

**July 27, 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
Blair Johnson
Donald Bodeau
Kathy Mitchell
Gerald Wilkie
Jennifer Eddy (5:22 pm)

**Board Members
Absent:**

Elizabeth Spencer

Staff Members Present:

Lieske Giese
Beth Draeger
Shane Sanderson
Gina Holt (recorder)

Additional Staff Members:

Jackie Krumenauer

Public:

Order of Agenda Request to pull items from Consent Agenda

- None

Public Comment:

- None

Lieske gives a brief update on the damaged sewer line

Consent Agenda

- Approval of minutes from June 22, 2016
- Approve 2016-2017 CDBG Grant

Motion to approve Consent Agenda: Blair Johnson

2nd Motion: John Paddock

Motion Carried: Yes (unanimous vote)

Business Item

- Monthly Financial
 - A number of grants ended in June and are still in the process of being closed out

Motion to receive the Monthly Financial Review: John Paddock
2nd Motion: Kathy Mitchell
Motion Carried: Yes (unanimous vote)
- Approve 2015 Year End Financial Audit
 - Historically the board accepts that the audit is complete and the year has been officially completed
 - The entire financial report can be found on the City of Eau Claire's website

Motion to accept the 2015 year-end financial audit as presented by Health Department Staff:
Donald Bodeau
2nd Motion: Kathy Mitchell
Motion Carried: Yes (unanimous vote)
- Approve 2015 Fund Balance Account Allocation
 - The only change from last year is that the approved capital project amounts were pulled from the capital purchase account
 - The department continues to strive for increasing the working capital amount

- Board members express that the fund balance allocation would be a great policy to share during the accreditation process

Motion to approve 2015 Fund Balance Account Allocation as presented by Health

Department Staff: Gerald Wilkie

2nd Motion: John Paddock

Motion Carried: Yes (unanimous vote)

d. Approve 2017 Pay Plan

- 2% cost of living increase has been added to the pay scale
- The budget was built on the proposed pay plan
- Discussion on the impact of the County Living Wage Ordinance

Motion to approve 2017 Pay Plan as presented by Health Department Staff: Blair Johnson

2nd Motion: Donald Bodeau

Motion Carried: Yes (unanimous vote)

e. Review and approve draft 2017 Health Department Budget

- Budget was built on 2% cost of living increase previously discussed
- Budget was built on employer/employee cost share of health insurance being 88/12, as directed by Board
- Part time employees pay a larger health insurance amount as it is pro-rated on hours worked
- Budget was built at 1.89% tax levy increase for City and County. This is not finalized
- Questions raised about the Professional Services Column (page 41)-The difference reflects such changes as; Moving print management into misc. contractual services, and one time licensing fees that were paid in 2016
- Final 2017 budget will be brought to the Board for review and approval in December 2016

Motion to review and approve draft 2017 Health Department Budget as presented by Health

Department Staff: Kathy Mitchell

2nd Motion: Blair Johnson

Motion Carried: Yes (unanimous vote)

f. Review and approve Employee Handbook

- There have been no changes made to the handbook
- It is requested to check on the signage that is posted on the courthouse for Martin Luther King Day. The Courthouse is closed to the public, but staff are still working so the Court House is not actually recognizing the day as a holiday

Motion to review and approve Employee Handbook as presented by Health Department Staff:

Donald Boadeau

2nd Motion: Jennifer Eddy

Motion Carried: Yes (unanimous vote)

g. Approve Americorps/Healthcorp member fee for one year position

- This is not a new fee for 2016, but is a reminder that we have continued our connection with our statewide Americorps program
- Darci Curwen-Garber is finishing up her one year position. She did an incredible job during her stay with the Health Department
- Interviews took place this week

Motion to approve Americorp/Healthcorp member fee for one year position as presented by Health Department Staff: Gerald Wilkie

2nd Motion: Donald Bodeau

Motion Carried: Yes (unanimous vote)

h. Approve Northwoods Coalition Mini-Grant

- This is a partnership across the northern counties that work on AODA issues
- The request is to accept the grant dollars to continue to work on community outreach activities
- The dollars would go out for coalition based priority activities

Motion to approve Northwoods Coalition Mini-Grant as presented by Health Department Staff: John Paddock

2nd Motion: Kathy Mitchell

Motion Carried: Yes (unanimous vote)

i. Approve Northwestern Wisconsin Dental Hygienists' Association Grant

- Funding will help continue work on the Dental Home by Age One Campaign, as well as support the Healthy Smiles for Mom and Baby Campaign

Motion to approve Northwestern Wisconsin Dental Hygienists' Association Grant as presented by Health Department Staff: Blair Johnson

2nd Motion: Donald Bodeau

Motion Carried: Yes (unanimous vote)

j. Approve Director's 2016-2017 Performance Objectives

- Five areas of focus: Advocacy and Policy Makers, Strategic Plan, Accreditation, Foundational capabilities, Invest Health
- Feedback from board:
 - It would be more measurable if dates were included. Discussion regarding dates, and an alternative suggestion was made to receiving a mid-year report reviewing progress. Board members agree that receiving a mid-year progress report would be a great way to be updated on progress.

Motion to approve Director's 2016-2017 Performance Objectives as presented by Health Department Staff: Donald Bodeau

2nd Motion: Jennifer Eddy

Motion Carried: Yes (unanimous vote)

Other policy and informational items from staff for the Board

a. Director/Health Officer Report

- No discussion

b. Correspondence/Media –enclosed

- No discussion

c. Service Recognition

- Tammy Raeder-Public Health Nurse- 25 years

d. Healthy Communities Update-quarterly update

- Action teams continue to be very active in connecting with community partners and looking for funding
- Dr. Mel Kanter from UWEC will serve as the new Healthy Communities committee co-chair

- e. ECCHD 75 Year Anniversary Celebration-Board of Health Input request
 - It is a great opportunity to highlight the work that the health department has done in the past as well as what it is presently working on
 - There is a group of Health Department staff in the planning process and are looking at different ways to celebrate
 - Board feedback/ideas
 - Displaying memorabilia and having an open house at the health department
 - Ask the City Council President for a proclamation
 - A gathering at a park and having different stations encouraging health and exercise.
 - Suggested brainstorming and bringing the top three ideas to the board
 - Who is the audience?: staff, community members, City Council/ County Board, leadership in the community
 - Do a press release and ask for a feature story
 - Keep celebration simple and manageable given workload
- f. ECCHD 2017-2021 Strategic Plan Process-BOH representative for 9/23/16 meeting
 - There will be a meeting on 9/23/16 with health department staff representation from all departments
 - There will be different feedback mechanisms along the way of creating the new strategic plan. The board will be asked to provide feedback and engage in conversations throughout
 - Communication will continue as the meeting is being planned
 - Donald Bodeau and Jennifer Eddy stated that they potentially could attend. Kathy Mitchell is available in the am only on that day. Mery Price will connect with those interested and determine Board member representation
- g. 2015 Eau Claire City-County Health Department Annual Report
 - Great tool to look back at all of the work that was accomplished throughout the year
 - No requests made for hard copies of the report
- h. 2017 Fees-Preliminary Discussion
 - In August, all health department fees are brought to the BOH for approval. This year there is a unique situation with Restaurant fees that the department is requesting today to receive some additional guidance and feedback on prior to August. Background was provided on Restaurant fees being frozen by the state in 2016, history of restaurant fee increases in previous years, BOH policy on fees including the 70-90% coverage of cost policy, history of fees being based on sales vs. complexity, and programs improvements based on federal FDA standards. Information provided on multiple options to update restaurant fees in 2017 including a flat increase to 70% coverage (currently at 56%), and a change to a fee based on complexity + sales.
 - The Health Department will send letters to proprietors prior to the fee increase explaining what proposed fees will be, and give them the opportunity to express their thoughts and opinions. Because of this letter being sent in early August for the August BOH meeting, feedback today is important.
 - The department shared that the time that is spent and the cost that the department incurs match more with the complexity model. Historically this community also values the sales model. Madison-Dane County use a combination complexity and sales. DATCP is also using a mixed model at the state level for food program but not for restaurant program. State restaurant program currently is complexity based but may be changed with move of program this year from Division of Public Health to DATCP.

- The department shared that historically restaurants self-identify their sales amounts. There is no verification of this. The department is looking at options for doing this and more accurately having real sales attached to licenses.
- The draft 2017 budget was built on the simple increase to 70% model but all models at 70% including complexity + sales would result in same overall revenue
- Board member feedback and discussion
 - Some feedback that fees should cover 100% of cost. It is the responsibility and duty of the Health Department to keep the public safe. Some input that tax levy can/should support this work
 - Restaurant owners may have had an inclination that after the fee freeze last year there would be an increase but substantial increases will be noticed.
 - Many potential decreases in license cost with new model also noted.
 - The complexity plus sales approach is a great way to go, possibly doing one year at 70% on sales and then move to complexity next year. The increases may be too large to move to new model this year
- The board expresses that there are several options for the health department to consider and are appreciative that the item was brought forth for discussion and input

Board member informational items

- a. Board of Health Educational Event August 4, 2016
 - Board members are encouraged to attend
 - There is funding available to cover the cost of tuition
- b. Public Health Policy/Advocacy-
 - This is a new structure to try for discussing policy/advocacy by the Board during meetings
 - Overview done on three important public health issues which may need to be supported by policy and/or advocacy action by the Board
 - Gun Safety
 - Communicable Disease- WPHA/WALHDAB legislative priority
 - Living Wage
 - Feedback from board members on how to continue having these discussions at each meeting
 - Having relevant local data gathered on topics in order to discuss advocacy is key
 - Pulling best practice examples would be a good thing to bring to the table for discussion
 - Looking more at what other Wisconsin and national board of health members are doing for advocacy might be helpful

September BOH Meeting will be moved to September 21st, 2016 at 5:15 p.m.

John Paddock's term is up 12/31/16 and he will not be extending. John is serving as a community representative on the County side. We will be working on filling this in the fall.

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

- a. None made

Next scheduled BOH meeting is August 24th at 5:15 p.m.

Merrey Price adjourned the meeting at 7:11 p.m.