

**December 14, 2016 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**

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

**Board Members
Absent:**

Blair Johnson

Staff Members Present:

Lieske Giese
Janice Vinopal
Shane Sanderson
Gina Holt (recorder)

Additional Staff Members:

KT Gallagher
Ben Christian
Jackie Krumenauer

Public:

None

Introduction-Ben Christian WIC intern from UW Stout

Order of Agenda -Request to pull items from Consent Agenda

- None

Public Comment:

- Letters reviewed from local business owner and the Wisconsin Restaurant Association regarding restaurant fees

Consent Agenda

- Approval of minutes from November 9, 2016
- Approve Safe Sleep initiative grant award from The Woman's Giving Circle, a fund of the Eau Claire Community Foundation
- Approve additional funding from HCET for the Get Yourself Tested Initiative
- Approve Cooking Matters at the Store Implementation grant
- Approve renewal of 2017 State Division of Public Health Consolidated Contracts

Motion to approve Consent Agenda: Elizabeth Spencer

2nd Motion: John Paddock

Motion Carried: Yes (unanimous vote)

Business Item

- Monthly Financial
 - 2016 Personnel Expense represents 23.1 payrolls (89%) as 90% of the first January payroll was moved back into 2015. The % used at this point is less than 89% because of the carryforward of the non-calendar year grants and some unfilled positions
 - Intergovernmental revenue, Miscellaneous Revenue and Other Financing sources appear to be under budget however at year end we will record revenue received in January and February of 2017 which related to this year. We will also adjust the budget for grants which we will carry into 2017 as estimated on the Revenue & Expense Statement on the line titled "Actual Expected Expenditures". We are required to put the entire amount received into 2016 and then carry over the remaining amount for the 2017 budget
 - We are looking at a positive amount for fund balance
 - Other Financing Sources includes the CDBG grant runs September thru August

- At the end of December what we projected and what gets moved over will be shown

Motion to receive the Monthly Financial Review: Gerald Wilkie

2nd Motion: Donald Bodeau

Motion Carried: Yes (unanimous vote)

b. Approve 2017 Budget

- Increase in \$29,000 in overall revenue related to a small tax levy increase through the course of negotiation from the original July budget
- Proposed use of fund balance is comparable to other years
- Payroll for 2017 is based on any open positions and budget is projected at fully staffed. Open position health insurance is typically budgeted at limited family amount
- We do not budget for vacation payout for staff members who leave
- There was a rent increase for 2017. Health Department staff will get back to board members with the percentage of the increase
 - Board members were emailed the following information on 12/20/16. The Health Department's lease with Eau Claire County runs 1/1/13-12/31/22. Each year the rent increases by its pro rata share of the increase in maintenance operating expenditures. The calculation is made for the next year based upon the last completed fiscal year (for example, 2017 increase is calculated in 2016 based upon costs in 2015). Rent in 2017 is \$117,977 which is an increase of \$714 (.6%) over the rent charged in 2016. Attached in Schedule A for the 2017 rent which breaks out the rent calculation. Schedule A for the 2017 rent calculation was attached.

Motion to approve 2017 Budget as presented by Health Department Staff: Kathy Mitchell

2nd Motion: Gerald Wilkie

Motion Carried: Yes (unanimous vote)

c. Approve Fit Family grant

- This is a new federal funding source for the Health Department. There are 31 other Fit Families WIC projects and three tribal sites around Wisconsin
- The program targets families of 2-4 year old children enrolled in WIC

Motion to approve Fit Family grant in the amount of \$15,300 as presented by Health Department Staff: Elizabeth Spencer

2nd Motion: Jennifer Eddy

Motion Carried: Yes (unanimous vote)

d. Approve Coalition Retail Funding grant

- This is a tri-county partnership that includes partners from Chippewa, Dunn and Eau Claire counties
- Maggie Whitacre will be the primary staff member working on this grant
- The FNV campaign involves partnerships at the national, state and local health coalition level

Motion to approve Coalition Retail Funding grant in the amount of \$8,000 as presented by Health Department Staff: Donald Bodeau

2nd Motion: Elizabeth Spencer

Motion Carried: Yes (unanimous vote)

- e. Approve Eau Claire County Assembly Ordinance Sound Monitoring Fee
- Eau Claire County adopted a revision to the assembly ordinance that requires the health department to monitor for noise level violations
 - Fees are calculated to cover 100% cost coverage
 - The department expects 3-5 permits under this ordinance
 - The ordinance is County only and does not include the City

Motion to approve and establish Assembly Ordinance Sound Monitoring Fee as presented by Health Department Staff: Kathy Mitchell

2nd Motion: Jennifer Eddy

Motion Carried: Yes (unanimous vote)

- f. Adopt Resolution 16-08 Public Health Code of Ethics
- PHAB recommends that a code of Ethics be adopted by health departments
 - The next step would be to implement a process for ethical decisions to be brought forward, create a plan for how employees will be trained, and create an Ethics Committee to analyze ethical issues
 - The board will continue to be updated as this moves forward

Motion to Adopt Resolution 16-08 Public Health Code of Ethics as presented by Health Department Staff: Donald Bodeau

2nd Motion: Kathy Mitchell

Motion Carried: Yes (unanimous vote)

- g. Adopt Resolution 16-09 Communicable Disease Statewide Funding for Local Health Department
- The resolution will be sent to local officials and governmental leaders
 - It is suggested that the health department reach out to encourage the County Board, Wisconsin Counties Association and the League of Wisconsin Municipalities to pass similar resolutions
 - Discussion about the importance of having resolutions that support public health topics

Motion to Adopt Communicable Disease Statewide Funding for Local Health Department as presented by Health Department Staff: John Paddock

2nd Motion: Donald Bodeau

Motion Carried: Yes (unanimous vote)

- h. Approve 2017-2021 Health Department Strategic Plan
- This is the summary document of the strategic plan with implementation details being added later
 - There was a large team of people that worked in getting this plan together. Tegan Ruland spent a large amount of time crafting this into a document
 - The state health department and the consultant from the national organization (Public Health Foundation) both reviewed the document
 - The next step will be a tracking document that the board will review quarterly
 - The measurement for Health Equity will be included for each goal

Motion to Approve 2017-2021 Health Department Strategic Plan as presented by Health Department Staff: Kathy Mitchell

2nd Motion: Donald Bodeau

Motion Carried: Yes (unanimous vote)

- i. Election of Board of Health President & Vice President
 - The board of health president roles include: running the meetings, working with the Health Department Director and Vice President to create an agenda, and other duties as designed. The Vice President's primary role is to be available to run the meetings in the absence of the President
 - Recruitment continues for the vacant board of health position

Motion to elect Merey Price as President of Board of Health for 2017: Kathy Mitchell

2nd Motion: Elizabeth Spencer

Motion Carried: Yes (unanimous vote)

Motion to elect Elizabeth Spencer as Vice President of Board of Health for 2017: Jennifer Eddy

2nd Motion: Gerald Wilkie

Motion Carried: Yes (unanimous vote)

Other policy and informational items from staff for the Board

- a. Director/Health Officer Report
 - Outcomes from the mental health summit will be worked into action plans that the groups are using. At the summit a number of people expressed interest in joining the mental health action team.
 - EPA listening session-the meeting was well attended and powerful; a lot of stories were shared that were very impactful. As water issues continue to grow the health department feels equipped to be able to test and address growing problems
- b. Correspondence/Media –enclosed
 - No discussion
- c. USDA Recognition – WIC Loving Support Award of Excellence
 - This is a national level award that WIC received for breastfeeding support

Board member informational items

- a. Review draft of 2017 Board of Health calendar
 - The calendar will be finalized at the January meeting
- b. Review feedback from Wisconsin Restaurant Association
 - Discussion and feedback regarding restaurant fees and the letter received from the Wisconsin Restaurant Association
 - Notification of changing fees to proprietors: In the future more time will be given prior to fee changes. The board requested that they provide guidance and feedback at the July 2017 BOH meeting prior to August meeting when fees are voted on, thus allowing for more time to notify proprietors of possible changes. The Health Department is putting together talking points and outreach materials for proprietors explaining the new fee system for 2017.
 - Items to address from the letter: Board members expressed concern about the subject of retaliation and suggested highlighting the satisfaction survey that was completed by proprietors. It is suggested that the response would stress that there are no grounds that

proprietors should be concerned about relation from the Health Department for sharing their thoughts and opinions with the board or health department staff.

- Fee comparison to other cities-It is difficult to compare fees with other counties with the new fee structure. It is not the same as doing one inspection and charging a flat fee, some restaurants would have as many as three inspections included in the fee based on their risk assessment. Our fees are higher than neighboring counties, but the fees that were brought forward were built on actual costs which is something that environmental health has spent a lot of time doing and few other agencies have calculated. Other departments are asking for more conversation on this.
- Policy concerns: It appears that there are two policy issues that are being addressed in the letter-The first would be including sales, the other would be the pace in which you achieve the funding levels. Board members express that they would like to continue to support the risk/sales model for the upcoming year. It is suggested explaining that last year there were no fee increases and while increases are significant for some restaurants, this is a fair and consistent change. It is also suggested stating the number of establishments that are having fee reductions vs the number that are having increases. Board members suggest communicating back to WRA that the intent is to continue moving forward with the fees as they were approved.
- City fees: Any city restaurant is imposed an additional fee of \$120.00, \$60.00 for a limited license and an additional fee for alcohol licenses. Board requested additional information on this fee

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

- a. None made

Next scheduled BOH meeting is **January 25, 2017** at 5:15 p.m.

Merey Price adjourned the meeting at 7:09 p.m.