

CITY OF FRANKLIN
BOARD OF HEALTH MEETING
MINUTES
MONDAY, SEPTEMBER 9, 2019

Approved 10/14/2019

- 1) Call to Order
Dr. Wengelewski called the Board of Health meeting to order at on September 9, 2019 in the Health Wing of Franklin City Hall, 9229 W Loomis Rd, Franklin, WI

- 2) Roll Call
Present: Dr. Henry Wengelewski, DDS; Wayne Hustad; Health Officer, Courtney Day, RN; Patricia Nissen; Lori O'Neil, RN; Dr. Patricia Golden; David Gustitus
Excused: Alderman Michael Barber, Renee Fuller

- 3) Approval of Minutes of May 13, 2019
Dr. Patricia Golden made a motion to approve the minutes from the June 10, 2019 Board of Health meeting. Seconded by Wayne Hustad. Motion carried unanimously.

- 4) Citizen Comments Period
No citizen comments.

- 5) Unfinished Business
There was no unfinished business.

- 6) New Business
 - A. Assessment**
 1. SurvNet, Franklin Referral updates
The Board reviewed data from SurvNet and the Franklin Referrals updates. Franklin is seeing more referrals compared to 2018.

 2. Division of Agriculture, Trade, and Consumer Protection inspections since June 1, 2018 (Including St. Martin's Fair)
The Board reviewed inspections from June 1, 2019 to September 6, 2019. Almost 100 done in that time period.

 3. 2019 Second Quarter Statistics
The Board reviewed and discussed the statistics of walk-ins and referrals the Health Department has done in the Second Quarter of 2019.

 - B. Policy Development**
 1. Signed contract with Language Line
This contract will provide interpreter services to Health Department staff to improve Communication with non-English speaking residents.

 2. Animal Bite Policy
The Health Department has worked on updating the Animal Bite Policy to aid new employees. Chief Oliva was also contacted to update the Police Department.

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| 3. Updated Wisconsin Administrative Code 140 requirements | The State law that determines which Level a Health Department falls in has been changed. Franklin is currently a Level 2. |
| 4. Underage Drinking | People from different areas within the city are meeting to look at the city's comprehensive alcohol policy and what can be done in the future to reduce the amount of underage drinking in Franklin. |

C. Assurance

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| 1. New to Public Health Grant with UW-Madison | The purpose of this grant is to implement the Nurse Residency Program in a different part of the state to see if it can translate into more rural areas. |
| 2. Closed Point of Dispensing Table Top exercise with the Franklin Fire Department | Conducted this scenario on July 10, 2019. |
| 3. Reviewing layout for Open Point of Dispensing location – Forest Park Middle School | Updating the information for the new school. |
| 4. Workforce Development | |
| a) Workforce Development Plan | Per the new 140 requirements, a formal Competency Plan will be put into place. |
| b) Sanitarian Agent Self-Assessment | Due September 30, 2019. |
| 5. Program/Speaker | No speaker or programs. |
| 6. Announcements/Correspondence/Articles | |

A. Announcements

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| 1. Staffing Vacancy – | |
| a. Drug Free Community Grant Coordinator | Interviews are scheduled for week of September 9, 2019. |
| b. 2020 Budget Narrative | The Mayor has made his recommendations for the budget that will be submitted to Common Council on September 17, 2019. The Board reviewed changes that have been suggested for next year's budget. |
| c. Health Department Relocation during construction | Will be moving to the Hearing Room from October 11 – October 29 due to construction in City Hall. The Health Wing will be closed end of October to beginning of November. |

2. Community Education Events:
 - a. Infant Massage Classes September 6, 2019 and September 20, 2019 at the Franklin Public Library
 - b. Fall Family Workshops In partnership with the Parenting Network:
 - “Balancing Work and Family” – Sept. 19
 - “ADHD” – Oct. 16
 - “Coping with Stress” – Nov. 19
 - c. Stepping On Workshop September 12 through October 31 at the Franklin Public Library
3. Community Event:
 - a. 20th Annual Adult Health Fair This will take place at the Franklin Public Library on September 25, 2019.

B. Correspondence

1. Summer Health Department Newsletter Reviewed the Summer Newsletter and went over what will be included in the Fall Newsletter.
2. Democratic National Convention Planning Discussed what is going into the planning of the DNC in summer 2020.

C. Articles

1. Lung Disease Associated with Vaping Discussed the National cases of lung disease that have been associated with vaping.

7. Adjournment Motion to adjourn by David Gustitis. Seconded by Wayne Hustad. Motion carried unanimously.