



**December 11, 2013 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 John Paddock

**Board Members Present  
Quorum is reached**

Merey Price  
Gerald Wilkie  
Kathy Mitchell  
John Paddock  
Donald Bodeau  
William Bethke 5:20 pm  
Michael Murray 5:21 pm

**Board Members  
Absent:**

Liz Spencer

**Staff Members Present:**

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

**Public Present:**

Nursing Student

**Additional Staff Members:**

Beth Draeger  
KT Gallagher  
Jackie Krumenauer  
Kristine Radtke  
Janel  
Paulette  
Becky Knutson

**Order of Agenda Request to pull items from Consent Agenda-**

Received Dr. Bethke's resignation letter from BOH for 12/31/13

**Public Comment: No Comments**

**Consent Agenda**

- a. Approval of minutes from November 13, 2013 meeting
- b. Director/Health Officer Report
- c. Correspondence/Media

**Motion to Approve Consent Agenda:** Merey Price

**2nd Motion:** Kathy Mitchell

**Motion Carried: Yes (unanimous)**

**Business Item**

**a. Health Department Pay Plan**

- If accepted as presented, 16 existing staff that would be plateaued at the 2014 current salary until the pay scale catches up. The increases in salary range from \$18.00-\$3,000 annually
- Starting salary –the beginning and end range starting salaries are lower, and the mid-range starting salaries are higher with the new plan. This is consistent with the recommendations of the WIFLI study

**Motion to Approve Health Department Pay Plan as presented with a  
January 1, 2014 start date:** Kathy Mitchell

**2nd Motion:** Donald Bodeau

**Motion Carried: Yes (unanimous)**

**b. Employee Handbook**

- A lot of input and important feedback has gone into creating the updated handbook
- The handbook will be reviewed annually
- Proposed to become effective February 1, 2014
- Received legal feedback and under the retirement benefits section the language was updated after draft was sent to the Board of Health on Friday—no policy change

**Walk through of each section of the handbook that contains changes:**

Section 1.03 Required annual Review: no discussion

Section 1.02 Succession of Authority: no discussion

Section 2.02 Pay Plan: no discussion

Section 2.10 Flex Time: no discussion

Section 2.11 Time sheet: no discussion

Section 2.13 Pay Deductions: no discussion

Section 3.01 Health Insurance:

- Employee Contribution: it is discussed whether the actual amount needs to be in the handbook as it changes annually
- Beginning January 1, 2014 the City will no longer be providing deferred compensation in lieu of health insurance: It is suggested to discuss this possibility at next year's employee handbook update
- Gerald Wilkie discusses two concerns under health insurance: 1st concern is providing more funding for a family plan vs a single plan he would like to see a possible flat rate in the future, 2nd concern is that the City and County have employees pay a higher contribution than the Health Dept. He would like to see the Health Department closer to the City and County
- Kathy Mitchell expresses that this proposal is moving from 5% to 8%. Moving from 5% to 10% to match what the City or County is doing would be a large leap
- Mery Price expresses that moving that much of a jump in one year could cause financial distress for employees
- 28 employees are going from 0% to an 8% contribution to premium
- Bill Bethke expressed that because we are the Health Department he believes the staff should have a better health plan. Employees could have a higher paying salary working in other areas, so there should be some perks for being a Health Department employee

3.08 Staff Education: no discussion

3.10 Retirement Health Insurance Benefit

- We can encourage existing retirees to take a supplement plan instead of the current plan but we can't require current retirees to change. Some retirees may be open to switching and others may not
- Moving forward the Health Dept. will not be paying anything past Medicare eligibility, except for a group of employees that would be grandfathered in. The reason that there is an age and years of experience proposal is because many employees have counted on this benefit, and it made sense to have a grandfather clause and allow them to plan ahead. The thought was that 15 years would give enough time to plan ahead and realize that they would have additional cost after that

- 8 employees currently could decide at any time to retire, but at this time no staff members have put in notice of retiring
- Some employees in the current plan are eligible for 100% coverage if they retired prior to changes. It would be a decrease in coverage for the 8 employees that are eligible for retirement with date of service/WRS if they retired after January 31
- Legal opinion was that the changes are all possible; giving more time is not required from a legal point of view
- Post retirement but pre Medicare: the City pays 92% for everyone up to Medicare age but pays nothing after. Starting with new hires after January 1, 2014 the City employees will not be eligible for insurance post retirement.
- It is to be considered for next year's handbook update that employees hired after January 1, 2015 not be eligible for post-retirement insurance at the Health Department

Section 4.01 Vacation:

- Gerald Wilkie suggests considering going to a PTO arrangement for next year's handbook update

Section 4.02 Holidays:

- The holidays coincide with the county

Section 4.03 Personal Days

- John Paddock suggested only gaining a ½ of a personal holiday. With the addition of the day after Thanksgiving being added in the past-this would match the personal holidays that the City and the County have. Other board members express that they believe it should be left as one day due to the other cuts that staff members are experiencing

4.04 Sick Leave: no discussion

4.05 Child bearing: no discussion

4.09: LWOP:

- There is no time limit set so that judgment could be used per request. Management is to review each request individually to see what works best for the organization

4.10 Military Leave: no discussion

4.12 Blood Drive: no discussion

4.13 Voting: no discussion

4.14 Executive- recommended by the City: no discussion

8.04 Conflict of Interest: no discussion

8.07 Alcohol: no discussion

8.08 Weapons: no discussion

8.18 ID Badges: no discussion

8.19 and 8.20 Travel: no discussion

8.23 Paid time for travel: no discussion

8.25 ADA: no discussion

Elizabeth Giese discussed feedback from staff-This has been a very personal and a big change for staff. The majority of staff understands that there needed to be changes organizationally

but when it is applied personally it can be difficult. People are pleased that the handbook is being updated to be clearer and have a more positive nature to it. Staff have expressed appreciation for being part of the process

***Motion to Approve Employee Handbook as presented:*** Merrey Price

***2nd Motion:*** Kathy Mitchell

***Motion Carried: Yes (unanimous)***

c. 2014 Budget approval

- The pay plan and handbook changes have been incorporated into the 2014 budget
- Gerald Wilkie asks for an explanation of what debt service is. Jeff Cipriano explains that it is from a previous loan taken out to pay off an extra contribution to WRS that was made several years back. It is asked to bring how much longer is left for pay back; Jeff Cipriano will look into this and bring it back to the board at January meeting. Cipriano explained that the debt service is an exact offset there is no fiscal impact

***Motion to Approve 2014 Budget:*** Donald Bodeau

***2nd Motion:*** Merrey Price

***Motion Carried: Yes (unanimous)***

d. Healthy Communities Mini Grant from Security Health Plan

- Coordination between Hmong Mutual Assistance Association and the Health Department

***Motion to Approve Healthy Communities Mini Grant:*** Michael Murray

***2nd Motion:*** Kathy Mitchell

***Motion Carried: Yes (unanimous)***

e. Healthy WI Partnership Program Development Grant

- Funds will support the health educator position

***Motion to Approve Healthy WI Partnership Program Development Grant:*** Kathy Mitchell

***2nd Motion:*** Merrey Price

***Motion Carried: Yes (unanimous)***

f. HIV Partner Services Regional Expansion (14 counties)

- 2 public health nurses will be providing services
- Staff calculated all estimated costs into the agreement

***Motion to Approve HIV Partner Services Regional Expansion:*** Michael Murray

***2nd Motion:*** William Bethke

***Motion Carried: Yes (unanimous)***

g. City of Eau Claire VOC Testing Collaborative Agreement

- We are encouraging any collaborative effort between the Health Department and the City of Eau Claire
- Costs are similar to what competitors may be charging and reflect actual Health Department costs

***Motion to Approve City of Eau Claire VOC Testing Collaborative Agreement As Presented by Staff:*** Kathy Mitchell  
***2nd Motion:*** William Bethke  
***Motion Carried: Yes (unanimous)***

**h. Election of Board of Health President & Vice President (ballot)**

- Nominees for President and Vice President of the Board of Health:
  - John Paddock nominates Merrey Price for President. Gerald Wilkie seconds the nomination. There are no further nominations, a vote is called and Merrey Price is elected by a unanimous vote
  - Merrey Price nominates John Paddock for Vice President. Donald Bodeau seconds the nomination. There are no further nominations, a vote is called and John Paddock is elected by a unanimous vote.

**i. Monthly Financial Update: Year to date**

- Working hard to spend out the grants, and process are being put in place to make sure that this happens
- Several board members expressed that the financials were easy to read and they appreciate the ability to monitor the expenditures and grants

***Motion to Receive Monthly Financial Review:*** Donald Bodeau  
***2nd Motion:*** Gerald Wilkie  
***Motion Carried: Yes (unanimous)***

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

- a. Health Department Strategic Plan Update
  - Significant improvements each week
  - The overall Health Department Strategic Plan will be updated in 2014
- b. City of Eau Claire Committee Code of Conduct
  - Letters from the City of Eau Claire are distributed to board members
- c. Elizabeth Giese lets the board members know that there was a press release today for Health Communities and that it will be an agenda item for the January 2014 meeting.

**Board member informational items**

- a. Review draft of 2014 Board of Health calendar
- b. Board evaluation results
  - If less than a majority in the agree work hard in those areas
  - Lieske, John, Merrey, and possibly Gina will meet to try and combine the evaluation results with the Boards 2014 Goals.

- c. Appointments for Dr. Murray and Dr. Bethke's replacements have been made: Jennifer Eddy, MD has been confirmed by the City. The county appointees have not yet been confirmed but Blair Johnson, DDS, MS has applied to fill the open position following Dr. Bethke's resignation
- d. Recognition of Dr. Michael Murray
  - Dr. Murray is presented with a certificate for his commitment in serving two terms on the Board of Health
- e. Kathy Mitchell states that she will look into arranging a legislature gathering and bring the information back to the board members at the January 2014 meeting.

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

Next scheduled BOH meeting is January 22, 2014 5:15 p.m.  
John Paddock adjourned the meeting at 7:15 pm.