

**June 22, 2016 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**

John Paddock  
Mery Price  
Kathy Mitchell  
Gerald Wilkie  
Elizabeth Spencer  
Jennifer Eddy (5:17pm)  
Donald Bodeau (5:24 pm)  
Blair Johnson (5:30pm)

**Board Members  
Absent:**

**Staff Members  
Present:**

Lieske Giese  
Denise Wirth  
Cortney Draxler  
  
Gina Holt (recorder)

**Additional Staff Members:**

Jackie Krumenauer  
Hannah Harter

**Public:**

Renee Bogstad-Human Services

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

- No requests

**Public Comment:**

- None made

**Consent Agenda**

- Approval of minutes from May 18, 2016
- Approve TB Dispensary Contract
- Approve Public Health Emergency Preparedness funds

**Motion to approve Consent Agenda:** John Paddock

**2nd Motion:** Elizabeth Spencer

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

**Business Item**

- Monthly Financial
  - There is a discussion regarding Public Health Preparedness funds and how non calendar year grants are reported in MUNIS. The Health Department runs flexible period reports to show exact numbers at an operational level. Non calendar year grants have not affected the end of the year audit.
    - John Paddock requests Janice Vinopal call him to discuss this further. No other requests for follow up were made by board members

**Motion to receive the Monthly Financial Review:** Kathy Mitchell

**2nd Motion:** John Paddock

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

- b. Approve Public Health Accreditation Board Fee
- Accreditation continues to move forward nationally. Half of the population in the United States is currently being served by an accredited Health Department
  - The health department has the revenue this year to pay this original amount in full
  - Some CDC grant funding can be spent on accreditation
  - The fee increases significantly after July 1<sup>st</sup>
  - Board members discuss a onetime payment vs installments

**Motion to approve Public Health Accreditation Board Fee to be paid in full as presented by Health Department Staff:** Kathy Mitchell

**2nd Motion:** Donald Bodeau

**Motion Carried: Yes**

**Aye:** John Paddock, Merery Price, Elizabeth Spencer, Kathy Mitchell, Blair Johnson, Donald Bodeau, Jennifer Eddy

**Nay-**Gerald Wilkie to note that Wilkie supports the Health Department becoming accredited, but would prefer to pay the fee in installments –vs- a onetime payment

- c. Approve Body Art Ordinance Revision and Resolution
- Changes reviewed by board

**Motion to approve Body Art Ordinance and Resolution 16-1 as presented by Health Department Staff:** Elizabeth Spencer

**2nd Motion:** Blair Johnson

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

- d. Review/Approve Director Position Description

- This current job description was drafted in 2012
- Using the health department template for position descriptions would be part of the update
- Discussion-
  - The current description is lengthy. There is an opportunity to simplify it and still keep the key descriptions
  - There appears to be redundancy throughout the description
  - Personnel committee does not exist and should be removed from the footer
  - The position description should be measurable
  - Language around Emergency preparedness for the City/County should be updated
  - Board members are encouraged to email Lieske with any thoughts or ideas, a draft will be brought to the board members in July
  - Board member asks to keep the sentence on page 2 under Political Competencies: Guides the community and organization in seeking policy change and action on public health issues

**Motion to table this agenda item until which time a draft of the updated Health Officer/Director position description can be presented by Health Department Staff:** John Paddock

**2nd Motion:** Gerald Wilkie

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

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

- a. Director/Health Officer Report
  - Accepted positions for Environmental Health Specialist and Emergency Preparedness
  - The health department will be occasionally included on City Council agenda's for approval of larger or more significant grants
- b. Correspondence/Media –enclosed
- c. Service Recognition- Alyssa Streveler-Environmental Health Specialist II-5 years
- d. 2012-2016 Strategic Plan Quarterly Update
  - There is nothing left in the red, a lot of progress has been made in 2016
- e. New Strategic Plan process and BOH membership on planning committee
  - The Health Department is working with a consultant
  - There are some dates at the end of August or September for a large group meeting and board of health member participation is encouraged. Board members will be updated on future dates as they become available

### **Board member informational items**

- a. Director Survey Tool
  - Discussion-
    - Section 2 under performance objectives: some of the items are things that will never be completed but are more ongoing items. Completed may not be the right scale to use
    - Maybe the objectives can be stated more specifically or measurable
    - The survey should be updated along with the new job description so that the two will coordinate
    - Once the job description is approved than the tool can be brought back to the board for updating

**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: Jennifer Eddy***

***Motion Carried on Roll Call Vote: Yes***

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

Meeting moves to closed session at 6:12 p.m.

### **Reconvened in open session at 7:22 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 2% effective July 1, 2016

***Motion: Gerald Wilkie***

***2nd motion: Donald Bodeau***

***Motion carried: Yes (Unanimous Vote)***

Next scheduled BOH meeting is July 27, 2016 at 5:15 p.m.  
Merey Price adjourned the meeting at 7:24 p.m.