



# Hales Corners Health Department

Protecting and Promoting Public Health

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HALES CORNERS BOARD OF HEALTH – Meeting Minutes from Wednesday, June 12, 2013.

The meeting was called to order by Debra Persak at 7:00 pm.

- 1.0 CALL TO ORDER – Present: Dan Besson, Dennis Garvin, Mike Jansen, Lyn Ranta, Bette Schubert, and Ex-Officio member Debra Persak.
- 2.0 APPROVAL OF MINUTES FROM JANUARY 23, 2013 MEETING – A motion was made by Lyn Ranta, seconded by Dennis Garvin, to approve minutes from the January 23, 2013 Board of Health meeting. There being no corrections, the motion passed.
- 3.0 ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA – There were no announcements/additions.
- 4.0 COMMENTS FROM THE PUBLIC – There were no comments from the public.
- 5.0 COMMENTS FROM THE BOARD OF HEALTH – There were no comments from the Board of Health.
- 6.0 REPORTS:
  - A. Health Officer Report:
    - Health Department Strategic Plan – Debra Persak reported on the recently created Health Department 5-Year Strategic Plan for 2013-2018. Using grant funds, the plan was developed in preparation for a future application toward accreditation. Two goals and accompanying strategies were highlighted. The Strategic Plan is a companion document to the Hales Corners Health Department Community Health Improvement Plan (CHIP).
    - Immunization Update – Persak reported on decreasing numbers of immunizations administered due to new federal policy changes implemented in October, 2012. The Health Departments of Greenfield, Greendale, Franklin, and Hales Corners have met to discuss a shared immunization services model. Board of Health members discussed the shared services model with its pros and cons.
    - Emergency Preparedness – Persak reported on today's Health Department meeting with the American Red Cross to clarify Health Department roles and responsibilities during an event that may result in opening a reception center or shelter. Other emergency preparedness topics discussed were the Local Technical Assistance Review Tool assessment by the state in April and Health Department participation in the state Virtual Communication Tabletop Exercise in May.

B. Environmental Health Report:

- State Assessment – Persak reported that the September, 2012 food establishment inspection assessment findings were received by the Health Department in February, 2013. A report listing commendations and recommendations was reviewed by Health Department staff and action steps outlined in a Work Plan Response will be sent to the state by June 30, 2013.
- HealthSpace – This free, web-based inspection software program was implemented by the Health Department in March, 2013. Persak reported that HealthSpace enables our inspector to complete inspection reports electronically and print reports on-site at the time of inspection or to email the report to the establishment owner/operator. License renewals were generated using HealthSpace for the 2013-14 licensing year.
- Food Establishment Code Update – The Village of Hales Corners Food Establishment Code was updated in March 2013. Persak reported that the updated local code now complements the Wisconsin Administrative Code DHS 196 and the current Wisconsin Food Code.

C. Trustee Liaison Report:

- Dan Besson reported on items of interest being discussed at the Village Board level.

7.0 OLD BUSINESS – None

8.0 NEW BUSINESS – None

9.0 ADJOURNMENT – Dan Besson moved to adjourn the meeting at 7:45 pm, seconded by Mike Jansen.

Respectfully submitted,

*Debra Persak, Health Officer*