

Waupaca County Department of Public Health
Board of Health Meeting Minutes
February 28, 2024
Waupaca County Courthouse
Room 1068
811 Harding Street
Waupaca, WI 54981

DRAFT

Board of Health Chairman Bosquez called the meeting to order at 8:00 am.

Board Members Present: Elissa Stults, Judi Olson, Peter Bosquez, Ricky Ertl, Dr. Steven Goedderz, Gerald Murphy, David Morack

Board Members Absent: none

Staff Present: Jed Wohlt, Ashleigh Ferg, Evan La Plant

Public Present: none

Chair Bosquez gave the open meeting statement and passed roll call sheet.

MOTION: Supervisor Murphy moved to approve the agenda. Motion seconded by Supervisor Ertl. Motion carried without a negative vote.

MOTION: Olson moved to approve minutes of previous meeting (1/24/2024). Motion seconded by Stults. Motion carried without negative vote.

Public Comment: None

Program Presentation: Environmental Health - Food Safety and Recreational Licensing Inspections

1. General Board Business
 - a. Out of state conference approval
 - i. PHEP Conference
 - ii. WIC Conference
 - iii. Epidemiology Conference

MOTION: Murphy moved to approve delegated staff attend out of state conferences with set funding. Motion seconded by Stults. Motion carried without a negative vote.

- b. Remodel update
Health Officer Wohlt shared he had met with the Dimensions, contracting group and is happy with the proposed design for the drinking water laboratory and the Public Health Department entrance.

Chair Bosquez provided a brief financial overview of the Courthouse Renovation project funding, to the board.

2. Personnel

a. Employee Resignations/Retirements/Recruitments

Health Officer Wohlt shared there are no open recruitments or resignations at this time. Faith Parker, Community Health Educator and Public Health Emergency Preparedness Coordinator, has started and is learning her role.

3. Health Officer's Report and Agency Overview

a. General Updates

Wohlt shared the department has been busy since the start of the year. The department is working through the 2023 Annual Report now and he will present this to the Board of Health and County Board of Supervisors after completion.

Wohlt shared he will present on recent the National Profile on Local Public Health Departments to show where Waupaca County sits compared to other health departments, nationally.

Wohlt shared strategic planning will be completed this year. This is done every five years. He may ask if any board members are willing to participate.

Wohlt reminded the board budgeting for next licensing year would start in June/ July. He may look at the department's organizational chart and may explore lead positions. He also shared Chapter 52 ordinance's language is old and may need some updating.

4. Supervisor Report(s): Conference, Seminar, Convention, and/or Webinar Report(s)

None.

5. Adjourn – Next Meeting March 27, 2024

MOTION: Stults moved to adjourn. Seconded by Olson. Bosquez adjourned meeting at 8:48 AM.

Submitted,
Ashleigh Ferg
DPH Program Assistant

Monthly Department of Public Health Activity Report to the Board of Health

To: Board of Health
From: Jed Wohlt, Health Officer
Date: March 20, 2024

Purpose of Report

The purpose of this report is to provide a brief overview of operations of the Waupaca County Department of Public Health (DPH) as well as a primer for the monthly board meeting.

Board Meeting Primer

Program Presentation: NA

1. General Board Business
 - a. Remodel Update
 - b. National Profile of Local Health Departments
 - c. County Health Rankings

Health Officer's General Update:

This month I will provide a little more detail into the remodel plans for the public health area on the second floor. We have two priorities for the remodel:

1. expand the water laboratory and properly equip it
2. provide a direct and secure reception area

A couple of noteworthy reports have been recently released. The reports provide data that profiles how counties rank in community health and how local health departments compare resource-wise. In recent years Waupaca County has been trending in the right direction, but there are certainly areas that we can work to improve. Links to the reports that I will be referencing at the March meeting are listed below.

[National Profile of Local Health Departments](#)

[County Health Rankings](#)

Personnel and Staffing Updates:

Departures:

- None

New Hires

- None

Active Recruitments:

- None

Financial Updates:

2023/24	December	January	February
Revenues	52,620.90	5,874.00	7,098.87
Expenses	175,522.79	86,379.26	116,189.80
Financial Position	(122,901.89)	(80,505.26)	(109,090.93)

Program Data:

Communicable Disease Data	December	January	February
Reportable Cases	51	56	71

Environmental Health Data	December	January	February
# of Inspections Completed	45	52	50
# of Water Samples Processed	20	22	13
# of Complaints Investigated	3	8	8

Healthy Beginnings & Prenatal Care Coordination Data	December	January	February
HB Families Enrolled	51	55	54
PNCC Families Enrolled	3	5	3
Families on Waitlist	0	2	0
Referrals (HB+PNCC)	7	8	7

WIC Data	November	December	February
Total Participants	675	653	693
# of Referrals	14	11	20