

**July 26, 2017 Board of Health Meeting
County Courthouse, Room G-302**

The Board of Health convened in open session at 5:16 pm
The meeting was called to order by Mery Price

**Board Members Present
Quorum is reached**

Mery Price
Joan Berlin
Jennifer Eddy
Kathy Mitchell
Blair Johnson
Gerald Wilkie
Donald Bodeau

**Board Members
Absent:**

Liz Spencer

Staff Members Present:

Lieske Giese
Janice Vinopal
Shane Sanderson
Beth Draeger
Gina Holt (recorder)

Additional Staff Members:

Cathy Tynismaa
KT Gallagher

Public:

Sara Barger-Viterbo Nursing Student

Introduction of Cathi Tynismaa - Health Department Office Associate

Order of Agenda Request to pull items from Consent Agenda

- None made

Public Comment:

- None made

Consent Agenda

- Approval of minutes from June 28, 2017 meeting
- Approve WIC Peer Counseling
- Approve 2017-2018 CDBG Grant
- Approve Americorp/Healthcorp member fee for one year position

Motion to approve Consent Agenda: Kathy Mitchell

2nd Motion: Donald Bodeau

Motion Carried: Yes (unanimous vote)

Business Item

- Monthly Financial
 - Grants ending in June were spent out successfully

Motion to receive the Monthly Financial Review: Blair Johnson

2nd Motion: Gerald Wilkie

Motion Carried: Yes (unanimous vote)

- Approve 2016 Year End Financial Audit
 - The balance sheet remains unchanged from the year end numbers brought to the board in May 2017

Motion to approve 2016 Year End Financial Audit as presented by Health Department Staff:

Donald Bodeau

2nd Motion: Jennifer Eddy

Motion Carried: Yes (unanimous vote)

- Approve 2016 Fund Balance Account allocation adjustments

- Every July fund balance is reviewed and allocation is approved
- Discussion regarding budget operations –Wilkie suggests working towards building a three month operation budget and increase the amount each year as operation costs increase. The fund balance policy states 2-3 months operational budget. Board members say that is a great goal to move towards and to continue being good financial stewards.

Motion to approve 2016 Fund Balance Account allocation adjustments as presented by Health

Department Staff: Donald Bodeau

2nd Motion: Kathy Mitchell

Motion Carried: Yes (unanimous vote)

d. Approve 2018 Pay Plan

- The county will include a 2.5% cost of living increase in their budget. The city will include a 1% and 1% cost of living split into two phases
- The pay plan was calculated on a 2% cost of living increase
- The next compensation study will be in 2018 which and it is anticipated that it will affect the 2019 pay plan
- Pay range 0-The student compliance check wage will be checked to see if they get a 2% cost of living-
 - 7/27/17 follow up from human resources-Pay range 0 is always minimum wage and is exclusively for students
- Historically there have been empty ranges for future positions that may be created

Motion to approve 2018 Pay Plan as presented by Health Department Staff: Kathy Mitchell

2nd Motion: Donald Bodeau

Motion Carried: Yes (unanimous vote)

e. Review and approve draft 2018 Health Department Budget

- This is a draft of the 2018 budget and will go the City at the end of this week
- The county budget process has changed significantly and the health department is navigating the new process for the first time with the new County Finance Director
- One notable change in the budget for 2018 is that with the board's encouragement capital purchases have been built into the budget
- Anticipated areas that could change the budget:
 - The state and federal budget have not been approved, and could both impact the overall Health Department budget. We may not know this for some time, but we are tracking it
 - The possibility of WI changing the WRS retirement age from 55-60 could impact the health budget if an increased number of people decide to retire in advance of the proposed change

Motion to review and approve draft 2018 Health Department Budget as presented by Health

Department Staff: Gerald Wilkie

2nd Motion: Blair Johnson

Motion Carried: Yes (unanimous vote)

f. Approve Director's 2017-2018 Performance Objectives

- This is a similar format as previous years
- The objectives are based on feedback from management team, survey results, and the actual performance review with the BOH

- Discussion regarding Performance objective number five-an example would be the county comprehensive plan doesn't have a health lens or potential impact on policy decisions that sheriff's department may make related to AODA
 - Wilkie asks if objective five includes moving in the direction of getting an MOU with the City and County. Lieske responds that the department continues to work on communication with the City and County and it may not be as formal as an MOU. This is not directly included in objective #5
- Berlin asks how are the objectives measured-the history has been that the objectives are broad and that the topics are a bit more subjective and aren't easily measured. A six month check in helps with ongoing discussions of what reasonable expectations are

Motion to approve Director's 2017-2018 Performance Objectives as presented by Health

Department Staff: Donald Bodeau

2nd Motion: Gerald Wilkie

Motion Carried: Yes (unanimous vote)

g. Approve Various Stipends

- All of the stipends support work across the department

Motion to approve Various Stipends as presented by Health Department Staff: Jennifer Eddy

2nd Motion: Kathy Mitchell

Motion Carried: Yes (unanimous vote)

h. Approve HCET Family Planning Clinic Enhancements-

- This is a one-time funding opportunity
- A youth advisory board will be created to provide input on clinic space and comfort level

Motion to Approve HCET Family Planning Clinic Enhancements- as presented by Health

Department Staff: Blair Johnson

2nd Motion: Jennifer Eddy

Motion Carried: Yes (unanimous vote)

Other policy and informational items from staff for the Board

a. Director/Health Officer Report

- Allison Gosbin, Public Health Nurse, will be receiving the "Florence Nightingale" award
- Accreditation site visit date has been set. BOH will be receiving additional information in the next several months

b. Correspondence/Media –enclosed

- No discussion

c. Service Recognition-Claudia Cater, WIC Dietician 10 years

- Claudia has been part of the health department for many years and is very connected in the community

d. Healthy Communities Update – quarterly update

- There continues to be a lot of planning and activity in all of the areas
- Strong partnerships exist for case priorities
- New community health assessment will be starting this fall

e. Strategic Plan Quarterly Update

- The department is working on finalizing the activities

- Some dates may change as we realized that a lot of the goals were to be completed in the first two years
 - The strategies and activities were delayed due to Accreditation work
 - Feedback included- (Strategy 1.5) Importance of both reviewing data and working with stakeholders as well as actually engaging with disparity impacted populations
- f. 2016 Eau Claire City-County Health Department Annual Report-
<http://www.eauclairewi.gov/home/showdocument?id=18902>
- Hard copies were distributed to board members
 - This is primarily now used as an internal document since the shorter public version is available
- g. Health Department Organizational Structure
- Organizational structure has been a discussion for some time. National models, peer models, research and the foundational services model were all part of creating a new organizational structure. The change is based on focusing more on the function of the department rather than just by profession
 - The new organizational structure would reduce the direct reports to the Health Director
 - There are a lot of details to still be figured out. The discussion today is related to the overall concept
 - This change will be done in a budget neutral way
 - Most staff will initially see little change in day to day operations. As retirements come forth additional tweaks could be made. It has been brought forward to staff that nobody would be losing their position and no one would be losing any compensation
 - One of the first things will likely be posting a position for the assistant director/community services position
 - The board's feedback.
 - The board has fiscal responsibility and that we are working within the parameters and fiscal budget of the organizational chart and not making decisions about actual positions
 - When you restructure you want to make sure that there are not more supervisor's vs people working in the trenches
 - Moving away from professional areas to more functional areas provides more flexibility and can help define priorities
 - Board members expressed that a lot of thought has gone into this and agree to move forward with the model presented
 - Next steps will be to bring pay plan and new position titles to org chart and to BOH for approval

Board member informational items

- a. Advocacy
- ACA conversations continue and things are changing rapidly. The proposal is on the floor federally which can effect prevention health funding
 - Current legislative grid-there is a lot going on at the state level that is being tracked by WPHA/WALHDAB

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

- a. No requests made

Next scheduled BOH meeting is August 23, 2017 at 5:15 p.m.

Merey Price adjourned the meeting at 6:53 p.m.