



August 22, 2018 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
Blair Johnson
Donald Bodeau
Martha Nieman
Liz Spencer

Board Members

Absent:

Emily Berge
Jennifer Eddy

Staff Members Present:

Lieske Giese
Marissa Stanley
Janice Vinopal
Gina Holt (recorder)
Deb Marshall

Additional Staff Members:

Beth Draeger
Tegan Ruland
Matt Steinback
Heidi Jusula
Paulette Magur
Jackie Krumenauer
Brenda Scheurer

Order of Agenda Request to pull items from Consent Agenda

- None Made

Public Comment:

- Public Comments regarding fees that were sent in by email and mail were reviewed

Compensation Study Presentation by Deborah Marshall from WIPFLI

- Overview of project scope and process presented to board members.
- Progression of pay scale was reviewed.
- Annual review of market and pay plan recommendation will continue as they have been in the past.

Consent Agenda

- Approval of minutes from July 25, 2018 meeting
- Approve Medical Reserve Corp State funding 2018-2019
- Approve 2018-2019 CDBG Grant
- Approve DPH Tuberculosis (TB) Dispensary Contract
- Approve 2018-2019 Public Health Emergency Preparedness (PHEP) funds
- Approve Radiological Field Team contract
- Approve Environmental Public Health Tracking Network (PHTN) Take Action with Data Grant
- Approve Various Stipends

Motion to approve Consent Agenda: Blair Johnson

2nd Motion: Liz Spencer

Motion Carried: Yes (unanimous vote)

Business Item

- Approve 2019 updated Pay Plan-
 - Pay Plan Factsheet was reviewed and discussed.
 - Cost of living Increases will continue to be looked at annually while building the budget.
 - The recommended pay plan has been built into the budget as a holding spot.
 - Recruitment and retention can be difficult, the new pay plan will be helpful for some positions.
 - There are a variety of challenges with placing people on the pay scale. For example, some long-term staff are making a higher wage than their supervisor or newer staff members could be making the same wage as someone who has been employed at the Health Department for longer.
 - Staff have had opportunity to give feedback and mixed feelings have been received.

- This does have a budget impact; the budget right now is significantly in the red. The team is confident that this is the right thing to move forward, but there is work to do to fill in the gap.
- New grant dollars coming in and open positions help the department move out the of red each year.
- The department is on market point for nursing, but there is competition in the area and that can be challenging.
- All of our positions, aside from interns and limited positions with minimal hours worked, are at living wage level.

Motion to approve 2019 Pay Plan as presented by Health Department Staff: Martha Nieman

2nd Motion: Liz Spencer

Motion Carried: Yes (unanimous vote)

b. Monthly Financial

- Monthly financial reports reviewed.
- The majority of revenue for License and permits comes in June and July. Additional revenue does come in the rest of the year. It is anticipated being close to the target budget.

Motion to receive the Monthly Financial Review: Martha Nieman

2nd Motion: Donald Bodeau

Motion Carried: Yes (unanimous vote)

c. Approve 2019 Health Department Fees

- The process of creating fees and the approval process were discussed.
- Licensed establishments are notified in advance of the proposed fees.
- The Fee Policy was included in the June Board of Health packet.
 - Adopt BOH State Agent Program fee resolutions

i. Resolution 18-02 Adopting fees for Retail Food Establishments and Mobile Food Processing Facilities

- This is an average of a 2% increase.
- Tax levy is used to make up the difference when a program is not 100% cost covered. Public Health responsibility and fee setting discussed.
- The process for not for profit events that aren't open daily discussed. The Health department is committed to looking at structure options for nonprofit and other areas.
- Question posed about all community settings where food is served including nursing homes and daycare centers. *8/27/2018- Follow up from Health Inspector-any entity that is serving food to the public would be inspected by the department. Currently we do not have nursing homes or day care centers that are serving food to the public. Schools are inspected by the health department because of a special contract between DPI and DATCP.*
- A micro market is similar to an open vending machine.

Motion to approve Resolution 18-02 Adopting fees for Retail Food Establishments and Mobile Food Processing Facilities as presented by Health Department Staff: Blair Johnson

2nd Motion: Donald Bodeau

Motion Carried: Yes (unanimous vote)

ii. Resolution 18-03 Adopting fees for Swimming Pools and Recreational Facilities

- Some of these areas have larger % increases.

- This is a larger increase for swimming pools than last year to try and increase the cost coverage.

Motion to approve Resolution 18-03 adopting fees for Swimming Pools and Recreational Facilities as presented by Health Department Staff: Donald Bodeau

2nd Motion: Martha Nieman

Motion Carried: Yes (unanimous vote)

- iii. Resolution 18-04 Adopting fees for Bed & Breakfast Establishments, Motels-Hotels, and Tourist Rooming Houses

- The resolution language has remained unchanged

Motion to approve Resolution 18-04 adopting fees for Bed & Breakfast Establishments, motels-Hotels, and Tourist Rooming Houses as presented by Health Department Staff: Blair Johnson

2nd Motion: Martha Nieman

Motion Carried: Yes (unanimous vote)

- iv. Resolution 18-05 Adopting fees for Body Art Facilities

- The department now has an ordinance charge a onetime fee for education, but not an annual fee. There has been discussion with the tattoo and body art facilities and they have been made aware of changes. These fees are the same as those that were set in 2017. There was a significant decrease in body art fees last year.
- The facility permit fee would be paid annually.
- This is a Department of Safety and Professional Services (DSPS) program, we are charging at the highest allowable rate.

Motion to approve Resolution 18-05 adopting fees for Body Art Facilities as presented by Health Department Staff: Liz Spencer

2nd Motion: Donald Bodeau

Motion Carried: Yes (unanimous vote)

- v. Resolution 18-06 Adopting fees for Manufactured Home Communities

- This is also a DSPS program, we are charging at the highest allowable rate, but actual full cost to the department is not covered.

Motion to approve Resolution 18-06 adopting fees for manufactured home communities as presented by Health Department Staff: Blair Johnson

2nd Motion: Liz Spencer

Motion Carried: Yes (unanimous vote)

- o Approve all 2019 Health Department fees

- Most fees are increasing, but there are some that have decreased.
- Reproductive Health Fees are being presented differently showing actual costs vs MA Reimbursement.

Motion to approve 2019 Health Department Fees and State Agent Program resolutions as presented by Health Department Staff: Donald Bodeau

2nd Motion: Blair Johnson

Motion Carried: Yes (unanimous vote)

- d. Recommend approval to the City of Eau Claire for garbage Program Fees:

- The department inspects each truck once per year.

Motion to Recommend approval to the City of Eau Claire for garbage Program Fees as presented by Health Department Staff: Martha Nieman

2nd Motion: Liz Spencer

Motion Carried: Yes (unanimous vote)

e. Approve Team Coordinator position description

- The program areas identified to move forward with this position are WIC, NFP, and Regulation and Licensing. In most cases this typically would be considered a permanent position but reviewed regularly. Discussed the difference of adding this differential vs placing employees differently on the pay scale with a new position. The scope of responsibility is limited related to staff coordination work that a manager would do but goes above what others in their divisions would be responsible for. The division manager is still the direct supervisor for those that are working with a Team Coordinator.
- This is a tweak to the new organization structure to help fill areas that are in need and has been planned since reorganization took effect.
- The position has been built into the preliminary 2019 budget.

Motion to approve Team Coordinator position description as presented by Health Department Staff: Martha Nieman

2nd Motion: Liz Spencer

Motion Carried: Yes (unanimous vote)

f. Adopt BOH Resolution 18-07 on Conversion Therapy

- The County Board recommended that the Board of Health approve a resolution on Conversion Therapy. The resolution was drafted based on feedback from the Board of Health at the July meeting. The Board of Health resolution differs slightly from the County Board resolution that is going to be presented in September. The County resolution is still in draft form and more definitive on enforcement action.

Motion to adopt Board of Health Resolution 18-07 Supporting the Exploration of Regulation of Conversion Therapy as presented by Health Department Staff: Blair Johnson

2nd Motion: Martha Nieman

Motion Carried: Yes (unanimous vote)

Other policy and informational items from staff for the Board

- a. Director/Health Officer Report
 - No discussion
- b. Correspondence/Media
 - No discussion
- c. Service Recognition
 - Paulette Magur-Division Manager 30 years
- d. 2019 Budget update
 - No discussion

Board member informational items

- a. Advocacy
 - No discussion

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

- a. None made

Next scheduled BOH meeting is September 26, 2018 at 5:15 p.m.
Merrey Price adjourned the meeting at 7:19 p.m.