

CITY OF FRANKLIN
BOARD OF HEALTH MEETING
MINUTES
MONDAY, JANUARY 13, 2020

Approved 2/10/2020

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| 1) Call to Order | Dr. Wengelewski called the Board of Health meeting to order at on January 13, 2020 in the Health Wing of Franklin City Hall, 9229 W Loomis Rd, Franklin, WI |
| 2) Roll Call | Present: Dr. Henry Wengelewski, DDS; Health Officer Courtney Day, RN; Lori O’Neil, RN; Wayne Hustad; Patricia Nissen; Dr. Patricia Golden

Excused: Alderman Michael Barber; Dr. David Gustitus |
| 3) Approval of Minutes of November 11, 2019 | Approval of minutes deferred to February meeting. |
| 4) Citizen Comments Period | No citizen comments. |
| 5) Unfinished Business | No unfinished business. |
| 6) New Business | |
| A. Administrative Report | |
| 1. Personnel Updates | |
| a) Registered Sanitarian Position Updates | In the budget, Common Council approved hiring an additional part-time sanitarian. Angie, the current part-time sanitarian, will instead be shifting to full-time. |
| b) Public Health Nurse Position Update | In 2020, there will be some changes in Public Health Nurse staff this year. |
| 2. Strategic Plan Updates | |
| a) Policy Updates | |
| i. Communicable Disease Policy | Patricia Nissen made a motion to approve the Communicable Disease Policy. Seconded by Lori O’Neil. Motion carried unanimously. |
| ii. Cultural Competency Plan | Wayne Hustad made a motion to approve the Cultural Competency Plan. Seconded by Patricia Nissen. Motion carried unanimously. |
| b) Workforce Development- Staff Competency Summary | Staff completed their own Competency Assessment. Courtney Day went through a summary of the results. |
| c) 140 Review Date | The 140 Review will take place on February 19, 2020 at Franklin City Hall. |

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| 3. Community Health Assessment Updates | The City of Franklin is due for a new Community Health Assessment in 2020. The Health Department is looking into how they will be conducting it this year. |
| 4. Community Health Improvement Plan Updates | |
| a) Holiday Pop-Up Events Summary | These took place in December in various places throughout Franklin. Each pop-up was focused on a different health-related topic. Hoping to do it again in the future. |
| b) Youth Alcohol Presentation | This took place in December but it was not well attended. We believe this was due to the busy time of year. |

A. Public Health Nursing Report

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| 1. Referral Updates | Compared to previous years, communicable disease referrals have decreased. |
| 2. Wisconsin Division of Health Services Weekly Respiratory Surveillance Report | There was a pediatric flu death. No other updates out of the ordinary. |
| 3. Community Events and Programs | |
| a) Audio/Visual/BMI Screenings At Elementary Schools | Starting the first week in February, the Health Department will be conducting these for the Kindergarten, Second Grade, and Fourth Grade students. |
| b) Evidence Based Programs: Stepping On, Living Well With Diabetes 2020 Sessions | Stepping On sessions start in April. Living Well with Diabetes sessions start in March. |
| c) Love Thy Neighbor 2020 Sessions | Every month, these events take place at Victory of the Lamb church in Franklin. |

C. Environmental Health/Emergency Preparedness Report

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| 1. Division of Agriculture, Trade, and Consumer Protection Agent Program | |
| a) Inspections (Nov – Dec) | There were 37 inspections; 50 hours spent on plan review. |
| b) Updating fees | Awaiting Common Council approval, the Health Department fees are being updated. |
| 2. Democratic National Convention Planning Updates | |
| a) Forest Park Middle School Point of Dispensing Location Updates | The floor-plan and all paperwork have been completed for the Forest Park Middle School Point of Dispensing. |
| b) Potential Franklin sites for events (Hotels, Routine Field, Sports Complex) | There is potential for locations in Franklin to host events for the 2020 DNC. |
| c) Upcoming training opportunities | With the DNC coming up, there are a number of training opportunities to make sure local Departments are prepared in the event of a crisis. |

D. Legislative Updates and Advocacy Opportunities

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| 1. Federal Food, Drug, and
Cosmetic Act | Tobacco purchase age changed to 21 years. The Health Department has sent out letters to the local retailers explaining this new law. |
| 2. Micro market licensing fees (State) | Discussion about Senate Bill 106 |
| 3. Adding e-cigarettes to State
indoor smoking ban | Discussion about Senate Bill 442 |

7) Program/Speaker

No speaker or programs.

8) Announcements/Correspondence/Articles

***A. Health Department Winter
Newsletter***

As a result of newsletter advertising and advertising at the Treasurer's, we have sold about 120 within a few weeks.

B. Students

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| 1. University of Wisconsin –
Milwaukee Master's Student | Will be in the Health Department January – May |
| 2. Area Health Education Centers-
Community Health Internship
Program | Will possibly be in the Health Department
June - July |

3. Adjournment

Motion to adjourn. Seconded.
Motion carried unanimously.