

**February 22, 2017 Board of Health Meeting  
County Courthouse, Room G-302**

The Board of Health convened in open session at 5:21 pm  
The meeting was called to order by Mery Price

**Board Members Present  
Quorum is reached**

Mery Price  
Elizabeth Spencer  
Blair Johnson  
Kathy Mitchell  
Jennifer Eddy

**Board Members  
Absent:**

Gerald Wilkie  
Donald Bodeau

**Staff Members Present:**

Lieske Giese  
Shane Sanderson  
Gina Holt (recorder)

**Additional Staff Members:**

None

**Public:**

Hailee McNamara-UWEC  
Erika Schroeder-UWEC

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

- None made

**Public Comment:**

- None made

**Consent Agenda**

- a. Approval of minutes from January 25, 2017 meeting

Motion to approve Consent Agenda: Blair Johnson

**2nd Motion:** Kathy Mitchell

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

**Business Item**

- a. Monthly Financial

- The State Department of Revenue made a change that taxes that the Health Department receives from the city must be classified as a transfer from the City's General Fund. Transfers from the City will appear in the "Other Financing Sources" on statements. Board members suggest noting on the bottom of the balance sheet and revenue/expense report any items that correspond to the narrative
- The Health Department has not yet received notice from the City for when the audit will begin

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

**2nd Motion:** Blair Johnson

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

- b. Review/Approve Director Position Description

- The current job description matches the agency format for job descriptions and aligns with staff members annual performance reviews
- Director performance review planning will be added to March 2017 BOH agenda
- The description incorporates the Public Health Core Competencies
- Discussion about the content of the job description. Feedback is received to keep it simple, while others expressed that the detail helps explain what work is being done and sets the tone for the complexity of the position
- State statutes decide what education and experience requirements are required for Level III Health Departments

- The position description will continue to be reviewed and updated as needed

***Motion to approve Director Position Description as presented by Health Department Staff:***

Elizabeth Spencer

***2nd Motion:*** Blair Johnson

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

c. Approve MRC NACCHO Grant

- This grant will provide additional grant funded hours for PHEP Specialist/MRC coordinator as well as the Public Health Nutritionist
- Project goals are to:
  1. Provide physical activity for ECC-MRC volunteers, and the Prairie Ridge Community.
  2. Provide access to healthy food for high risk families.
  3. Increase public health preparedness community relationships, for a vehicle for messaging.
- Board members ask for information on how to volunteer for MRC. See the link from the Health Department website below (this link was emailed to board members on 2/23/2017)  
<http://www.ci.eau-claire.wi.us/departments/health-department/eau-claire-county-medical-reserve-corps/how-to-join>

***Motion to approve MRC NACCHO grant as presented by Health Department Staff:*** Blair Johnson

***2nd Motion:*** Kathy Mitchell

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

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

a. Director/Health Officer Report

- Chambers eggs and Issues-City of Eau Claire and Eau Claire County leadership the presentation highlighted the health department and public health
- Mental Health Matters Grant-A group is being formed to present a pitch for implementation phase funding
- Evicted book discussion was well received. The author of the book will be coming to the Eau Claire area in the fall to present at a book festival. Partners are looking into opportunities to keep the conversations going. The Health department research project looking into the 243 eviction cases in Eau Claire County initiated in 2016 have been logged and the data is being evaluated. Board members will be updated as the data becomes available
- Immigration-The health department is exploring opportunities to reflect on and support immigrants in our country related to social determinants of health and health outcomes. With public health issues people need to feel comfortable when receiving services

b. Correspondence/Media –enclosed

- Process improvement plan will continue to make sure that we are capturing media correspondence

c. Performance Management Update 2017 Measures

- The performance measures were received as part of the budget and updated for 2017
- The department will have a full performance management plan that will connect quality improvement and reporting to the measures and put the whole package together
- The self-assessment tool will be built into the next steps for continued improvement

- d. Ethics Policy/Procedure Update
  - There is a three person standing committee that was formed. The core group was decided to be kept small and then include additional supervisors, and other staff, on a per case bases
  - Health department staff discussed ethics policy and procedure and were encouraged to volunteer to be part of the ethics committee during the all staff meeting.
  - If board members have any ethical concerns arise they are encouraged to utilize the ethics committee.
- e. Housing Ordinance Update
  - The housing ordinance is tentatively on the April City Council agenda
  - The housing code does include a rental registration code and offers clear guidance as to when a property would be inspected
  - The housing complaint program will stay as is
- f. Health Department review of BOH action
  - Tabled until March meeting due to time constraints

#### **Board member informational items**

- a. Board self-evaluation discussion
  - Tabled until March meeting due to time constraints
- b. Eau Claire County Ground Water Advisory Committee
  - It is required that a board of health member serve on the ground water advisory committee
  - The committee meets at least four times per year
  - Blair Johnson Jennifer Eddy states that they would like to attend a meeting prior to committing
  - Merey Price will respond to the appropriate people stating that Jennifer may potentially be interested and would like to attend a meeting to first
- c. Advocacy-the documents provided were summarized by Lieske
  - WPHA/WALHDAB Legislative Update-2017-2018 Legislative Grid was handed out
  - ACA-key points summarized to show potential impacts if there is a repeal of ACA. Brief discussion on importance related to this issue
  - Wisconsin 2017-2019 Budget presented
  - ECHC/BOH Legislative Taskforce

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

- a. None

Next scheduled BOH meeting is March 29, 2017 at 5:15 p.m.

Merey Price adjourned the meeting at 6:55 p.m.