



# City of West Allis

## Meeting Minutes

### Board of Health

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Thursday, March 28, 2019

6:00 PM

Health Department  
7120 W. National Ave.

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#### REGULAR MEETING

#### A. CALL TO ORDER

*The meeting was called to order by Ald. Reinke at 6:00 pm.*

*Others Present: Sally Nusslock, Diane Dubey, Dawn Mumaw and Matthew Collie.*

The order of the Agenda was changed at the call of the Chair.

**Present** 9 - Mr. Frank Bialek, Ms. Karen Gibbs, Ms. Linda Grulke, Ms. Barbara Janusiak, Mr. John Ragonese, Ald. Rosalie L. Reinke, Ald. Daniel J. Roadt, Dr. Mark Roberts, and Mary Cay Freiberg

#### B. ROLL CALL

**Present** 5 - Mr. Frank Bialek, Ms. Karen Gibbs, Ms. Barbara Janusiak, Ald. Rosalie L. Reinke, and Ald. Daniel J. Roadt

**Excused** 3 - Ms. Linda Grulke, Mr. John Ragonese, and Dr. Mark Roberts

#### C. APPROVAL OF MINUTES

1. [19-0108](#) Minutes (draft) of the meeting of January 28, 2019

Attachments: [BOH Minutes 1-24-2019](#)

*A motion was made by Ms. Janusiak, seconded by Mr. Bialek to approve the minutes of the meeting of January 24, 2019.*

**Approved**

#### D. MATTERS FOR DISCUSSION/ACTION

2. [19-0195](#) Presentation Level III Health Department Certification - Dawn Mumaw, SE Regional Office Director, Division of Public Health

Ms. Mumaw, Southeastern Regional Director for the Division of Public Health for the State of Wisconsin, presented a certificate awarding the West Allis Health Department Level III status. She stated the 140 Review is performed every 5 years and health departments are reviewed to determine if they are performing the services required under State Statutes and Administrative Rule. She explained the State currently has three levels of health Department which are determined by the number of programs the department offers currently within their program capacity. She explained the requirements needed to maintain a Level III status, which is the highest level a department can achieve within the State of Wisconsin. She added that the level that a health department's level status is a factor taken into consideration when setting grant awards and the amount of funding received.

**Discussed**

6. [19-0102](#) Public Health Accreditation Update

Ms. Nusslock informed the Board the Department had their site visit with the Public Health Accreditation Board (PHAB) on February 22, 2019. A few days after the department received the site visitor report which showed that every measure was passed. She stated the report was forwarded on to PHAB's review committee which in turn notified her that the department has reached reaccreditation status. She added that we were one of four departments nationwide that were first to achieve reaccreditation status. Ms. Mumaw congratulated Ms. Nusslock and staff on their achievement.

**Discussed**

3. [19-0196](#) Update on Health Commissioner Recruitment and Plans - Rebecca Grill, City Administrator

Ald. Reinke informed the Board that Ms. Grill was unable to attend the meeting but stated to her that there were 27 applicants that has been narrowed down to 5 candidates which will be brought in for interviews with the hopes of having the position filled in the next month or so.

**Discussed**

4. [19-0099](#) Communicable Disease Report and Updates

Ms. Nusslock distributed the monthly Milwaukee County communicable disease report for January and February. She discussed the increase of various disease numbers including Chlamydia, Gonorrhea, and Syphilis. She also informed the Board that Milwaukee will no longer be providing the reports. Some staff members have received training to access the report writing feature directly from the State database. Communicable Disease Funding for this budget cycle (July - June) has been dispersed from the State. The Health Department has received \$5,400. Ms. Nusslock distributed an informational report regarding Acute Flaccid Myelitis (AFM) in Wisconsin. She stated there were 9 cases reported in the State and none locally.

**Discussed**

5. [19-0100](#) Board of Health Evaluation

Ms. Nusslock distributed a Board of Health Evaluation Survey to evaluate the Boards satisfaction levels with topics regarding Board meetings and various topics. She stated that this would likely assist the new commissioner relative to any suggested changes the Board may like for future meetings.

A motion was made by Ms. Janusiak and seconded by Mr. Bialek requiring the Board to fill out a Board of Health Evaluation survey and return at the April meeting. The motion carried unanimously.

**Discussed**

7. [19-0103](#) Legislative Report

Ms. Nusslock distributed a copy of the WPHA/WALHDAB 2019-2020 Legislative Grid which lists current Bills, the Committee's position on the Bills and the Bills' status. She discussed the upcoming conference in May, which will include sessions on different public health legislative priorities on Senate Bills and building advocacy skills. Board members were encouraged to attend the conference. She discussed Senate Bill 106 relative to micro markets, which is described as small, self-contained stores in an area

without employee monitoring. The Bill would prevent any pre-inspection fee to be charged by the local agent health departments.

**Discussed**

8. [19-0104](#) Tourist Rooming Houses/Bed and Breakfast Facilities Update

Ms. Nusslock informed the Board that there are 6 known current facilities operating in West Allis that are not licensed. She explained the difference between the two types of facilities and stated the Department is currently working with various departments including Building Inspection and Neighborhood Services and Fire to have zoning in place to allow for these establishments.

**Discussed**

9. [19-0101](#) Board of Health Manual Updates and Review

We are currently in the process of updating the manuals. The Board was asked if they would want complete job descriptions for each employee classification or a summary of the positions. The consensus of the Board was to only list a summary of the departmental jobs. This item will be held until the April meeting.

**Discussed**

10. [19-0105](#) Senior Center Report

Ms. Nusslock reported on the following:

- “My Senior Center” software package, which would allow for tracking membership and issuing membership cards and electronic check-in for classes and has the ability to generate reports, has been purchased.
- In the discussion process of converting the lower level men's room to a family/unisex restroom
- SET Ministry and Interfaith had merged to form Unison which supplied services for the elderly. Unison closed as of March 2019 due to misappropriation of funds by their CEO. We are currently working with Eras Senior Network on a short term basis until a more permanent solution is found
- Currently fully staffed with the addition of a part-time cleaner

**Discussed**

11. [19-0106](#) Health Department Report

Ms. Nusslock informed the Board of the following:

- Cornerstone Construction will begin finishing up on the National Ave. Construction project will start on April 1, 2019. Construction should be done by the end of June.
- Will be recruiting for a Public Health Nurse
- Yvonne Duemke, Deputy Health Commissioner will be retiring
- Marla Blom, Lead District Nurse for the School District will be retiring
- Public Health Week will be April 1-5, 2019. Schedule was distributed
- Increase calls on nuisance properties include issues with dog feces and ground feeding
- The following grants
  1. Dual protection clinics - 2 year grant set up to do STD screenings and contraception. Working with Dr. Roberts. The four health departments participating will receive approximately \$20,000 for set up costs. On

2. Violence Free West Allis - have been focusing on domestic violence but will be discussing drug activity/overdoses beginning at the April meeting
3. Emergency Preparedness - The State will visit in May to assess the Department
4. The State has offered an Accreditation Mentorship Grant.
5. The Department received 3 FDA grants. A \$3000.00 grant for training, \$3000.00 to be used towards developing a task force to deal with food safety issues and a \$20000.00 grant to be utilized for intervention strategies

Ms. Gibbs reported to the Board that Rick Keller, President of Aurora West Allis Medical Center will be retiring after 40 years of service

#### **Discussed**

#### **12. [19-0107](#)**

BOH Requests for Agenda Items for Next Meeting - Thursday, April 25, 2019

The Board was reminded that they could submit any additional items for the next meeting agenda to Sally or Diane no later than noon on the Thursday prior to the meeting date.

#### **Discussed**

### **E. ADJOURNMENT**

*The meeting adjourned at 7:13 p.m.*

#### **Approved**



All meetings of the {bdName} are public meetings. In order for the general public to make comments at the committee meetings, the individual(s) must be scheduled (as an appearance) with the chair of the committee or the appropriate staff contact; otherwise, the meeting of the committee is a working session for the committee itself, and discussion by those in attendance is limited to committee members, the mayor, other alderpersons, staff and others that may be a party to the matter being discussed.

#### **NON-DISCRIMINATION STATEMENT**

The City of West Allis does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities.

#### **AMERICANS WITH DISABILITIES ACT NOTICE**

Upon reasonable notice the City will furnish appropriate auxiliary aids and services when necessary to afford individuals with disabilities an equal opportunity to participate in and to enjoy the benefits of a service, program or activity provided by the City.

#### **LIMITED ENGLISH PROFICIENCY STATEMENT**

It is the policy of the City of West Allis to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs. Such services will be focused on providing meaningful access to our programs, services and/or benefits.