



**August 23, 2017 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**

Mery Price
Gerald Wilkie
Liz Spencer
Kathy Mitchell
Blair Johnson
Jennifer Eddy

**Board Members
Absent:**

Donald Bodeau
Joan Berlin

Staff Members Present:

Lieske Giese
Shane Sanderson
Janice Vinopal
Paulette Magur
Gina Holt (recorder)

Additional Staff Members:

KT Gallagher
Jackie Krumenauer

Public:

Lisa Aspenson

Order of Agenda Request to pull items from Consent Agenda

- No requests made

Public Comment:

- Email correspondence reviewed from the public regarding fees
 - Discussion regarding correspondence-
- Lisa Aspenson- Spoke about the high increase in fees in 2016. She states that the fees in Eau Claire County are significantly higher than the fees for Milwaukee and Madison. Stated that when looking at obesity rates and trying to provide good nutrition healthy food, not processed food, charging higher fees feels as though restaurants serving high quality fresh ingredients are being penalized by charging higher fees based on complexity. Aspenson stated that it would be helpful if the inspectors were providing education to the restaurant staff

Consent Agenda

- a. Approval of minutes from July 26, 2017 meeting
- b. Approve Medical Reserve Corp State funding 2017-2018
- c. WIC Budget Adjustment

Motion to approve Consent Agenda: Kathy Mitchell

2nd Motion: Jennifer Eddy

Motion Carried: Yes (unanimous vote)

Business Item

- a. Monthly Financial
 - A number of grants were spent out at the contract periods in July

Motion to receive the Monthly Financial Review: Gerald Wilkie

2nd Motion: Blair Johnson

Motion Carried: Yes (unanimous vote)

- b. Approve Stipends
 - No discussion

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

2nd Motion: Kathy Mitchell

Motion Carried: Yes (unanimous vote)

- c. Approve Environmental Public Health Tracking Network (PHTN) Take Action with Data Grant
- This project is focused on urban issues related to ticks as well as education across the county
 - The funding will be used for staff and materials

Motion to approve Environmental Public Health Tracking Network (PHTN) Take Action with Data grant as presented by Health Department Staff: Gerald Wilkie

2nd Motion: Liz Spencer

Motion Carried: Yes (unanimous vote)

- d. Approve 2017 Health Department Reproductive Health Fees
- The goal is to be capturing fees closer to our cost
 - MA rates are significantly lower than our fees. BOH members discussed challenges with program services that are primarily done with a population that receives MA

Motion to approve 2017 Health Department Reproductive Health Fees as presented by Health Department Staff: Gerald Wilkie

2nd Motion: Liz Spencer

Motion Carried: Yes (unanimous vote)

- e. Approve 2018 Health Department Fees
- Adopt BOH State Agent Program fee resolutions
 - Discussion of public feedback-
Some of the fees are not covering costs, which leaves the remaining burden on tax levy. One board member states to move faster increasing the fees so that there is not levy funding inspections
 - Fees are effective January 1st 2018. All of the current license holders get billed every spring for a July 1 license
 - i. Resolution 17-02 Adopting fees for Retail Food Establishments and Mobile Food Processing Facilities
 - Discussion regarding the comparison between fees and inspections in other areas of Wisconsin- The biggest driver of cost is the complexity of the restaurant, how long an inspection will take etc. The Health Department is working to get to the national standard which is to do three inspections a year. Most places in the state are still doing one or less inspections in a year in complex restaurants. Over time if trends prove true if we do two inspections and three on high complexity, we will notice a decline in violations which in return makes the inspection take less time. The overall cost of the program will decline as operations and food safety improve
 - The State (DATCP) does inspections in those counties that don't have an agent program. That state fees do not cover their costs
 - Educational classes for certification are not regularly provided by the health departments in the state. A classroom learning option available at other health departments has raised questions regarding conflict of interest. One board member

suggests that the Health Department looks at ways to find grants that would create educational opportunities for restaurateurs

- The biggest driver of cost is the complexity of the restaurant; how long an inspection will take. The first inspection is the mandatory surprise inspection. The second inspection is a call ahead to schedule to do a menu review and how operations work in the facility. The third inspection is primarily food flows when food arrives. All inspections include feedback and education
- Discussion regarding restaurant fees for 2019-If there is to be a discussion about moving to a complexity only model for fees it is suggested to have ample time to discuss prior to the August 2018 meeting. Other items to be considered would be if a high complexity facility meets a certain number of metrics the restaurant could then be considered a moderate restaurant.

Motion to approve Resolution 17-02 adopting fees for Retail food Establishments and Mobile Food Processing Facilities as presented by Health Department Staff: Liz Spencer

2nd Motion: Jennifer Eddy

Motion Carried: Yes (unanimous vote)

- ii. Resolution 17-03 Adopting fees for Swimming Pools and Recreational Facilities

Motion to approve Resolution 17-03 adopting fees for Swimming Pools and Recreational Facilities as presented by Health Department Staff: Kathy Mitchell

2nd Motion: Liz Spencer

Motion Carried: Yes (unanimous vote)

- iii. Resolution 17-04 Adopting fees for Bed & Breakfast Establishments, Motels-Hotels, and Tourist Rooming Houses

Motion to approve Resolution 17-04 adopting fees for Bed & Breakfast Establishments, motels-Hotels, and Tourist Rooming Houses as presented by Health Department Staff: Gerald Wilkie

2nd Motion: Kathy Mitchell

Motion Carried: Yes (unanimous vote)

- iv. Resolution 17-05 Adopting fees for Body Art Facilities

- DSPS (department of safety and professional services) will only allow direct costs. Under statute they have a right to audit at any time. This effects body art facilities and manufactured home communities fees
- BOH discussion about importance of providing feedback to state that fees do not cover actual costs

Motion to approve Resolution 17-05 adopting fees for Body Art Facilities as presented by Health Department Staff: Gerald Wilkie

2nd Motion: Liz Spencer

Motion Carried: Yes (unanimous vote)

- v. Resolution 17-06 Adopting fees for Manufactured Home Communities

- DSPS (department of safety and professional services) will only allow direct costs. Under statute they have a right to audit at any time. This effects body art facilities and manufactured home communities fees
- BOH discussion about importance of providing feedback to state that fees do not cover actual costs

Motion to approve Resolution 17-06 adopting fees for manufactured home communities as presented by Health Department Staff: Gerald Wilkie

2nd Motion: Kathy Mitchell

Motion Carried: Yes (unanimous vote)

- Approve all 2018 Health Department fees
 - The health department continues to work hard to calculate direct and indirect costs
 - An increase of 65% to all re-inspection fees are being set across the board
 - Changes in the reproductive health fees are primarily due to capturing indirect costs which is different than in the past
 - BOH discussed continued focus on capturing costs and increasing % of cost covered by fee

Motion to approve 2018 Health Department Fees and State Agent Program resolutions as presented by Health Department Staff: Liz Spencer

2nd Motion: Blair Johnson

Motion Carried: Yes (unanimous vote)

- f. Approve updated Health Department Organizational Structure
 - Approving the organizational structure will allow the department to move forward in hiring the assistant director position

Motion to approve updated Health Department Organizational Structure as presented by Health Department Staff: Kathy Mitchell

2nd Motion: Jennifer Eddy

Motion Carried: Yes (unanimous vote)

- g. Approve 2017 and 2018 updated Pay Plan
 - Based on new org chart the division manager positions are on the same pay scale as the current supervisors positions
 - The compensation study may impact the 2019 pay plan after it is completed

Motion to approve 2017 and 2018 updated Pay Plan as presented by Health Department Staff: Liz Spencer

2nd Motion: Kathy Mitchell

Motion Carried: Yes (unanimous vote)

Board member informational items

- a. Advocacy

- Letter received from Terry Moulton regarding funding for communicable disease which was very specific to the topic. Discussed the importance of continuing to build strong relationships with legislators.
- b. Input for November BOH work session
 - The meeting can be planned by Lieske, Liz, and Mery or suggestions can be made from the board. Board members are encouraged to bring forward any ideas or requests
 - c. Accreditation Site visit dates
 - We will continue to have regular conversations regarding the site visit over the next several months
 - Board members are encouraged to attend. The final agenda for the day has not been made available but it is very possible that the BOH portion it will be held in the morning on November 30th
 - The state regional office will be doing a mock site visit and board members are encouraged to attend and will take place on either October 30th or October 31st -Kathy, Jennifer and Liz expressed interest in attending the mock site visit

Other policy and informational items from staff for the Board

- a. Director/Health Officer Report
 - Ron Kind listening session was an opportunity to share concrete data
 - This is Shane Sanderson's last board of health meeting. Shane will be enormously missed by the department.
 - Jackie Krumenauer receiving a note from a local physician. It is great to receive feedback from local partners sharing their positive experiences with the health department
- b. Correspondence/Media –enclosed
 - No discussion
- c. Service recognition
 - Kay Bogumill, Public Health Nurse-30 years
 - Valerie Reiter, Environmental Health Specialist-10 years
 - Gina Holt, Office Associate 5 years
 - Alicia Traut, Office Associate 5 years
- d. Health Department Strategic Plan
 - Tabled to next month
- e. 2018 Budget update
 - Draft county budget was submitted on Monday 8/21/17
 - Summary of program modifications were reviewed
 - Our understanding is that the county administrator will put the full proposed tax levy amounts in her budget
 - Board member provides feedback that being more in depth of what would happen if levy is funded at 0%
 - Board members are encouraged to read through the performance measures in the county budget. This provides a mid-year progress report of our 2017 Performance Measures

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

- a. None made

Next scheduled BOH meeting is September 27th at 5:15 p.m.
Merrey Price adjourned the meeting at 7:08 p.m.