: Maintain capacity to engage the public health governing body matrix. Sue explained when this journey started over a year ago, staff presented a Powerpoint presentation on Domain 12 and review of statutes and board of health roles and responsibilities. She provided an overall explanation of the accreditation process and briefly described the categories/columns of the matrix. The domain deals with governmental public

health, statutes, rules and ordinances, local health department programs, and roles and responsibilities of the Board of Health or governance body. She asked the board to carefully review the evidences submitted on the documentation narrative column. Sue will email matrix and all supporting evidence to members (See attached). Supporting evidence documents can be found on the city website [www.wauwatosa.net/healthreports](http://www.wauwatosa.net/healthreports) (Community Health Assessment, Community Health Improvement Plan, Strategic Plan; Annual Reports); Municipal Codes 2.36 (Board of Health) and Chapter 8 Health, State Statutes 250-251 and DHS 140; and Board of Health agendas and minutes.

Discussion ensued about site review. Cheryl explained that the local health department and WI home rule may be a new concept to reviewers and needs to be explained up front. All members to review evidence. More information to come on the site review agenda which will be finalized after our submission of answers to the final questions from the site review team 8/28.

**Public Health Nursing:** Courtney Day, Interim Nursing Supervisor

Most of this information was conducted by written report due to the accreditation orientation. Courtney stated there were 3 sentinel events.

**Communicable Disease (CD) Update:**

**SENTINEL EVENTS**

***Healthcare Facility Enteric Outbreak #5111:*** On June 18, the WHD was notified of a foodborne illness outbreak at a healthcare facility. A group of staff ordered a catered meal on June 15<sup>th</sup>. The food was eaten on both June 15<sup>th</sup> and again on June 17<sup>th</sup>. Onset of symptoms, which included nausea, vomiting, and diarrhea was between 8:00pm-12:00am on June 17-18. The total number of employees that ate the catered food is unknown, however thirteen employees reported symptoms and all were interviewed by WHD staff regarding illness onset, symptoms, testing, and treatment. All but one employee stated their symptoms subsided overnight and were able to return to work the following day. Four employees submitted stool samples for testing and all laboratory results were negative. The WHD worked with Occupational Health staff to ensure all ill employees followed facility protocol for returning to work after having symptoms. The investigation was resolved on June 24.

***Healthcare Facility Varicella/Shingles Exposure #5112:*** On July 6, the WHD was notified by the Infection Control Department of the healthcare facility of a physician with open lesions on face had treated approximately 40 NICU infants from July 1-4. The lesions tested positive for shingles virus on July 5. The physician had direct patient contact with approximately 30 infants during this time. As a precaution the facility placed 23 of the infants in private negative pressure rooms in another unit for the duration of the varicella incubation period. The other 7 infants were tested for passive immunity to varicella and will be monitored within the NICU during the incubation period. The physician was excluded from work after shingles diagnosis until the lesions had crusted over per healthcare facility protocol. No secondary cases of varicella were documented in the exposed infants. The investigation was resolved on August 12.

***Adult Living Facility Respiratory Outbreak #5113:*** On July 7, the WHD was notified of a cluster of residents reporting respiratory illness in an adult living facility in the skilled nursing unit. Symptom onset began on July 2 and included fever, cough, and congestion. The unit was put in isolation pending the result of cultures taken. In all 10 residents were reported ill with respiratory symptoms. 4 residents were tested and respiratory panel lab results were negative. No ill staff members reported. Infection Control nurse recalls prior to symptom onset, the unit in question had carpets cleaned with new chemicals which may have been the cause of symptoms in susceptible population. The investigation was resolved on July 14.

***Healthcare Facility Varicella Exposure #5114:*** On August 11, the WHD was notified of a varicella exposure through the Emergency Department of a healthcare facility. A patient was treated for varicella on August 8 but was not put into an isolation room while at the facility. During the 2.5 hours the patient was in the emergency room, 52 other patients were exposed to varicella. The WHD assisted the healthcare facility in determining the vaccination status of the exposed patients and alerted LHDs if there were any high risk exposures within their jurisdictions for follow-up. The investigation is ongoing as the incubation period for the exposure is 21 days.

**OTHER**

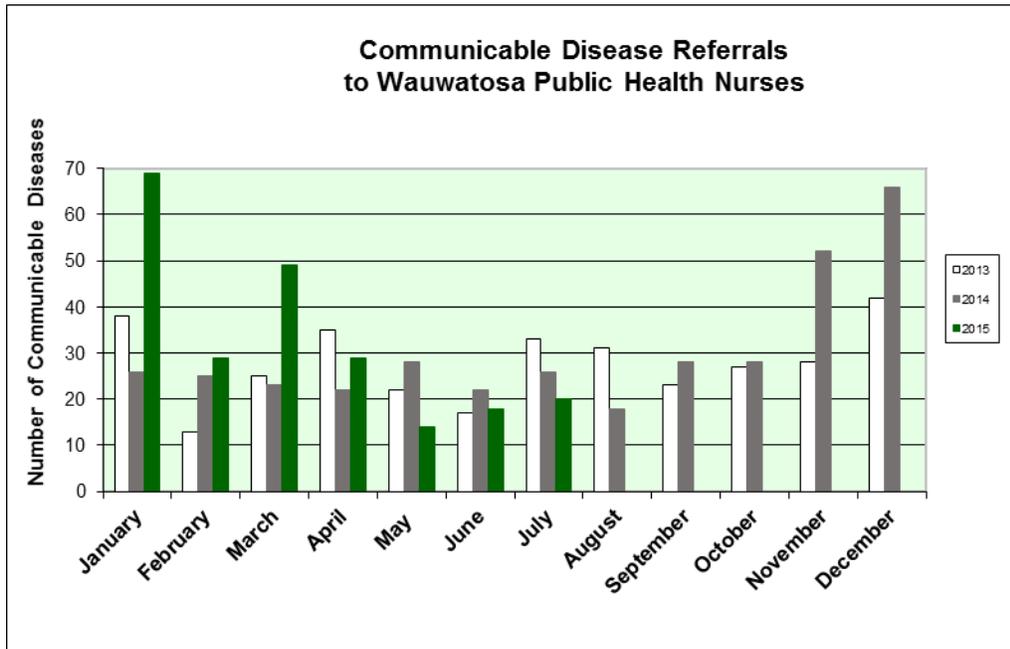
Courtney focused on a group facility (see group facility meetings item below) for approximately 150 foreign students attending private schools in other jurisdictions. Part of the issue is teens without supervision, multi-jurisdictional schools with varying degrees of enforcing WI immunization law; cultural issues; differing immunization schedules between US and China; business model versus school; no signed waivers; no access to WIR. Some progress was made with administration in terms of policies and procedures, enforcement of under-immunized students; many graduated. New students will be entered into WIR by WHD. The immunization compliance rate increased from 32% to 60%. Students will be invited to the WHD mass flu clinics. Last year, the onsite flu clinic yielded 5 students of 150.

**Group facility meetings:** The WHD continues to meet with a group facility to discuss adolescent immunization needs and development of policies and procedures for controlling and containing communicable disease in a dorm like setting. The WHD is providing technical assistance to the facility in drafting policies to ensure the Wisconsin Immunization Law is met and to limit the spread of disease within the facility. The facility presented draft plans for an Immunization Policy and for an Outbreak Prevention Policy on June 24. The WHD provided feedback on the drafts and requested another meeting prior to the start of the school year to finalize the policies in time for the facility to train the staff before the students arrive for the school year. The WHD is awaiting a date for the follow-up meeting.

**Communicable Disease Toolkits and Immunization Survey of Day Cares:** The WHD PHNs offered Communicable Disease (CD) toolkits to all Wauwatosa Certified and Licensed day cares. The toolkit included educational handouts regarding handwashing, Cover Your Cough, Norovirus clean up, and head lice. The WHD also gave out the CD Wall Chart developed by the Wisconsin Division of Health Services to aid the day care in determining how long a child should be excluded from the facility when ill as well as when to notify the WHD of illnesses. The WHD also mailed a survey to the same day care facilities requesting information on how the facility tracks immunization status of the children they manage. The purpose of the survey was to determine how immunization records were tracked and if any day cares would want or need technical assistance from the WHD in tracking immunization records. Approximately 70% of the day cares returned the survey and the results are being analyzed by the WHD CD QI Committee. Once completed the results will be shared with the day cares.

**Community Education – Children’s Library Program (Germs):** The WHD presented material at the Children’s Library Program on July 29-30 regarding germs and how to prevent spreading illness. The children were taught about germs that occur in the water and how to prevent getting sick from swimming.

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



**Healthy Wauwatosa Programs and Initiatives Highlights:**

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

- PHAB accreditation: Discussed during the Health Officer's Report
- YRBS: The WHD continues to work on trending data for the YRBS administered in 2010, 2012, and 2015. The WHD currently has comparison data between the 2012 and 2015 surveys. This preliminary data is attached for review. Once the WHD has obtained the necessary software, the data can be trended for analysis. WSD interested in presenting results at the Youth Commission and PTO Council in the fall.
- The Senior Commission's Senior Assessment is in the final analysis stages. A copy of the report will be made available to the WHD for review and feedback on August 10. The findings of the Assessment will be presented at the September 2015 Senior Commission meeting.

***Alcohol, Tobacco, and Other Substances:***

- WPD to begin Alcohol Compliance checks twice a year (will use times around homecoming, prom, and graduation).
- WPD and WHD to host Medication Collection Event on September 19 from 8:00am to 1:00pm.

***Injury & Violence Prevention:***

- The WHD and WFD applied for the Remembering When Grant and will begin a pilot program addressing repeat WFD callers this fall. The WFD will address fire hazards within the home and install new or additional smoke alarms as needed. The WHD will address fall hazards within the home. The purpose of the pilot program is to help seniors stay in their home longer by addressing safety concerns.
- The WHD PHNs continue Home Safety Visits for families with newborn and toddler age children. Home safety items and education are provided to families to prevent unintentional childhood injuries.
- The WHD used the Medicine is Not Candy display from the Safe Kids of Southeast WI Coalition at two community events (Summer Library Program - June 18 and Tosa Night Out – August 4). The display shows a common medication next to a piece of candy and illustrates the danger small children face because medication often looks like candy.
- The WHD presented information on bicycle and pedestrian safety at Tosa Night Out on August 4. Bicycle safety and helmet use education will also be presented at another Children's Library event on August 13-14. The WHD also has purchased a small supply of bike helmets and bike helmet adjustment foam to be able to supply a new bike helmet or fit an existing helmet to children in need in the community. The WHD GDC QI Committee is developing the distribution of this resource.

***Access to Care:***

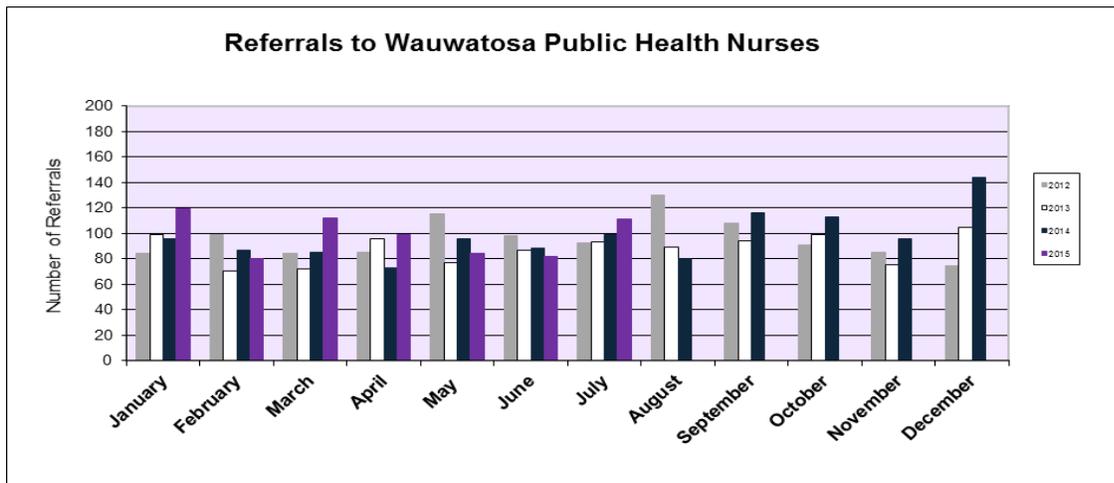
- Froedtert Hospital CHIP: Attended meeting on June 10 with community partners to hear about the implementation of the facility's CHIP. Will continue to work with hospital as a community partner on shared CHIP initiatives.
- WHD PHNs attended Tosa Cares on June 20. The PHNs were available to provide technical assistance and outreach for residents with healthcare questions or concerns. Outpost Natural Foods provided a cooking demo on preparing healthy foods on a budget.

***Physical Activity and Nutrition:***

- A WHD representative attends the monthly Bicycle Pedestrian Committee meetings as a city staff member. This committee was appointed by the Mayor to address the recommendations in the Bicycle Pedestrian Plan that was passed in 2014 by the City Council. Meetings have focused on specific areas of safety concern for bicyclists and pedestrians.
- Infant Feeding Survey results are complete. The results will be analyzed by the GDC QI Committee and a determination will be made on how to distribute the results and if any additional education or programming is needed at this time in the community.
- Will be promoting healthy foods at the Tosa Farmers Market (TFM) by providing children with tokens to purchase fresh produce at the TFM after stopping at the WHD booth.

***Other:***

- Receiving a higher than 3-year average for referrals. See graph below for trends.



**Environmental Health/Preparedness Division:** Laura Conklin, Public Health Manager: The majority of the report was done by written report due to accreditation training.

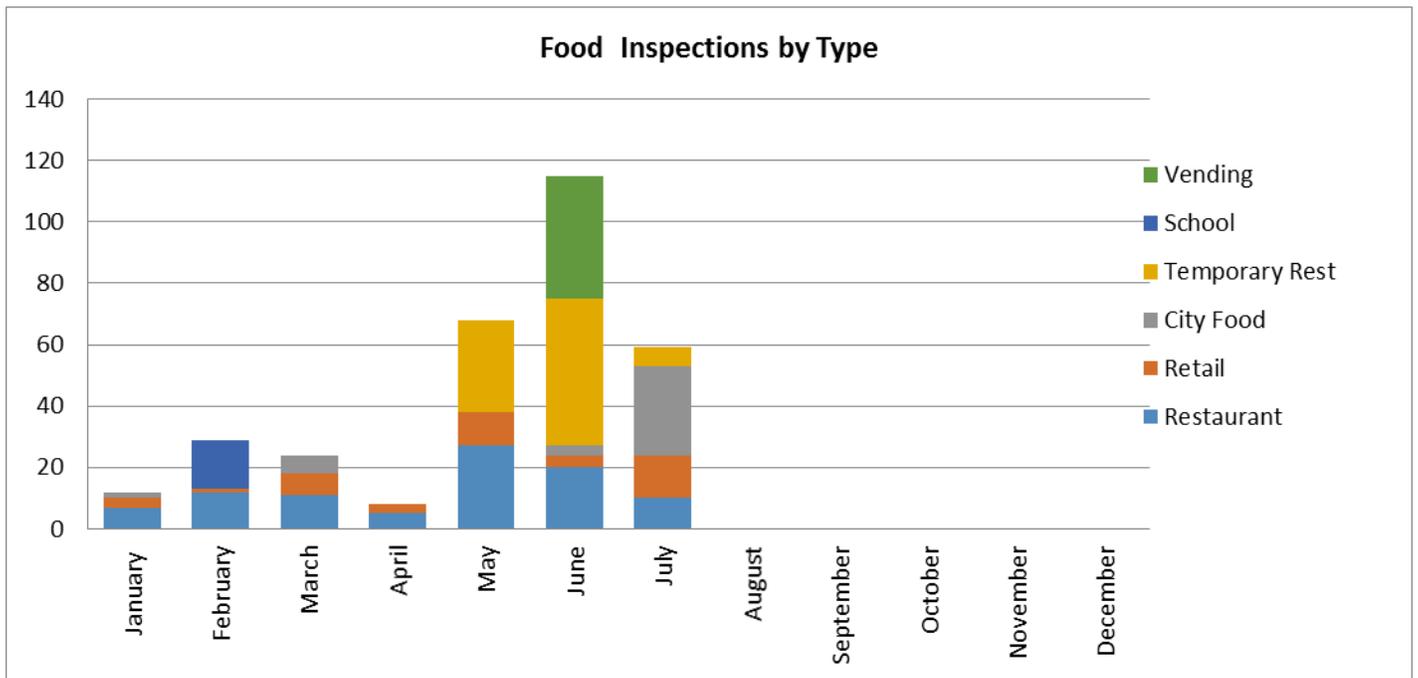
**State Agent Inspection Program Update:**

To date, WHD conducted 534 total inspection/enforcement activities. Eighty-five licensed establishment inspections were conducted including 85 restaurants, 43 retail food, 16 schools, and 4 massage establishments (See Table 3). License renewal for the 2015/2016 state agent contracts was completed. License reconciliation for the 2014/2015 year is in process.

Discussion of Ono Kine Grindz progress. On July 15, 2015, Ono Kine Grindz, a restaurant and retail food establishment located at 7215 W. North Ave., was ordered to immediately cease prepared food sales operations due to unsanitary conditions and multiple critical and non-critical violations of the Wisconsin food code which posed an immediate threat to public health. They were allowed to continue selling pre-packaged retail food. No catering was allowed. WHD sanitarians continue to work with Ono Kine Grindz and the Wauwatosa Fire Department to correct the numerous health, sanitary and fire issues. The restaurant has not yet been approved to reopen. Discussion ensued about a questionable catering event which they are not supposed to be doing while they are in the process of remodeling and correcting orders.

**Table 3: Inspections: State Statute and City Code Enforcement**

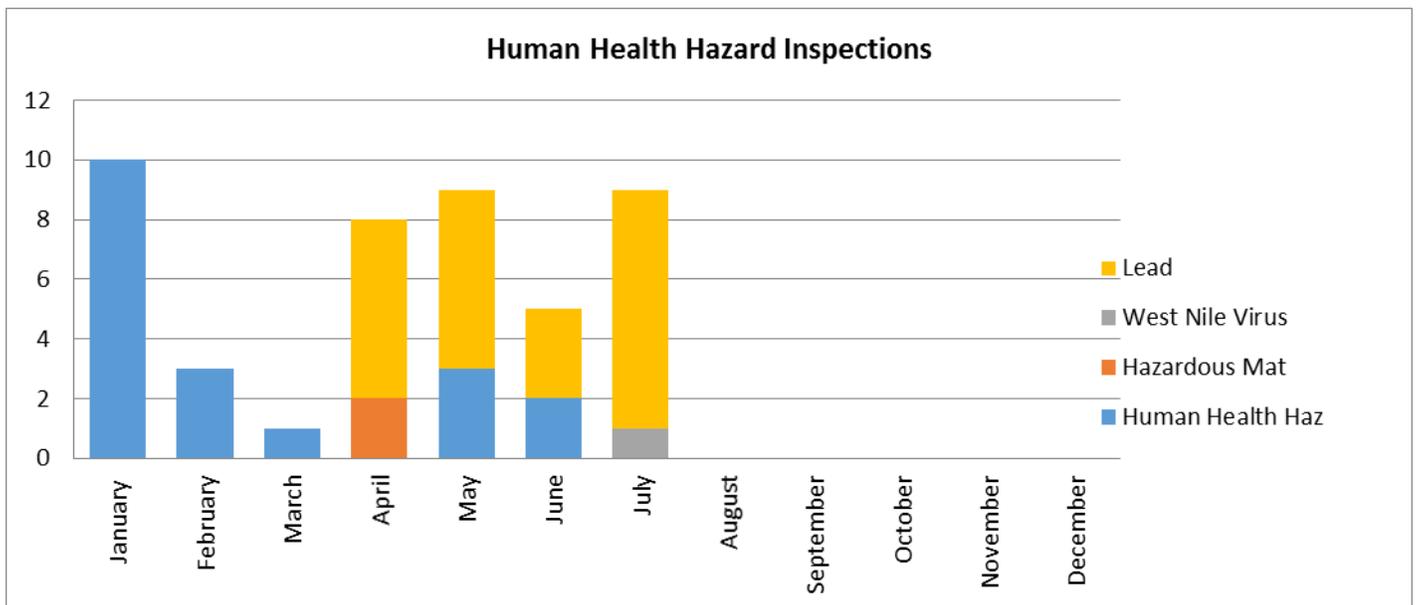
Public Health Category	Description of Inspection Type	Initial Inspection	Follow Up Inspection	Pre Inspection	Total # of Inspections
Food Establishments	Restaurants: State Agent contract enforcement	52	16	17	85
	Retail (grocery) State Agent	34	5	4	43
	City food	40	0	0	40
	Schools	16	0	0	16
	Foodborne Illness Complaint	6	1	0	7
Lodging	Hotels/motels; B&B; rooming house	0	0	0	0
Public pools	Swimming pools, hot tubs	3	1	1	5
Massage Establishments	Licensing, complaints	0	3	1	4
Human Health Hazard	Unsanitary conditions	6	13	NA	19
	Lead (Pb)	7	16	NA	23
Nuisance	Rodent/pests; City Code	32	35	NA	67
	Garbage	13	14	NA	27
Rabies Exposures	State statute; City Code Enforcement	26	37	NA	63
Keeping of Animals	City Code Enforcement	1	2	NA	3
Other activities		78	54	NA	132
<b>Total</b>		<b>314</b>	<b>197</b>	<b>23</b>	<b>534</b>

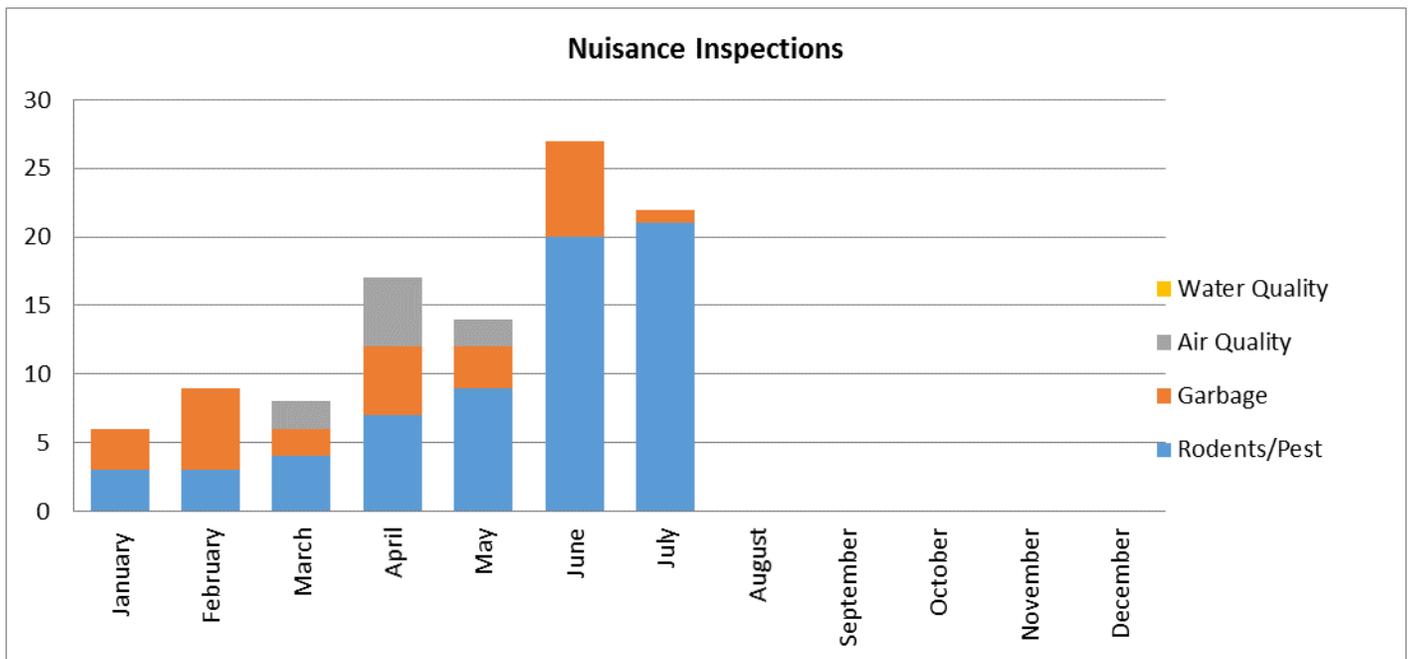


**Nuisances/Human Health Hazards:**

Inspection YTD update - WHD sanitarians conducted 19 human health hazard inspections for unsanitary conditions complaints (6 initial, 13 follow-ups). Sixty-seven (32 initial, 35 follow-ups) nuisance complaints were investigated relating to rodent and/or pest complaints and twenty-seven (13 initial, 14 follow-ups) garbage complaints were registered with WHD.

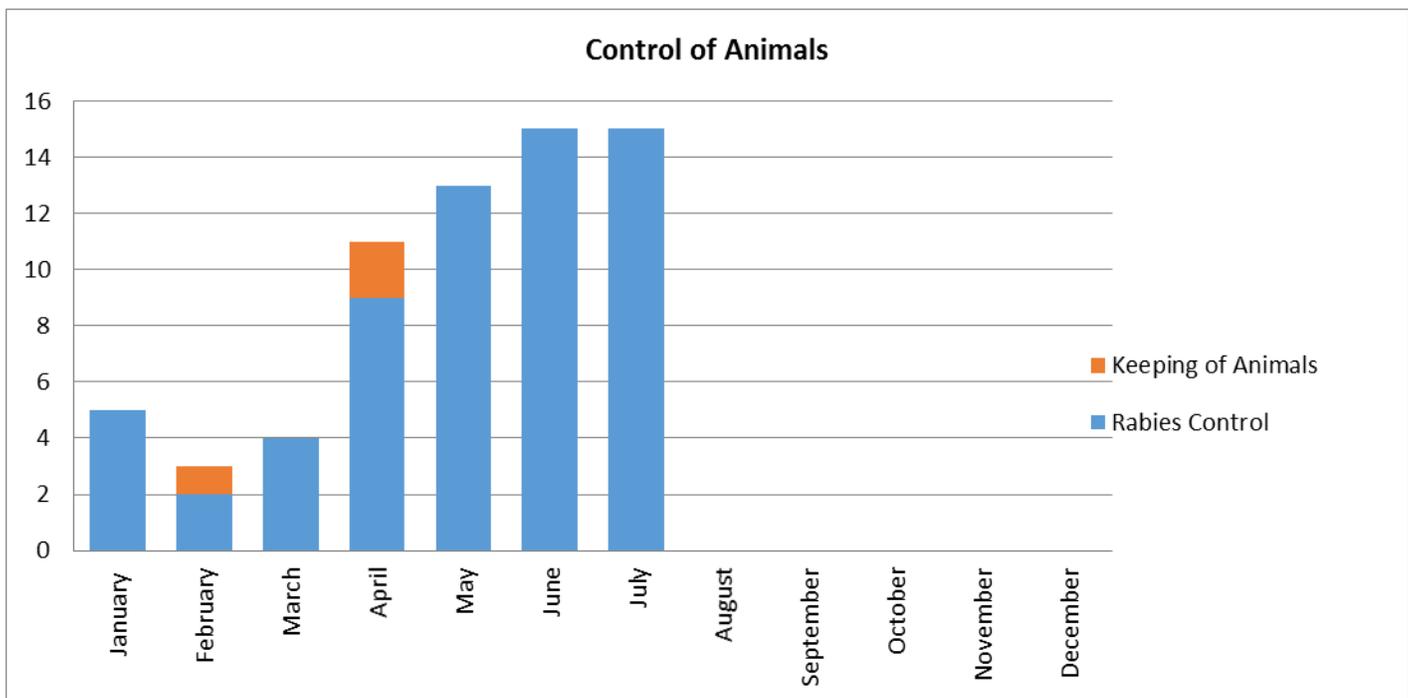
Environmental Health and Nursing staff were called to a home on 68<sup>th</sup> Street for a possible human health hazard, but were denied access by the homeowner. Legal review is being sought.





**Potential Rabies Exposure/Regulation of Animals:**

Sixty-three rabies control inspections (26 initial, 37 follow-up) were conducted in the first half of the year. All situations were resolved. There is a pending dangerous dog declaration. Legal review is being scheduled. Three inspections/enforcement activities (1 initial, 2 follow-up) was made for keeping of animals this year.



**Environmental Health Education Activities:**

On July 16<sup>th</sup>, at the request of administration, WHD supplied the Plan Commission with a list of proposed recommendations for rodent and pest control for restaurants, commercial apartments and hotels in residential areas. The list was in response to the July 13<sup>th</sup> Plan Commission meeting where area residents expressed concern about potential unsanitary conditions resulting from the conditional license request of a restaurant at 8725 West North Avenue (Thai-namite). The recommendations also applied to the conditional license for Fish Cheeks. Meg Spredemann, EH/RS, Laura Conklin, and Nancy Kreuser attended the August 10<sup>th</sup> Plan Commission meeting. Meg provided further education about the proposed recommendations list. The conditional licenses moves to Council for final vote 9/1.

**Advocacy/Opportunities: Deferred**

**7. Old Business**

- Hart Park Report Introduced
- 2014 Annual Report on website
- Adding Life to Years Survey Report Presentation scheduled for 9/14 4 pm Committee Room 1 during the Senior Commission Meeting.

**Announcements: None**

**Next Meeting: November 17, 2015 8-9:15 am**

Motion to Adjourn: 9:12 am

- Moved by Cheryl Davies
- Seconded by Bobby Pantuso

**DOMAIN 12: Maintain capacity to engage the public health governing body**

12.1	Maintain current operational definitions and statements of the Public Health Roles, Responsibilities, and Authorities	Required Documentation	Documentation	Comments / Documentation Narrative
12.1.1 A	<p>Provide mandated public health operations, programs and services</p> <p><b>Measure Narrative:</b></p> <p>The Wisconsin Division of Health Services (DHS) outlines in state statutes and administrative rules the requirements of all Local Health Departments. Wisconsin has three levels of health departments with associated capacity and program requirements. The City of Wauwatosa Health Department (WHD) is a Level III (highest category) Health Department and therefore must meet all of the requirements of a Level I facility as well as those of a Level III. Some of these requirements are outlined in Wisconsin State Statutes 251, 252, and 254 and Wisconsin Administrative Rules 140 and 144. Documents provided by the WHD to the community, such as the Wauwatosa Annual Report, include verbiage regarding the requirements the WHD must abide with to keep the community safe.</p>	<p>1) Authority to conduct public health activities</p>	<p>12.1.1 A.1.1 City of Wauwatosa Health Department Annual Report with Wisconsin Division of Health Services Statutes</p>	<p>The highlights on pages 5 and 44 of the Annual Report outline some of the local and state ordinances and statutes the WHD is required to follow. Pages 44-46 lists all of the statutes, administrative codes, and local ordinances WHD must follow. Copies of the highlighted state statutes are attached to this copy of the WHD Annual Report. Pages 63-65 show areas of DHS 140 the WHD as a Level III Health Department is required to follow. Page 71 show areas of DHS 251 the WHD follows as a Level III Health Department. Page 74 illustrates the portions of DHS 252 the WHD follows when investigating a communicable disease. Highlights on page 94 show the requirements of the WHD in regard to childhood immunizations as described in DHS 144. The highlights on pages 95 and 108-109 show WHD's requirements in regard to human health hazard investigations in DHS 254.</p>
		<p>2) Description of operations that reflect authorities</p>	<p>12.1.1 A. 2.1 City of Wauwatosa Health Department Annual Report</p>	<p>The highlighted portion of page 6 of the City of Wauwatosa Health Department (WHD) Annual Report outlines how the WHD investigates communicable diseases as mandated by state and local statutes and ordinances. Page 7 states the WHD's responsibility with immunizations. Pages 16-17 describe the WHD's responsibilities with human health hazards and nuisances. Page 18-19 depicts the WHD's responsibilities with lead poisoned children.</p>

12.1.2 A	<p>Maintain current operational definitions and/or statements of the public health governing entity's roles and responsibilities</p> <p><b>Measure Narrative:</b> In Wisconsin, all counties with a population greater than 500,000 must have a local board of health (BOH) with specific responsibilities outlined in Wisconsin statute, chapter 251. The City of Wauwatosa is located in Milwaukee County, population almost 1 million. As a home rule state, the City of Wauwatosa further defines the City of Wauwatosa Health Department (WHD) BOH in local ordinance. The WHD BOH is an advisory board.</p> <p>The WHD is responsible for keeping the BOH updated on their roles and responsibilities as outlined in local and state ordinances and statutes and in keeping the membership of the BOH appropriately represented. Periodically, the WHD Health Officer will update the BOH on their roles as defined in these local and state documents. City ordinances state the term limits for appointments to the BOH, so it is important for the WHD to visit the roles of BOH member regularly to keep all members up to date on the responsibility of the BOH for a Level III Health Department.</p>	1) Authority of the governing entity	12.1.2 A.1.1 Governing Entity Authority	Page one of the document is a screenshot of the City of Wauwatosa website illustrating where local city ordinances can be found. Page 7 of the document highlights the portion of Wauwatosa City Ordinance 2.36 which details the powers and duties of the City of Wauwatosa Board of Health (BOH). The highlighted portions of pages 8-10 explain the powers and duties of the BOH as outlined in Wisconsin Statute 251.04.
		2) Description of governing entity	12.1.2 A.2.1 Description of Governing Entity	Page one of the document is a screenshot of the City of Wauwatosa website illustrating where local city ordinances can be found. Page 6 of the document highlights the portion of Wauwatosa City Ordinance 2.36 which details the make-up of the City of Wauwatosa Board of Health (BOH). Pages 8-9 is a roster of the members of the current City of Wauwatosa BOH. The highlighted portions of page10-11 explain the BOH membership guidelines as outlined in Wisconsin Statute 251.03.

12.2	Provide information to the Governing Entity regarding public health and the official responsibilities of the Health Department and the Governing Entity.	Required Documentation	Documentation	Comments / Documentation Narrative
12.2.1 A	<p><b>Measure Narrative</b></p> <p>The City of Wauwatosa Health Department (WHD) is required to keep its board of health (BOH) updated on the responsibilities of the Level III Health Department to ensure the needs of the community are being addressed as defined by state and local statutes and ordinances. The Wisconsin Division of Health Services (DHS) 140 Review is conducted every 5 years to ensure all aspects of a Level III Health Department, as defined by the state, are being addressed. The results of this review as well as an overview of other local health department (LHD) requirements was shared with the BOH. The WHD is also required to compose a report regarding the health status of the community in WI chapter 251. The information collected is presented annually in the WHD Annual Report. The WHD Annual Report contains language from Wisconsin ch. 251 that indicates the responsibilities of a Level III Health Department to the community it serves, as well as the health status information. This document is shared with the BOH each year.</p>	<p>1) Two examples of communications provided to the governing entity regarding the responsibilities of the public health department</p>	<p>12.2.1 A.1.1 July 2014 City of Wauwatosa Board of Health Minutes</p> <p>12.2.1 A.1.2 November 2014 City of Wauwatosa Board of Health Minutes</p> <p>12.2.1 A.1.3 2013 City of Wauwatosa Health Department Annual Report and Wisconsin Chapter 251</p>	<p>Pages 2 and 9-17 of the board of health (BOH) minutes show the City of Wauwatosa Health Department (WHD) completed and passed the Wisconsin Division of Health Services (DHS) 140 Review. A presentation was given by Health Officer, Nancy Kreuser to the BOH regarding the DHS 140 as well as other local health department (LHD) requirements as stated by Wisconsin state statutes. The highlighted portions of pages 10-11 list these requirements of the LHD.</p> <p>Pages 1-2 of the board of health (BOH) minutes show the presentation of the 2013 City of Wauwatosa Health Department (WHD) Annual Report to the BOH and the BOH approval of the document.</p> <p>The highlighted portion of page 5 of the City of Wauwatosa Health Department (WHD) Annual Report outlines the State of Wisconsin requirements of Level III Health Departments to conduct an analysis of the health status of the community it serves. The highlighted portion of page 65 explains a requirement of Wisconsin chapter 251 of a Level III Health Department is to regularly conduct an analysis of the health status and needs of the community.</p>

<p>12.2.2 A</p>	<p>Communicate with the governing entity regarding the responsibilities of the <b>governing entity</b></p> <p><b>Measure Narrative</b></p> <p>The City of Wauwatosa Health Department (WHD) discusses the roles and responsibilities with the board of health (BOH) on an annual or as needed basis. The overview is needed to remind the BOH of their role in maintaining the health of the community in conjunction with the WHD. The overview is also given when new members of the BOH are appointed as outlined in local and state statutes and ordinances. These discussions between the WHD and the BOH occur at BOH of meetings and the discussion is captured in the meeting minutes.</p>	<p>1) One example of a communication with the governing entity about their operational definitions and/or statements of the public health governing entity's roles and responsibilities</p>	<p>12.2.2 A.1.1 May 2014 City of Wauwatosa Board of Health Minutes</p> <p>12.2.2 A.1.2 July 2014 City of Wauwatosa Board of Health Minutes</p>	<p>Highlighted on pages 1-2 of the meeting minutes details information discussed by Health Officer, Nancy Kreuser, in regard to a review of the board of health (BOH) roles and responsibilities. Further discussion of these roles and responsibilities were presented at the next BOH meeting in July 2014.</p> <p>The highlighted portion of page 2 is a summary of a presentation given to the board of health (BOH) by Health Officer, Nancy Kreuser. Pages 9-17 is the presentation given to the BOH with highlighted sections on pages 9-10 specifically outline the duties of the BOH.</p>
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12.3	Encourage the Governing Entity's engagement in the Public Health Department's overall obligations and responsibilities	Required Documentation	Documentation	Comments / Documentation Narrative
12.3.1 A	<p>Provide the governing entity with information about important public health issues facing the <b>health department</b> and/or the recent actions of the health department</p> <p><b>Measure Narrative:</b> Discussion regarding public health issues and recent actions taken by the City of Wauwatosa Health Department (WHD) is shared with the board of health (BOH) at all BOH meetings. The department managers report on the ongoing actions of their respective divisions and the health officer speaks on any department, city, or state initiatives. Recent examples of these discussions are found in the July 2014 and May 2013 BOH minutes. The July 2014 meeting contained a discussion on the proposed 2015 WHD budget and ways that the WHD may be able to generate some additional revenue. In May 2013 the WHD Nursing Supervisor, Lori Nielsen, presented information regarding excessive alcohol use in the community and potential strategies to address the problem. Following the presentation the BOH and the WHD management team held a discussion on additional strategies and focus areas to curb excessive alcohol.</p>	1) Two examples of communications with the governing entity regarding important public health issues and/or recent actions of the health department	<p>12.3.1 A.1.1 July 2014 City of Wauwatosa Board of Health Minutes</p> <p>12.3.1 A.1.2 May 2013 City of Wauwatosa Board of Health Minutes</p>	<p>Page 1 of the board of health (BOH) minutes shows a discussion between the BOH members and the City of Wauwatosa Health Department (WHD) management team regarding the 2015 WHD Budget and the possibility of finding new revenue streams for additional funding for the department.</p> <p>Page 7 of the board of health (BOH) minutes illustrates the discussion points between the BOH members and the City of Wauwatosa Health Department (WHD) management staff regarding a presentation given on excessive alcohol consumption in Wauwatosa and strategies to reduce alcohol use.</p>



<p>board of health (BOH) up to date on areas of the department's performance. The WHD Health Officer, Nancy Kreuser, as a part of her meeting report gives the BOH updates on the WHD accreditation process. These updates serve to inform the BOH of the progress towards the WHD becoming accredited through the Public Health Accreditation Board (PHAB). Another assessment tool utilized by WHD and shared with the BOH was the Customer Survey given in August 2014. The results of this survey show 97% of the 180 residents surveyed were satisfied with the services the WHD performs, however many residents did not know of many of the services the WHD provides. The results of this survey were shared with the BOH to determine how the WHD can better serve the community in the future.</p> <p>The WHD is also responsible for keeping the BOH up to date on areas the WHD is improving on in its performance. The WHD's performance is assessed in many ways. The WHD Annual Report reviewed and passed by the BOH each year details the WHD performance from year to year on a range of health related topics. The WHD performance is compared to its own goals and also to state and national rates. The report reflects the improvements of WHD activities in the community over time. In February 2015, the BOH was</p>	<p>2) Two examples of communication with the governing entity concerning <b>the improvement</b> of the health department's performance</p>	<p>12.3.3 A.1.2 February 2015 City of Wauwatosa Board of Health Minutes</p> <p>12.3.3 A.2.1 City of Wauwatosa Health Department 2013 Annual Report</p> <p>12.3.3 A.2.2 February 2015 City of Wauwatosa Board of Health Minutes</p>	<p>The highlighted portion of page 2 of the minutes shows Nursing Supervisor Lori Nielsen's presentation on the 2014 Customer Survey done at the Tosa Night Out celebration in August 2014. The purpose of the survey was to determine the satisfaction the community has with the City of Wauwatosa Health Department (WHD) and to get input on what services are useful to the community and what services the community feels is lacking. Page 11 of the document is the summary of the survey results presented. Discussion between the board of health (BOH) and WHD was regarding how best to show the community what public health entails.</p> <p>The highlighted sections of pages 6-8 of the City of Wauwatosa Health Department (WHD) Annual Report detail the WHD process of reviewing immunization rates annually and comparing them to the WHD goal as well as national and state rates. The results of this review are shared with the board of health (BOH) when the Annual Report is presented. The highlighted sections of pages 18-19 detail the WHD process of reviewing cases of lead poisoned children within the community and compares them to the WHD goal. The results of this review are shared with the BOH when the Annual Report is presented.</p> <p>The highlighted section of page 5 of the minutes is the summary of a presentation done by City of Wauwatosa Health Department (WHD) Nursing Supervisor Lori Nielsen regarding internal audit of the WHD communicable disease investigation process. This audit was done as a part of the ongoing quality improvement initiatives of the WHD. Included in the report given to the board of health (BOH) was a set of recommendations to improve audit scores in the future. These</p>
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	<p>presented with the results of an internal audit conducted on the Public Health Nurse Communicable Disease investigation process. The results of the audit were shared with the BOH as well as the recommendations for improvement on the process for the future.</p>			<p>recommendations can be found on pages 12 and 14.</p>
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