



**Minutes of the BOH Quality Committee Meeting
Tuesday, November 21, 2023 at 5:30 p.m.
WCHD, Room 115**

Members Present: Dr. Patricia Lewis, Dr. Williams, James Powers, Robert McCreath

Members Absent:

WCHD Staff: **Dr. Sandra Martell-Public Health Administrator, Patrick Ngum Quality and Data Director;** Katherine O’Toole, Director of Communications; **Cheryl Floyd Director of Health Promotions;** Todd Marshall, Director Environmental Health; **Rebecca Lyons, Director of Emergency Preparedness;** Todd Kisner, Director of Health Protection; Tiffany Levine, Director of Personal Health Services, James, Keeler, Director of Finance; Michael Jarvis, Director of Policy; Cynthia Hall, Director of Strategic Initiatives; **Stephanie Bahling, Executive Assistant (Recorder).**

Patricia Lewis indicated that a quorum has been established and called the November 21, 2023 Quality Committee meeting to order at 5:30.

1. Approval of Agenda

Patricia entertained a motion to approve the November 21, 2023 Quality Meeting agenda which was provided by Jim Powers, seconded by Bob McCreath Patricia Lewis. All were in favor, motion carries.

2. Approval of Minutes – October 17, 2023: Patricia entertained a motion to approve the October 17, 2023 meeting minutes, which was provided by Jim Powers, seconded by Bob McCreath. All were in favor, motion carries.

3. Quality Improvement Project Update: Patrick reported that during the past month the health department has been reviewing the quality improvement activities that were implemented for 2023, determining successes and how those successes align with the strategic plan. Patrick indicated that one QI project included increasing participation for the violence reduction workgroup which improved from an average of five participants in 2022 to an average of 11 participants in 2023. Another QI project included the digitization of environmental health records for environmental health wells and septic in which they have completed approximately 49% which is above goal. Another QI project for environmental health was to develop clerical standard operating procedures for the clerks in an effort to minimize supervisor involvement as well as reduce duplicated data entry errors. Patrick reported that there has been an 80% reduction of supervisor involvement and data entry duplication dropped from 50% to 5%. In regards to the QI project for healthcare policy updates, Patrick reported that Michael has been working with the center directors to review and update policies. Patrick indicated that although they have not met the goal of updating 5 policies per month they have made progress.

In reviewing the table regarding the for the “plan, do, study, act”, Patrick indicated that there are no projects in the “plan” stage and they are reviewing opportunities to extend projects into next year for example the QI project on hard to reach populations. Patrick reported that the QI project on depression screening of refugees has been implemented and reported that they are at a 99% screening rate. Patrick indicated that they are currently in the process of working on storyboards for the QI projects in which Dr. Martell indicated that the goal for January will be to share the story boards along with the QI projects for 2024.

- a. QI Project: Increase Participation in Tobacco Fee Community – Cheryl reported that the initial aim was to increase participation of representatives from 2 to 12 key community sectors to build community support for the education, awareness, and development of policies around the use of tobacco products with a special emphasis on e-cigarettes by youth under the age of 21 years by June 2023. Cheryl indicated that the long-term outcome is to decrease access to tobacco products to minors. WCHD tobacco use coalition held its first meeting on August 1, 2023 and have increased the community sectors represented from two to nine. The sectors include youth under the age of 21, parents, business partners, media, schools, faith communities, law enforcement and youth serving organizations. Cheryl indicated that the tool they used was the logic



model and they are currently in the “act” stage. The projects they have worked on since August is develop a mission/vision statement which is to educate the community, reduce exposure and access to tobacco products targeted at the youth. Cheryl indicated that the initial project that the coalition chose to work on was a “vape drop box”. They encountered funding and hazardous waste disposal roadblocks resulting in the project being put on hold. The coalition have since pivoted and began looking at the American Lung Associations INDEPTH program which stands for “intervention for nicotine dependence, education, prevention, tobacco and health”. They want to see if that program can be an option to advocate with the local school board to change school policy to implement INDEPTH in lieu of out of school suspension when youth are caught vaping. Dr. Martell indicated that they have learned that vaping devices need to be properly disposed of as hazardous waste and cannot be thrown in the trash due to the electronic component.

4. PHAB Reaccreditation Review:

- a. Domain 2: Emergency Operations Plan – Rebecca reported that the all-hazards emergency operations plan has been completely re-written from the 2015 plan and has been written to meet the PHAB reaccreditation criteria. This includes structure, roles of responsibility & countermeasures, pharmaceutical intervention, fatality management, medical assessment & screening, volunteer management as well as public health support such as the Red Cross and Salvation Army. Rebecca indicated that each section contains a table that outlines key roles and responsibilities. Non-Pharmaceutical interventions include quarantine, isolation, decontamination, shelter-in-place and evacuation. The plan includes provisions for personal protective equipment; mental/behavioral health core functions; volunteer management including procedures to mobilize volunteers. Dr. Martell indicated that WCHD took a public health approach when developing the plan rather than a county approach concentrating on “public health emergency preparedness”. Rebecca added that the plan was written in support of the county ESDA plan however clearly defining the public health role. Patricia entertained a motion to recommend the WCHD’s emergency operations plan to the board for approval. The first motion was provided by Dr. Williams, seconded by Bob McCreath, all were in favor and the emergency operations plan was approved for recommendation to the BOH. Ayes (4), Nays (0), Absent (0).
- b. Domain 8: Workforce Development Plan – Rebecca indicated that the WFD plan includes information on the recent CLPCA assessment (Cultural and Linguistic Competence Policy Assessment); the workforce development calculator; staff demographic data collected at last year’s all-staff meeting determining diversity as well as individuals with lived experience. Rebecca indicated that the public health workforce calculator was a PHAB tool in which WCHD adapted to determine public health needs. The tool used comparisons of peer jurisdictions which identified Genesee County (Flint Michigan), Peoria and Allen Indiana as a peer county. Rebecca indicated that the comparison identified that WCHD would need additional staff. Dr. Martell indicated that the workforce calculator is a new tool that PHAB uses to determine foundational capabilities adding that positions supported by grants would need to be backed out of the equation as those positions are not able to support WCHD foundationally. Dr. Martell cited the example of the WIC staff who are restricted by the grant and their time is devoted to WIC. Rebecca indicated PHAB provided other tools that would assist commenting that WCHD had 99 FTE (full-time equivalent) employees however ideally WCHD should be at 116 FTE employees. Dr. Martell indicated that for PHAB reaccreditation it is required to use their tool for the workforce development plan and review staffing. Patrick indicated that WCHD is one of the first health departments go through the 2022 process and served as pioneers going through the process and they look at WCHD for lessons learned in the field. Dr. Martell indicated that the workforce development team went through the plan and implemented standardized trainings by tiers which are available online. Dr. Martell indicated that the workforce development plan should have gone through the personnel committee however the policy committee can recommend approval to the BOH. Pat entertained a motion to recommend the workforce development plan to the BOH which was provided by Bob McCreath, seconded by Dr. Williams, all were in favor and the motion carries to recommend approval of the workforce development plan. Ayes (4), Nays (0), Absent (0).

5. Executive Session - None

6. Additions – None



7. Adjournment

There being no additional business, Patricia entertained a motion to adjourn the November 21, 2023 Quality Committee meeting which was provided by Bob McCreath, seconded by Dr. Williams, all were in favor and the meeting adjourned at 6:11pm.

Approved by the Board of Health

Secretary
Winnebago County Board of Health

Date