



**Public Health**  
Prevent. Promote. Protect.

**WINNEBAGO COUNTY PUBLIC HEALTH NURSING**  
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**Winnebago County Board of Health Meeting Minutes**  
**January 31, 2020**  
**Public Health Office**  
**8:00 a.m.**

Dr. Twyla Ostercamp called the meeting to order. With the announcement of a Quorum. Members in attendance were Dr. Twyla Ostercamp, Stephanie Swenson, Sonja Rank, Sandy Mireles and Mike Stensrud. Absent: None. Also present was Julie Sorenson and Allison Rice.

There were no addition to the agenda.

There were no corrections to the November 15, 2019 BOH minutes, board noted.

**Governance:**

**Organization Meeting:** Mireles made a motion to appoint Dr. Ostercamp as Chair, second by Stensrud, all ayes and motion carried. Stensrud made a motion to appoint Sonja Rank as Vice Chair, second by Swenson, all ayes and motion carried. Dr. Ostercamp appointed Mireles as Secretary, board noted.

Julie Sorenson, Administrator/Financial Manager, presented the end of November fiscal report. Practice fiscal oversight: Nursing Department

Nursing Department

Revenue Department – \$50,206.22 (37.03%)

Expenses Department -\$93,723.48 (35.76%)

Environmental Department

Revenue Department -\$824.00 (53.56%)

Expenses Department-\$5,576.98 (42.99%)

Fund Balance: \$26,516.09 (includes 32,930 from county funds 1<sup>st</sup> quarter)

Practice fiscal oversight: End of December—Julie Sorenson

Nursing Department

Revenue Department – \$87,573.48 (46.15%)

Expenses Department -\$57,362.98 (41.77%)

Environmental Department

Revenue Department -\$238.00(54.24%)

Expenses Department-\$ 3,166.95 (50.75%)

Fund Balance: \$53,797.64 (includes 32,930 from county funds 1<sup>st</sup> quarter)

Julie also sent the letter to the supervisors requesting the 2<sup>nd</sup> quarter funds of \$32,930, board noted.

**Administration:** Julie reported that all the billing is up to date. Discussion regarding VA payments and the billing process. Julie as contacted the VA and since Triwest has not been paying, VA is going to go back and do authorization to cover those services thru the VA. Also discussed on the MCOs and getting claims paid in a timely matter. All other billing is up to date.

Discussion regarding the activities for next FY LPHS application. A motion was made by Rank to continue to have skilled nursing, home care aide (personal cares), and homemaker services for the FY21 LPHS grant, Stensrud second, all ayes and motion carried.

Communication/IT: Julie received a new computer from the IT department since hers has been not working correctly.

Workforce: We had 10 admissions & 12 discharges in November with 282 skilled nursing visits and 440 home care aide visits. We had 12 admissions & 6 discharges in December with 333 skilled nursing visits and 500 home care aide visits

Quarterly Chart audits were discussed. A motion was made by Stensrud to approve the quarterly chart audits, second by Swenson, all ayes and motion carried.

Nurse resignation: A motion was made by Rank to accept the resignation of Marcie Cole, RN effective February 28, 2020, second by Stensrud, all ayes and motion carried.

Community Assessment and Planning: Discussion on the upcoming meetings the staff will attend and the importance of the education. Also discussed the meetings and events the staff attended tobacco meetings, QPAI meetings, Medicare and value-based purchasing meeting.

Evaluation:

Allison reported on Deyta for November 91 evaluations, no negative remarks, also for the month of December 89 evaluations, no negative remarks. BOH noted.

Prevent Epidemics and the Spread of Disease:

Food Inspection Report for the month of January had 2 reports, board noted.

Protect against Environmental Hazards:

No sanitarian report at this time.

Prevent Injuries: We still have Radon Kits available for \$9.00.

Promote Health Behaviors

We continue to have monthly foot clinics in the office and at Mills Harbor. We also offer them in their homes as needed.

Motion by Rank to adjourn the meeting at 9:00 am second by Swenson, Motion carried.

Next Board Meeting: Will be Friday February 21, 2020 at 8 am.