

**April 22, 2015 Board of Health Meeting
County Courthouse, Room G-302**

The Board of Health convened in open session at 5:15pm
The meeting was called to order by Mery Price

**Board Members Present
Quorum is reached**

Gerald Wilkie
John Paddock
Blair Johnson
Kathy Mitchell
Mery Price
Donald Bodeau
Elizabeth Spencer
Jennifer Eddy

Staff Members Present:

Lieske Giese
Kate Kingree

Gina Holt (recorder)

Additional Staff Members:

None

Public:

Janel McKinney UWEC

Order of Agenda Request to pull items from Consent Agenda

- No requests made

Board of Health members are introduced to Kate Kingree the new Health Education Supervisor

Public Comment:

- Administrative Professionals day –Lieske thanks Gina Holt for all of her hard work in supporting Board of Health. She also acknowledges the considerable effort of the entire administrative team

Consent Agenda

- Approval of minutes from March 25, 2015
- Approve DOT Child Safety Seat Grant in the amount of \$4,000 for the period of April 6, 2015-September 30, 2015

Motion to approve Consent Agenda: John Paddock

2nd Motion: Blair Johnson

Motion Carried: Yes (unanimous vote)

Business Item

- Monthly Financial

Motion to receive the Monthly Financial Review: Gerald Wilkie

2nd Motion: Donald Bodeau

Motion Carried: Yes (unanimous vote)

- Approve 2015-2016 influenza vaccination fee in the amount of \$40 per dose of quadrivalent vaccine
 - We never recover the full revenue due to Medicare reimbursement and provision to staff
 - The Health Department hasn't billed Group Health for our employees flu shots in the past, but could look into it in the future
 - Quadrivalent is more expensive to purchase, but is seen as more effective
 - The school outreach program helped increase the vaccination numbers last year

- Not all providers enter vaccinations into WIR so the data is not 100% accurate

Motion to approve 2015-2016 influenza vaccination fees in the amount of \$40 per dose of quadrivalent vaccine as presented by Health Department Staff: Donald Bodeau

2nd Motion: Liz Spencer

Motion Carried: Yes (unanimous vote)

- c. Approve PH Emergency Preparedness Stipend from DPH in the amount of \$1,000
- The State is awarding additional funding to local Public Health agencies
 - Funds will be used for supplies and equipment purchases
 - Discussion regarding mass care and where emergency shelters are placed throughout the community
 - Mass care does not include shelter from heat or cold in Eau Claire County

Motion to approve the PH Emergency Preparedness Stipend from DPH in the amount of \$1,000 as presented by Health Department Staff: Kathy Mitchell

2nd Motion: Blair Johnson

Motion Carried: Yes (unanimous vote)

- d. Accept transfer of Children's Mental Health Alliance funds to Healthy Communities in the amount of \$2,554.40
- The Children's Mental Health Alliance decided that it would be best to dissolve into the Healthy Communities Mental Health Action Team
 - Health Department would be the fiscal agent
 - The action team has not yet decided what these funds would be used for

Motion to approve the transfer of Children's Mental Health Alliance funds to Healthy Communities in the amount of \$2,554.40 as presented by Health Department Staff: John Paddock

2nd Motion: Kathy Mitchell

Motion Carried: Yes (unanimous vote)

Board member informational items

- a. BOH Strategic Plan Goal 1, Strategy 1.1 Increase fiscal stability of Health Department
- Brainstorm session-What are the pros and cons of what is currently being worked on, and what can we work on in the future
 - 2013-2014 budget has shown an increase in revenue
 - Regionalize some of the services and solicit more business as we get new equipment and technology (example the fire dept. regionalized EMS services)
 - Not knowing what the tax levy will be increases the difficulty and efficiency of budget planning and discussion every year
 - Discussed negotiating a multi-year agreement with the City and County for funding
 - Board members discuss the ordinance/code handout provided by Mery Price
 - The Airport and Beaver Creek are in a lease situation which allows them to negotiate multi-year contracts. It is slightly different for the Health Department where City and County tax levy are received annually and defined partially by state statute
 - County and City code can be changed by the City Council and County Board

- Changing a State statute can be an involved process
 - The Health Department could become more aggressive in writing grants and seeking alternative funding sources, possibly add a grant writing position
 - Promote the laboratory
 - Discussed the ability to “earn money” as a public entity–Corp. Counsel would be able to verify
 - Next Steps
 - Future review can be based on the items brainstormed at this meeting
 - Grants, contracts, and fees could be the focus of discussion in the future
- b. Director Annual Performance Review – Process and questionnaire/survey
 - Suggestions for grammatical changes in some of the questions were made
 - United Way will be added to the list of community partners
 - Board members discuss what evaluations should be completed when. It is decided that the Community Partners evaluation will be completed every three years. A self-evaluation, board evaluation, and staff evaluation will be completed annually
 - Merey to work with the City to move this forward in May/June
- c. April 30th Legislative Event - Talking points
 - Discussed Board of Health attendance
 - Immediately following this legislative event is the Healthy Communities event
- d. City Council 2015 appointment to the Board of Health
 - The City Council member to be appointed to the Board of Health will be announced at the May 27th, Board of Health meeting

Other policy and informational items from staff for the Board

- a. Director/Health Officer Report
 - Part of the land at a local Community Garden was contaminated; Health Department and County staff members are working with the owners and gardeners
- b. Correspondence/Media –enclosed
 - No comments
- c. Employee Handbook areas of interest/question for July
 - It is not anticipated that the department will be asking for any large changes to the handbook
 - The employee handbook is located on the Board of Health section of the Health Department website
 - Lieske asks for input and feedback from board members
- d. Initial input from the Board of Health for proposed 2016 budget
 - Lieske asks for input and feedback from board members
 - Employee participation in health insurance.
 - Health Department is at 10% -board members discuss the possibility of moving to 12% for 2016
 - County is at 12% it is unknown what they are thinking for 2016
 - City is at 13% with a plan of moving to 14% in 2016 and 15% for 2017
 - Economic increase-both the City and County are in the middle of salary studies. They have not yet indicated what 2016 will be budgeted. Board members suggest using the starting point of a 2% economic increase

- Board members would like different percentage options brought forward for economic increase as well as health insurance contribution to look at while going through the budget process
- e. Update on 2014 close-out and audit
 - The report has not yet been audited; it will go before the Board for approval after once that takes place. No significant changes are anticipated. City finance has worked closely with Janice, the process went well.
 - Designation of fund balance discussion will be put on the May meeting agenda
 - Final numbers for office renovation will be brought to the board at the May meeting
- f. 2014 Eau Claire City-County Health Department Annual Report- full report
 - City Council received the summary at their meeting
- g. Eau Claire Healthy Communities – Community Health Improvement Plan (CHIP) Update
 - Board members are encouraged to attend
 - The Community Health Assessment results will be distributed to board members once they become available
 - The high risk alcohol group put together a short survey to be distributed to community members. It was sent to the City and County administrators to distribute to employees

Requests from Board members for future agenda items to be given consideration

- a. Fund balance assigned at next meeting

Next scheduled BOH meeting is May 27, 2015 at 5:15 p.m.

Merey Price adjourned the meeting at 6:52 p.m.