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.
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

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

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 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

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**

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/A...**

**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**

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.