

**November 9, 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
Blair Johnson
Liz Spencer
Jennifer Eddy

**Board Members
Absent:**

Donald Bodeau

**Staff Members
Present:**

Lieske Giese
Shane Sanderson
KT Gallagher
Gina Holt (recorder)

Additional Staff Members:

Tristin Christopher-EH Intern

Public:

Emily O'Meara-UWEC
Reginel-Rocky Rococo Pizza
Hailey Weiler-UWEC
Anne Doede-Melts and Cheese
Mark Smith-Smith's Country Inn

Order of Agenda Request to pull items from Consent Agenda

- None made

Public Comment:

- Mark Smith-restaurant owner expressed that this year's increase is a large jump from the previous fee
- Email correspondence from establishments was reviewed. Discussion regarding an email that was received where a business explained that releasing sales records was in violation of franchisee agreement. Since that time the business and the Health Department were able to work together to receive the sales in a confidential manor.

Consent Agenda

- a. Approval of minutes from October 19, 2016

Motion to approve Consent Agenda: Blair Johnson

2nd Motion: Elizabeth Spencer

Motion Carried: Yes (unanimous vote)

Business Item

- a. Adopt BOH State Agent Program Fee, Resolution 16-07 for Restaurants and Mobile Food Facilities-
 - Proposed fee is moving from being based on sales only to a sales plus risk structure fee for restaurants. This mirrors the structure that the Health Department is using for grocery store fees, as well as aligning with the state model. Fee is based on the previous year's risk assessment and reported sales.
 - Complexity/Risk- is determined from review of the processes used to prepare the food. Higher risk processes cause the complexity category to increase. Complexity is the biggest indicator of risk and how many department inspection activities are needed. The risk checklist is reviewed with the establishment annually during the inspection to see where on what level risk they will be at
 - Cost coverage- There were no increases in restaurant fees last year (2016 fees) due to a freeze from the state. In order to move towards the 70-90% cost coverage required by the board, a larger increase this year was expected. The proposed fee model provides 70% cost of the actual service

being provided. Environmental health is consistently looking for ways to increase efficiencies in order to keep costs down.

- One Board member expressed that health inspections are a cost of doing business and shouldn't be subsidized by tax payers, and stated that he would like to see fees set at 100% cost coverage
- There are 50 facilities that will see a significant increase and 73 that will see a decrease in fees
- Board member asked how these fees align to other local counties-Madison fees range from \$1,000-\$1,200. La Crosse fees range from \$388- \$602 for one inspection vs the 2-3 done here based on National Standards
- Board member asked about fees based strictly on risk- would be approximately \$1,500 for high complexity, \$900 for moderate complexity, and \$600 for low complexity
- Foodborne illness/outbreaks- If a foodborne outbreak occurs, there is no cost to the restaurant for the investigation. The number of foodborne investigations done by the Health Department varies each year, in 2010 there were eight. CDC estimates that there are 17,000 cases of foodborne illness per year in Eau Claire County, resulting in between 50 -56 emergency visits per year
- Special organizations, such as churches, are allowed to operate between 4 and 12 times per year with decreased requirements for equipment. Churches fall into categories based on the assessment tools. (Typically they fall into the moderate complexity category) The health department does not classify between profit and nonprofit organizations
- The majority of continental breakfasts are prepackaged having them fall into low complexity range
- Mobile units hold two licenses one for the mobile component and one for the brick and mortar component
- Board members will be updated as the new fee structure moves forward

Motion to adopt BOH State Agenda Program fee resolution 16-07 for Restaurants and Mobile Food Facilities: Gerald Wilkie
2nd Motion: John Paddock
Motion Carried: Yes (unanimous vote)

- b. Approve lab equipment purchase approval-Algae Torch
- This equipment purchase is being proposed based on recommendations after two algal blooms in the summer of 2015
 - The test strip method was very time consuming and resulted in use of many expensive disposable single use products
 - Algae torch would give inspectors the ability to receive rapid results in the field

Motion to approve lab equipment purchase approval-Algae Torch as presented by Health Department Staff: John Paddock
2nd Motion: Elizabeth Spencer
Motion Carried: Yes (unanimous vote)

Board member informational items

- a. Review BOH Strategic Plan
- b. Overview of HD process for development of Strategic Plan-enclosed
- Review of Health Department strategic planning process
 - All health department staff and BOH members had the opportunity to offer input at several different times- there were two different staff meeting discussions, a staff survey was

completed, and a facilitated workshop took place with staff representation from each department and BOH representation

- Community stake holders have provided input via a survey
- Draft strategic plan will be brought to the December BOH meeting

c. Board of Health feedback on Strategic Plan Goals

- Feedback on identified goals
 - Switching the order of the first and second goals- Goal 1 would become: Invest in an expert workforce and strong infrastructure and Goal 2 would become: Increase Health Department capacity for data management. BOH member stated that employees are most important asset and should be listed first
 - Goal 1: appears to be a more specific and focused where the other goals appeared to be a broader spectrum. Discussion regarding the impact that data has on the day to day operations of the health department
 - Goal 2: Infrastructure could mean the building and could also mean organizationally- perhaps clarify
 - Goal 5: Promote health equity –the meaning of cultural humility seemed to be unclear based on the staff survey
 - Board members express that they are pleased with the progress of the strategic plan and look forward to seeing the finished product at the December meeting
- Feedback on alignment with BOH Strategic Plan
 - Board member suggests the BOH strategic plan and the draft strategic plan indicate written agreement on fiscal matters, human resources, etc. with a way to track progress
 - Once the new strategic plan is approved and in effect the board may want to continue to discuss alignment the current BOH strategic plan to reflect the updated department plan

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

- a. None made

Next scheduled BOH meeting is **December 14, 2016** at 5:15 p.m.

Merrey Price adjourned the meeting at 6:47p.m.