

**July 22, 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  
John Paddock  
Donald Bodeau  
Kathy Mitchell  
Gerald Wilkie  
Elizabeth Spencer-left 6:15 pm  
Jennifer Eddy

**Board  
Members**

**Absent:**  
**Blair Johnson**

**Staff Members Present:**

Lieske Giese  
Shane Sanderson  
Janice Vinopal  
Gina Holt (recorder)

**Additional Staff Members:**

Jackie Krumenauer

**Public:**

**Order of Agenda Request to pull items from Consent Agenda**

- No requests made

**Public Comment:**

- None

**Consent Agenda**

- Approval of minutes from June 24, 2015
- Approve Shining Smiles-Western Dairyland Grant in the amount of \$7,400 annually for the next three years

**Motion to approve Consent Agenda:** Kathy Mitchell

**2nd Motion:** John Paddock

**Motion Carried: Yes (unanimous vote)**

**Business Item**

- Monthly Financial
  - Grants ending in June were spent out accordingly
  - An addition will be made in the statement highlights explaining fund balance allocations

**Motion to receive the Monthly Financial Review:** John Paddock

**2nd Motion:** Gerald Wilkie

**Motion Carried: Yes (unanimous vote)**

- Approve 2014 Year End Financial Audit
  - Received considerable feedback from the City stated that the audit process went smoothly
  - The City audit is available online –<http://www.ci.eau-claire.wi.us/home/showdocument?id=10619>
  - There were no reportable conditions

**Motion to approve 2014 Year End Financial Audit as presented by Health Department Staff**

John Paddock

**2nd Motion:** Kathy Mitchell

***Motion Carried: Yes (unanimous vote)***

- c. Approve Americorp/Healthcorp member fee for one year position
- Host sites are required to contribute in order to participate in the program-(1/2 of the amount is budgeted in each fiscal year)
  - Beginning the interviewing process and hope to have the candidate selected in August

***Motion to approve the payment of \$9,300 fee to Wisconsin HealthCorps for Member at ECCCHD as presented by Health Department Staff:*** Elizabeth Spencer

***2nd Motion:*** Donald Bodeau

***Motion Carried: Yes (unanimous vote)***

- d. Approve CDBG Grant
- Federal funds come to the City and then get allocated out
  - A proactive program would provide regular inspections on all rental properties as opposed to focusing on the houses that have received complaints. The board of health will discuss this further in the future

***Motion to approve the CDBG grant funds in the amount of \$71,200 from August 1<sup>st</sup>, 2015 through July 31<sup>st</sup>, 2016 as presented by Health Department Staff:*** Jennifer Eddy

***2nd Motion:*** Donald Bodeau

***Motion Carried: Yes (unanimous vote)***

- e. Approve Sand Mine HIA stipend
- This is an opportunity to learn more about using an HIA as part of policy decisions
  - The stipend was distributed to primary partners in the region

***Motion to accept the stipend of \$1700 for the 2015 budget year as presented by Health Department Staff:*** Donald Bodeau

***2nd Motion:*** John Paddock

***Motion Carried: Yes (unanimous vote)***

- f. Approve Director's 2015-2016 Performance Objectives
- Explanation on Performance Objective #2 related to "foundational services" -National Partners are looking at what local health departments should have in place minimally. It is becoming a financial modeling exercise (includes things such as: surveillance, responding to communicable disease, etc.)

***Motion to approve Director's 2015-2016 Performance Objectives as presented by Health Department staff:*** Elizabeth Spencer

***2nd Motion:*** Donald Bodeau

***Motion Carried: Yes (unanimous vote)***

- g. Annual review and Approval of Account Allocations/Fund Balance per BOH policy
- Includes three months of operational expenses under working capital
  - Planned capital purchases include items such as the cubical remodel, and purchases for lab equipment, and possibly software purchases
  - Purchases over \$5,000 would be considered for a capital purchase

***Motion to approve annual review and approval of account allocations/Fund Balance as presented by Health Department staff:*** John Paddock

***2nd Motion:*** Jennifer Eddy

***Motion Carried: Yes (unanimous vote)***

**Other policy and informational items from staff for the Board**

- a. Director/Health Officer Report
  - Discussed food trucks and the roles of the City and Health Department
  - Discussed State of WI Administrative Rules Changes process related to public health
  - Discussed the possibility of the PCR equipment to be used for West Nile Virus testing
- b. Correspondence/Media –enclosed
  - Most press releases are followed up by the media
- c. Healthy Communities Update –
  - The action teams are very engaged and there is strong community effort
  - Will be an upcoming meeting to discuss data and how to move to an ongoing tracking systems with other health partners
  - Maribeth Woodford who is the Executive Director of the Chippewa Valley Free Clinic is the new co-chair
- d. 2016 Budget updates
  - Working on the County piece of the budget process
  - Joint City/County meeting are set up to discuss budget
  - Prevention block grant dollars will be received
  - WRS share went down slightly
  - State Budget-it appears that fees for restaurants will not be able to be raised, but grocery store and gas station fees can be adjusted
- e. Internal Control Policies
  - Reviewed policy/procedure related to internal controls
  - It is suggested that an auditor or other financial representative read the policies/procedures for outside perspective

**Board member informational items**

- a. NALBOH sessions – input in to director attendance -enclosed  
<http://www.nalboh.org/events/Sessions.aspx?id=534171>
  - Board members suggest visiting such sessions as the Unvaccinated Children and Disease Outbreaks, Cross-jurisdiction sharing expanding public health services

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

- a. Grants and contracts discussion may be moved from the August to September meeting
- b. City of Eau Claire Housing and Public Health

Next scheduled BOH meeting is August 26, 2015 at 5:15 p.m.

Merrey Price adjourned the meeting at 6:25p.m.