



**July 24, 2013 Board of Health Meeting  
County Courthouse, Room G-302**

The Board of Health convened in open session at 5:20 p.m.  
The meeting was called to order by John Paddock.

**Board Members  
Present  
Quorum is reached**

John Paddock  
Elizabeth Spencer  
Kathy Mitchell  
Donald Bodeau  
William Bethke (5:20 pm)  
Michael Murray (5:35 pm)

**Board  
Members  
Absent:**

Gerald Wilkie  
Merey Price

**Staff Members  
Present:**

Elizabeth Giese  
Kitty Rahl  
Jeff Cipriano  
Shane Sanderson  
Gina Holt-recorder

**Guests:**

Jacqueline Krumenauer  
Kristine Radtke

**Public Comment:** No public comments

**Consent Agenda**

- a. Approval of minutes from June 26, 2013 meeting
- b. Director/Health Officer Report
- c. Approval of Additional MRC funding
- d. Approval of flu shot fee for the 2012-13 flu season
- e. Approve renewal of WIC agreement with Eau Claire Area School District Headstart in amount of \$2750 from September 1, 2013 through August 31, 2014 to provide nutrition services
- f. Correspondence/Media

Motion to Approve Consent Agenda: Elizabeth Spencer

2nd Motion: Kathy Mitchell

Motion Carried: Yes (Unanimous Vote)

**Business Item**

- a. Adopt Proposed Fund Balance Restrictions policy  
Establishing Fund Balance Restrictions
  - Elizabeth Giese summarized the contents of the Fact Sheet

Motion to approve Establishing Fund Balance Restrictions: Kathy Mitchell

2nd Motion: Elizabeth Spencer

Motion Carried: Yes (Unanimous Vote)

- b. Approve Fiscal Year 2012 Close Out Financial Statement and Report of Undesignated Fund Balance
  - Elizabeth Giese summarized the contents of the 2012 Close Out Financial Statement and the accompanying Munis report

- No specific audit recommendations have been made at this time
- Michael Murray expresses concern over the clarity of the Munis report that accompanied the audit report

Motion to approve the 2012 close out Audit Report: Donald Bodeau

2<sup>nd</sup> Motion: William Bethke

Motion Carried: Yes (Yea votes: William Bethke, Donald Bodeau, John Paddock, Kathy Mitchell, Elizabeth Spencer, Nay votes: Michael Murray )

c. Affirm Department budget assumptions and pay schedule for 2014

- Elizabeth Giese summarized the contents of the 2014 Budget Planning Assumption Fact Sheet
- No decisions have been made regarding moving to a merit based system
- Moving employees into the mid- point range has not been built into the 2014 budget
- A 2% increase into the existing pay plan is shown in the attachments and is built into the 2014 budget
- The Health Department is working hard to find other revenue sources

Motion to approve 2.0% economic increase to employees: Kathy Mitchell

2<sup>nd</sup> Motion: Elizabeth Spencer

Motion Carried: Yes (Unanimous vote)

d. Adopt Process for Performance Evaluation-Eau Claire City County Health Department Director

- Elizabeth Spencer to make changes to the document as agreed upon by the board
- The following documents should be available on the Health Departments' website in the future; process for performance evaluation, job description, and questionnaires to be filled out

Motion to approve the Process for Performance Evaluation of the Department Director (with the changes that Elizabeth Spencer will make): Kathy Mitchell Mitchell

2<sup>nd</sup> Motion: William Bethke

Motion Carried: Yes (Unanimous Vote)

e. Approve Director's compensation

- Elizabeth Giese states that at this time she does not feel comfortable accepting the wage increase due to Health Department budget concerns
- John Paddock suggests increasing her annual leave by 40 hours in replacement of the wage increase

Motion to rescind the salary increase to the Health Department Director in the amount of \$2,500 and instead increase the annual leave in the amount of 40 hours: Kathy Mitchell

2<sup>nd</sup> Motion: William Bethke

Motion Carried: Yes (Unanimous Vote)

## **Other information items from staff for the Board**

- a. EH Director introduction-Shane Sanderson
  - Shane introduces himself to the Board Members
- b. 2014 Health Department Strategic Plan-Update on progress and next steps for revisions
  - The goal is to have quarterly Strategic Planning progress reports
  - Elizabeth Giese explained that the Health Department is working on a process, which will involve the Board and Staff, for updating the Strategic Plan. This was a recommendation from the consultant originally hired to develop the Strategic Plan.
- c. Healthy Communities Update
  - The Mental Health Action Team under the Healthy Communities Council submitted a Healthy Wisconsin Leadership Institute (HWLI) application on June 10<sup>th</sup>, 2013. On July 15, 2013 the Mental Health Action team was notified that their application had been accepted.
- d. Remodel cost update
  - Elizabeth Giese continues to have conversations with the city and the county regarding remodeling costs.
- e. Monthly Financial Update
  - Financial update through the end of May 2013

## **Board member informational items**

- a. Board of Health Website Content
  - Discussed putting documents such as member resources on the Health Departments' website so that they could be easily accessible by Board members. Elizabeth Spencer and Elizabeth Giese will be working on this.
- b. City of Eau Claire Comprehensive Plan Health Chapter – August 12<sup>th</sup> public hearing, August 13<sup>th</sup> City Council meeting
  - The Board of Health has gone on record supporting the Comprehensive Plan Health Chapter
  - Presence at the August 13<sup>th</sup> meeting is encouraged
  - Board members are encouraged to email City Council Members

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

- None

## **Closed Session:**

Motion to adjourn into closed session pursuant to Wisconsin Statutes 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction

or exercises responsibility. To wit: Performance evaluation of Health Department Director, an employee over whom the Board of Health has supervisory control.

Motion to adjourn into closed session at 7:10 p.m.: Michael Murray

2<sup>nd</sup> Motion: Donald Bodeau

(Unanimous Roll Call Vote)

Board of Health Meeting Minutes; continuation of open meeting minutes  
July 24, 2013

Members Present: John Paddock, Don Bodeau, Elizabeth Spencer, Kathy Mitchell and Mike Murray,

Staff Present: none

Recall to Order by President Paddock at 7:56 PM

Next scheduled BOH meeting is August 28, 2013,

Meeting adjourned by President Paddock 7:57pm.

Submitted by John Paddock