

**May 27, 2015 Board of Health Meeting
County Courthouse, Room G-302**

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

Board Members Present Quorum is reached Mery Price Gerald Wilkie Elizabeth Spencer Jennifer Eddy Kathy Mitchell John Paddock Blair Johnson	Board Members Absent: Donald Bodeau	Staff Members Present: Lieske Giese Kitty Rahl Gina Holt (recorder)	Additional Staff Members: None Public: None
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Order of Agenda Request to pull items from Consent Agenda

- No requests to pull items
- Kathy Mitchell will remain on the Board of Health as a City Council Representative
- A memoriam in honor of Michael Murray will be sent on behalf of the Board of Health and Health Department
- The April 22, 2015 minutes were updated to add Jennifer Eddy to the attendance list

Public Comment:

- None

Consent Agenda

- Approval of minutes from April 22, 2015
- Accept 2015 WIC Farmers Market and WIC Breastfeeding Peer Counseling funding in the amount of \$17,329
- Accept payments from our partners in the Network of Care for third year fees to maintain the Eau Claire Healthy Communities web-portal, in the amount of \$5,400
- Accept payments from our partners in Healthy Communities for the expenses for the April 30, 2015 Celebration event in the amount of \$867.15

Motion to approve Consent Agenda: Kathy Mitchell

2nd Motion: Jennifer Eddy

Motion carried: Yes (unanimous vote)

Business Item

- Monthly Financial
 - The tax levy from the City came in
 - The control account line on the fund balance section of the balance sheet represents this year's operations over expenses and is ever changing throughout the year
 - The numbers under the fund balance control account were verified and board members received an updated balance sheet

Motion to receive the Monthly Financial Review: John Paddock

2nd Motion: Gerald Wilkie

Motion carried: Yes (unanimous vote)

b. Approve 2014 Fund Balance allocations

- Similar fact sheet and process as was presented to the Board in 2014
- The gift/donations section is related to a specific project
- Environmental Health continues to allocate money annually for capital purchases related to lab equipment
- Fund balance funds can be re-allocated in the future. This would be a journal entry and would be brought to the Board of Health for approval
- Discussion regarding capital purchases and remodel costs
 - Environmental Health has some remodeling expenses in the lab that will need to be completed in the future. The Health Department is in the early stages of trying to spec out the remodel, and will continue to work with the County to see who is responsible for what costs. This may be in 2016 budget for fund balance use. Remodeling expenses are always brought to the board for approval
- Discussion on how to allocate the fund balances:
 - Proposal made to place \$100,000 undesignated fund balance into working capital fund and the balance of \$213,521 into the capital purchases with the ability to move between funds with a board of health vote.

Motion to approve 2014 Fund Balance allocations in the amount \$100,000 into working capital fund and the remaining balance of \$213,521 into the capital purchases fund: John Paddock

2nd Motion: Kathy Mitchell

Motion carried on a roll call vote: Yes

6 ayes: John Paddock, Merey Price, Blair Johnson, Kathy Mitchell, Elizabeth Spencer, Jennifer Eddy

1 no: Gerald Wilkie

c. Approve 2015 WIC Budget Adjustment

- Every year the State makes budget adjustments based on case load
- WIC is trying to reduce costs wherever possible and that includes reducing staff hours charged to WIC
- There are fewer people using WIC but the need to the community is still considerable
- A lot of time is spent on outreach to diverse cultures in the community
- WIC vouchers are very public; this will hopefully change with the use of electronic vouchers. Clients have reported that at times they feel some stigma that people are judging them the cash register
- WIC staff continue to work hard to overcome barriers

Motion to approve the 2015 WIC Budget Adjustment as presented by Health Department

Staff: John Paddock

2nd Motion: Blair Johnson

Motion carried on a roll call vote: Yes (unanimous vote)

d. Accept United Way Nurse Family Partnership Grant in the amount of \$234,050

- This grant supports the startup costs for critical evidence based programs
- If we do not become an NFP site this grant money would not be used

- Discussion on duplication of services
 - Looking at providing a seamless system that reaches the needs of all families. This program is focused more on health needs and positioning the parent and child for success in the long term. Different organizations will be meeting regularly to make sure that community programs are working together. This is building additional services into the PNCC services that we already provide thru MA

Motion to accept the Accept United Way Nurse Family Partnership Grant in the amount of \$234,050 as presented by Health Department Staff: Kathy Mitchell

2nd Motion: Elizabeth Spencer

Motion carried on a roll call vote

6 ayes: John Paddock, Merey Price, Blair Johnson, Kathy Mitchell, Elizabeth Spencer, Jennifer Eddy

1 abstention: Gerald Wilkie

- e. Accept Share Our Strength to lead Cooking Matters grant in the amount of \$500
- This is an evidence based program that has helped low-income families learn the skills to buy healthy food for less money
 - Participants will take an instructor-led grocery store tour

Motion to accept the Share Our Strength to lead Cooking Matters grant in the amount of \$500 as presented by Health Department Staff: Blair Johnson

2nd Motion: John Paddock

Motion Carried: Yes (unanimous vote)

- f. Accept Eau Claire Foundation funding for PORCH committee bus passes for the homeless in the amount of \$4000
- All of the money would be used for bus passes which will allow for basic transportation for employment related needs, service access, and social connectedness
 - Discussion regarding Health Department awareness and exposure when receiving grant funding

Motion to accept Eau Claire Foundation funding for PORCH committee bus passes for the homeless in the amount of \$4000 as presented by Health Department staff: Blair Johnson

2nd Motion: Jennifer Eddy

Motion Carried: Yes (unanimous vote)

- g. Kitty Rahl retirement resolution
- The board commends Kitty for all of the passion, willingness to say yes, and expertise that she has brought throughout her 35 years in the agency

Motion to approve Kitty Rahl's retirement resolution as presented by Health Department Staff: Jennifer Eddy

2nd Motion: Gerald Wilkie

Motion Carried: Yes (unanimous vote)

Other policy and informational items from staff for the Board

- a. Informational Presentation-Budget Development and Draft Assumptions for 2016
- Board members were encouraged to provide feedback on how they would like to see the 2016 budget built

- Janice and Lieske have been meeting with each division to go through financials
 - Discussion regarding increasing the employee portion of health insurance- currently at 90-10%
 - Percentage of employer/employee contribution: At a 89/11% the department would be saving \$8,763 at 88/12% the department would save \$17,526, at 87/13% the department would save \$26,289
 - Health insurance is not prorated on income, it is prorated on FTE status
 - Board members ask for examples of what employee increased insurance premiums would cost vs what the 2% or 1% economic increase would be-this will be brought forward to the June meeting
 - Board members recommended moving forward and building the draft budget at 89/11% employee contribution
 - Board recommends a 2% economic increase as a place to start building the budget
 - Draft 2016 budget development will be brought back for approval at the June meeting
- b. Final amount of the capital purchase for the Cubicle redesign
- Anticipate some additional costs due to IS and re-wiring
- c. Eau Claire Healthy Communities 2015 Community Health Assessment
- Collaborative effort
 - Partners were pleased with the assessment
 - EC Healthy Communities approved the assessment and will move forward to implementation
- d. Director/Health Officer Report
- Community Health Data Conversation-is this week board members are encouraged to attend
 - Discussion regarding the meth task force and prevention focus needed
- e. Correspondence/Media –enclosed
- No comment
- f. Service Recognition-Trish Chmelik
- Is a great point person in working with the Alliance

Board member informational items

- a. Director performance evaluation process update
- Early next week board members will receive a packet with the information needed to complete the questionnaire for Lieske's annual performance review
 - June 24th meeting will have a closed session
- b. NALBOH annual meeting announcement

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

- a. Copy of rental agreement -June
- b. Discussion on internal controls-policies –either on the June or July agenda

Next scheduled BOH meeting is June 24, 2015 at 5:15 p.m.

Meroy Price adjourned the meeting at 6:54 p.m.