

Board Members Present
Quorum is reached

Merey Price
Joan Berlin
Kathy Mitchell
Blair Johnson
Gerald Wilkie
Liz Spencer
Donald Bodeau
Jennifer Eddy (5:19pm)

Staff Members Present:

Lieske Giese
Janice Vinopal
Denise Wirth
Gina Holt (recorder)

Additional Staff Members:

Tristan Christopher
Alexis Severson

Public:

None

Introduction of new Health Department staff and interns:

Tristan Christopher-Environmental Health Inspector Housing division

Alexis Severson-UW Oshkosh student intern for the Health Department

Order of Agenda Request to pull items from Consent Agenda

- None made

Public Comment:

- None made

Consent Agenda

- a. Approval of minutes from October 18, 2017
- b. Approval of minutes from November 8, 2017

Motion to approve Consent Agenda: Kathy Mitchell

2nd Motion: Blair Johnson

Motion Carried: Yes (unanimous vote)

Business Item

- a. Monthly Financial
 - Discussed anticipated close out of the 2017 fiscal year.

Motion to receive the Monthly Financial Review: Gerald Wilkie

2nd Motion: Donald Bodeau

Motion Carried: Yes (unanimous vote)

- b. Approve various Health Department stipends
 - No discussion

Motion to approve as presented by Health Department Staff: Blair Johnson

2nd Motion: Joan Berlin

Motion Carried: Yes (unanimous vote)

- c. Approve EC Community Foundation Alliance allocation transfer
 - The EC Community Foundation recommends that we take the money out and put it in a designated health department fund to be used for Alliance activities. The intent is to have the money in a fund balance account for long term use and the Health Department in partnership with the Alliance will make decisions when the money will be spent.
 - Fundraising for Alliance work has not been a priority activity for the department due to staffing and other grant priorities, but future fund raising may be a possibility and will continue to be discussed. The department will continue to work on sustainability for the Alliance.

Motion to approve EC Community Foundation Alliance allocation transfer as presented by Health Department Staff: Liz Spencer
2nd Motion: Kathy Mitchell
Motion Carried: Yes (unanimous vote)

- d. Approve reclassification of Manager of Internal Operations position
- The health department doesn't have a formal process or procedure for reclassification. There is an internal format for reclassification. Typically new classification happens based on compensation study recommendations.
 - The upcoming compensation study will look at market value of employees.
 - This position reclassification is part of the larger reorganization.

Motion to approve reclassification of Manager of Internal Operations position as presented by Health Department Staff: Kathy Mitchell
2nd Motion: Donald Bodeau
Motion Carried: Yes (unanimous vote)

- e. Approve funding for Adult Immunization Awareness Farm Show mini grant from ADRC
- The vaccination awareness event will be held at the Farm Show and the target audience will be adults.
 - The funding covers the campaign and awareness, but does not cover vaccine administration.

Motion to approve funding for Adult Immunization Awareness Farm Show mini grant from ADRC in the amount of \$4,486 as presented by Health Department Staff: Blair Johnson
2nd Motion: Liz Spencer
Motion Carried: Yes (unanimous vote)

- f. Approve Lab funding for the replacement of the purge and trap concentrator
- This is an additional piece of equipment for the gas chromatograph mass spectrometer.
 - The purchase will be made from 2017 budget, delivery by the end of the year has been guaranteed.

Motion to approve Lab Remodeling funding for the replacement of the purge and trap concentrator as presented by Health Department Staff: Liz Spencer
2nd Motion: Jennifer Eddy
Motion Carried: Yes (unanimous vote)

- g. Approve Lab Remodeling funding to complete plumbing to streamline gas utility
- This is moving the existing gas tanks from the space and running lines to increase safety and to increase space in the lab.
 - The purchase will be made from 2017 budget, completion by the end of the year has been guaranteed.

Motion to Approve Lab Remodeling funding to complete plumbing to Streamline Gas Utility as presented by Health Department Staff: Gerald Wilkie
2nd Motion: Blair Johnson
Motion Carried: Yes (unanimous vote)

h. Approve 2018 Budget

- There have been no substantial changes in the budget since it was last brought to the board, but there have been small changes such as Group Health Insurance rate came in at 3.5% increase instead of a 4% increase. There are still some moving parts related to State and Federal grants that will be impacting the budget.
- The department built capital purchases into the budget for 2018.
- Debt Service is the long term debt from pension switch over -(Debt to Service MOU handed out at meeting was last given to board members at December 2014 meeting)
- Retiree Health Insurance-The department does have retirees in the system that we are obligated to cover the full cost of their insurance premiums.
- The department has around three months of levy saved in the fund balance for emergency contingency.
- There continues to be a great working relationship with the City Finance and the Health Department Finance departments.
- The political uncertainty and the amount of federal and state funding that the department receives is always concerning. The department monitors legislation closely.

Motion to Approve 2018 Budget as presented by Health Department Staff: Kathy Mitchell

2nd Motion: Donald Bodeau

Motion Carried: Yes (unanimous vote)

i. Election of Board of Health President and Vice President

- Board member nominates Mery Price to continue as Board of Health President
- Board member nominates Liz Spencer to continue as Board of Health Vice President

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

2nd Motion: Jennifer Eddy

Motion Carried: Yes (unanimous vote)

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

2nd Motion: Donald Bodeau

Motion Carried: Yes (unanimous vote)

Other policy and informational items from staff for the Board

a. Director/Health Officer Report

- Fairchild elevated lead level continues to be investigated.
- The Community Health assessment survey is out right now. We already have more responses now than we did three years ago.
- HPV was not allowed to be given at the mass clinics this year.
- Lieske was asked to be one of the board members representing public health for the Wisconsin Center for Health Equity.
- Lieske was selected to become President Elect for WPHA (Wisconsin Public Health Association)

b. Correspondence/Media –enclosed

- There have been a lot of media contacts throughout 2017.

- c. Service Recognition
 - Elizabeth Paulson, Environmental Health Specialist, 5 years
 - Elizabeth Giese, Health Officer/Director, 5 years

- d. PHAB National Accreditation Update-enclosed
 - There were a lot of people involved in the site visit including staff and community members.
 - During the community session Julian Emerson, a reporter for the Leader Telegram, stated that there was mention of the Health Department 352 times over the past year.
 - Board members did an excellent job during their session.
 - There was an exit conference where the site visitors shared their perspectives.
 - A written report will be received some time in January to check for accuracy points. That report will then go to the national accreditation committee who meets quarterly. We are hoping to know sometime in the end of February.

- e. Housing Program Update
 - The environmental health team has been working really hard to get this program up and running from an operational point of view.
 - Senate bill 639 was drafted last week, which affects Housing Code and could pose some challenges. KT is in Madison providing testimony.

- f. HIA Cannery District Assessment (hard copies will be available at the meeting)- Summary is enclosed <http://www.ci.eau-claire.wi.us/departments/health-impact-assessment>
 - This will be a model for the department moving forward

- g. Health Assessment survey
 - Board members were encouraged to fill out the survey

Board member informational items

- a. Public Health Policy/Advocacy
 - Follow up from the November work session – BOH Priorities
 - Suggestions made by board members
 - Adding health equity when appropriate on fact sheet
 - Perhaps there are times when things should be paid for by the levy when they couldn't otherwise afford it.
 - Economic disparity in our county is high and finding more ways that the board can address that issue through action items or via advocacy
 - Adding an agenda item to specifically look at poverty levels in the county
 - Clear definitions including how we look at and define health equity. There is no singular definition on what health equity is. Coming up with a working definition for our department would be something that could be done moving forward.
 - Discussion on The BARHII tool -self-assessment built for local governmental agencies primarily health departments that originated out of the Bay Area. The survey addresses such things as what do we mean by healthy equity? What are we currently doing and where are our gaps? This tool could also be carried over to look at the community and would help us baseline our operations and the status of the community. The health department was not awarded a grant that would have provided funding and technical assistance for the self-assessment so now we are looking at some adjustments and creating a plan for moving

forward. This could be an item brought back to the board in the future to approving funding from the fund balance to cover the cost. The BARHII assessment is estimated to take up to a full year to complete. Board members expressed support in pursuing the assessment further

- Discussion on working with the City and County as they are going through the process of updating their strategic plans and discussing the possibility of incorporating Health Equity into their plans.
 - Next step is for Merrey, Liz and Lieske to review results of the Board discussion and bring forward to full board for implementation.
 - Testimony – Administrative Rule revision DATCP 70
 - Reviewed testimony provided
 - Testimony – Administrative Rule Revision DHS 140
 - Reviewed testimony provided
 - Link to the information from the UW Madison Healthiest State meeting <https://wipha.site-ym.com/BlankCustom.asp?page=2017HSmaterials>
- b. Review draft of 2018 Board of Health calendar
- The performance review will be moved from June 2018 to July 2018
 - Lieske, Merrey, and Liz will be meeting before the January meeting to make sure that the calendar reflects updates for workforce development, performance management, strategic plan updates, and it is suggested to add health equity for re-occurring agenda items
- c. Volunteer Appreciation Celebration Breakfast
- No discussion
- d. Board of Health Photo for annual report

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

- a. The impact on the community from the Meth epidemic

Next scheduled BOH meeting is January 24, 2018 at 5:15 p.m.

Merrey Price adjourned the meeting at 6:59 p.m.