

**June 24, 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**

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

**Board Members
Absent:**

None

Staff Members Present:

Lieske Giese
Shane Sanderson
Denise Wirth
Gina Holt (recorder)

Additional Staff Members:

Jackie Krumenauer
Iris Lang
KT Gallagher
Janice Vinopal
William Koehne
Iris Lang
Amy Arbetan

Public:

None

Order of Agenda Request to pull items from Consent Agenda

- None

Public Comment:

- KT Gallagher introduces new Environmental Health staff members: Amy Arbetan, William Koehne, and Iris Lang

Consent Agenda

- a. Approval of minutes from May 27, 2015
- b. TB Dispensary Contract

Motion to approve Consent Agenda: Kathy Mitchell

2nd Motion: John Paddock

Motion Carried: Yes (unanimous vote)

Business Item

- a. Monthly Financial
 - Grants ending at the end of June are being spent out completely

Motion to receive the Monthly Financial Review: John Paddock

2nd Motion: Donald Bodeau

Motion Carried: Yes (unanimous vote)

- b. Approve UW Public Health Fellow

Motion to approve 2-year UW Public Health Fellow as presented by Health Department staff: John Paddock

2nd Motion: Blair Johnson

Motion Carried: Yes (unanimous vote)

- c. Approve Public Health Emergency Preparedness Ebola Grant
- The health department has the 3rd largest number of individuals in the State being monitored due to travel to Ebola impacted region; this is primarily due to travel for mission work
 - Funding will primarily be used in 2016

Motion to approve the Public Health Emergency Preparedness Ebola Grant in the amount of \$23,512.24 as presented by Health Department Staff: Donald Bodeau

2nd Motion: Kathy Mitchell

Motion Carried: Yes (unanimous vote)

- d. Approve Medical College of WI Healthiest Wisconsin Partnership Program Grant
- Partnering with the Medical College is a requirement of the grant

Motion to approve the Medical College of WI Healthiest Wisconsin Partnership Program Grant in the amount of \$195,192 as presented by Health Department Staff: Blair Johnson

2nd Motion: Elizabeth Spencer

Motion Carried: Yes (unanimous vote)

- e. Approve 2016 Budget Draft
- The draft budget was submitted into MUNIS
 - The monthly financial update report and the budget report were run at two separate times during which time expenditures were made accounting for slightly different budget amounts
 - Charge for services- 2016 budget was based on what we can bring in not what has been received this year
 - Every line on the budget was looked at in detail and history reviewed. There were no automatic percent increases on any line item
 - Retirees are encouraged to take Medicare when they become eligible; the Health Department is unable to require those that have already retired to move to Medicare
 - Personnel costs for 2016 were budgeted based on being fully staffed 365 days a year
 - Health insurance costs for vacant positions are budgeted using the limited health insurance plan amount

Motion to approve the 2016 Budget Draft as presented by Health Department Staff: Donald Bodeau

2nd Motion: Gerald Wilkie

Motion Carried: Yes (unanimous vote)

- f. 2016 Pay Plan:
- Employees listed in columns H and I are frozen in their salaries until the scale catches up with them
 - Health education supervisor and the (DFC)Community Advocacy Director title were separated
 - The board reviews the pay plan annually at the same time that the draft budget is created
 - Any new positions or pay scale changes are approved by the board
 - The City and the County are both in the process of completing their compensation study-results will be shared as they become available
 - Board members suggests finding matching position titles from the compensation studies and compare the pay rates between the City, County and Health Department positions

Motion to approve the 2016 Pay plan as presented by Health Department Staff: Kathy Mitchell
2nd Motion: Elizabeth Spencer
Motion Carried: Yes (unanimous vote)

Other policy and informational items from staff for the Board

- a. Director/Health Officer Report
- b. Correspondence/Media –enclosed
- c. Strategic Plan Quarterly Update
 - It is suggested that fact sheets for proposals to the BOH include how that proposal fits into the Health Dept's strategic plan
- d. County/Health Department Rent Agreement

Board member informational items

- a. **Public Health Funding letters continue to be sent out**
 - Board members are encouraged to advocate to legislators
 - WALHDAB and WPHA have written a draft letter to the governor regarding grocery store and restaurant fees. The letter will be sent via email to Lieske and board members

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

- a. Financial control process will be added to July agenda
 - It is suggested to get input from City and County administrators
- b. August agenda will include discussion about grants and contracts as it relates to the BOH's strategic goal regarding long term financial planning

Closed session - Motion to adjourn into closed session pursuant to Wisconsin Statutes 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility. To wit: Performance evaluation of Health Department Director, an employee over whom the Board of Health has supervisory control.

Motion: Kathy Mitchell

2nd Motion: Blair Johnson

Motion Carried on Roll Call Vote: Yes

8 ayes: John Paddock, Merrey Price, Blair Johnson, Donald Bodeau, Kathy Mitchell, Elizabeth Spencer, Gerald Wilkie, Jennifer Eddy

Meeting moves to closed session at 6:04 p.m.

Reconvened in open session at 6:53 pm by Merrey Price

Members present: Donald Bodeau, Jennifer Eddy, Blair Johnson, Kathy Mitchell, John Paddock, Merrey Price, Elizabeth Spencer, Gerald Wilkie

Staff present: Director Elizabeth Giese

Motion to increase Director Elizabeth Giese's annual rate of compensation by 4% effective July 1, 2015

Motion: Jennifer Eddy

2nd motion: Elizabeth Spencer

Motion carried: Yes (Unanimous Vote)

Next scheduled BOH meeting is July 22, 2015 at 5:15 p.m.
Merrey Price adjourned the meeting at 6:55p.m.