

**February 26, 2014 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 Merrey Price

**Board Members Present
Quorum is reached**

Blair Johnson
Merrey Price
Kathy Mitchell
Elizabeth Spencer
Jennifer Eddy
John Paddock
Donald Bodeau (5:28 pm)

**Board Members
Absent:**

Jerry Wilkie

Staff Members Present:

Kitty Rahl
Shane Sanderson
Lieske Giese
Tegan Ruland

Additional Staff Members:

KT Gallagher

Public:

Nursing Students
Community Member

Order of Agenda Request to pull items from Consent Agenda

- No requests were made to pull items

Public Comment:

- Letter and email comments were received prior to the meeting and shared with the Board of Health on Agenda item 4.f

Consent Agenda

- a. Approval of minutes from January 22, 2014 meeting
- b. Director/Health Officer Report
- c. Correspondence/Media
- d. Final report on State Division of Public Health contracts for 2013

Motion to approve Consent Agenda: Blair Johnson

2nd Motion: John Paddock

Motion Carried: Yes (unanimous vote)

Business Item

a. Monthly Financial

- Some items are still in the process of closing out for 2013 fiscal year
- Staff are working on updating the Munis reports to reflect new funds that are not yet in the system
- The audit process has started
- Board members encourage staff to make sure that journal entries are as accurate as possible
- Lieske will look into the change in the Fund Balance from January to February
- Tax levy has not yet come in from the City for 2014

Motion to receive the Monthly Financial Review: John Paddock

2nd Motion: Kathy Mitchell

Motion Carried: Yes (unanimous vote)

b. Approve additional State Medical Reserve Corp (MRC) funds of \$12,336

- The State has additional funds that will be brought to the board at the March meeting for approval

Motion to accept the \$13,086 State Division of Public Health MRC funding for the purpose of supporting and promoting the Eau Claire County Medical Reserve Corps Unit as presented by staff: Kathy Mitchell

2nd Motion: Donald Bodeau

Motion Carried: Yes (unanimous vote)

c. Approve CDC Public Health Improvement Grant for \$5,000

- Continue to work on quality improvement and accreditation
- Grant ends in September because it runs according to the federal fiscal year

Motion to approve funding for the 2014 Public Health Improvement Grant in the amount of \$5,000 as presented by staff: Blair Johnson

2nd Motion: Elizabeth Spencer

Motion Carried: Yes (unanimous vote)

d. Approve Prenatal Care Coordination

- There are three separate parts to these fees and each section will be voted on individually
- All are existing fees being updating based on costs of services
- The client does not pay the difference from what MA won't reimburse
- 100% of costs are being identified in revised fees

Motion to approve the fee increases for Prenatal Care Coordination, effective March 1, 2014 as presented by staff: Kathy Mitchell

2nd Motion: Donald Bodeau

Motion Carried: Yes (unanimous vote)

Approve Tuberculin Skin Test Fees

- The Health Department wouldn't charge for testing during a TB outbreak
- The Health Department gave over 600 TB tests last year
- Costs are comparable to other counties

Motion to approve the fee increases for Tuberculin skin tests, effective March 1, 2014 as presented by staff: John Paddock

2nd Motion: Elizabeth Spencer

Motion Carried: Yes (unanimous vote)

Approve Hepatitis B Vaccination Fees

- The Health Department gave 41 Hepatitis B shots last year
- Costs are comparable to other counties
- We do not bill to private insurance at this time
- We don't deny services if the client isn't able to pay, there is some flexibility in what is charged to the clients so that services can be met
- 100% of costs are being covered with proposed fee change

Motion to approve the fee increases for Hepatitis B vaccinations effective March 1, 2014 as presented by staff: Jennifer Eddy

2nd Motion: Donald Bodeau

Motion Carried: Yes (unanimous vote)

e. Approve 2014 fees for laboratory testing

- Covering 100% of costs with proposed fee change
- There will be no longer be out of county sampling fee charges that are different
- No other environmental health programs charge more for out of county services
- Cost analysis showed that we are close, or in some cases below our competitors rates

Motion to approve the 2014 fees for laboratory testing presented by staff: John Paddock

2nd Motion: Blair Johnson

Motion Carried: Yes (unanimous vote)

School Inspection Fees:

- The inspections are part of federal guidelines
- We are working towards the 70-90% cost coverage, but that would have been a 42% increase in fees for this year to get to 70%
- Some schools may have more than one fee dependent on their situations
- Staff continue to look at efficiencies and ways to lower costs for all programs
- These fee increases would effect next year's school budget

The board members table this discussion for five minutes in order to discuss fee increases

- It is agreed that the fee increases are nearly at 70-90 % for all licenses, with this increase, there may be one more significant increase in certain programs next year. The board members suggest making contact with the school district to let them know of the process of the fee increases so that they can budget accordingly. Lieske agrees to contact the Eau Claire school district
- We are not receiving enough money in order to subsidize the programs. It is suggested that the health department continue to send out letters to the establishments and explain the cost and how much we are subsidizing
- Lieske and Shane will be responding to the individuals that shared their concerns with the fee changes

Motion to approve the fee revisions for school inspections for the year July 1, 2014-June 30, 2015 as presented by staff: Kathy Mitchell

2nd Motion: Donald Bodeau

Motion Carried: Yes (unanimous)

f. Approve 2014-2015 fees and BOH resolutions for licensed facilities – swimming pools, campgrounds, restaurants, motels, bed and breakfasts, beverage, mobile home parks, and retail food establishments

- The calculated costs did change from last year's fee sheet
- Percentage increases for fees ranged from 14-19% last year; the highest were mobile home parks at 19%
- An average of 13 visits annually are made for year round pools. This consists of monthly water samples and one full inspection annually.

Motion to adopt four resolutions (14-01 thru 14-04) regarding fee revisions to be effective July 1, 2014 and April 1, 2014 for new and change of ownership as presented by staff: Elizabeth Spencer

2nd Motion: John Paddock

Motion Carried: Yes (unanimous)

Other policy and informational items from staff for the Board

a. Legislative Public Health meeting

- Collaboration with EC Healthy Communities, board members will be invited to attend. It will probably take place in May. Lieske will let board members know as more information becomes available
- Liz Spencer hands out 2014 WPHA/WALHDAB legislative grid (informational handout)

b. Local Health Department 140 Review Process

- Every five years there is a review-one of things that they look at is that the organization's Board of Health is operating according to regulations
- This review process will be happening during 2014-Lieske will let the board know the date of the review the board members may need to be present during the review

Board member informational items

a. BOH 2014 Board Action Plan update/review-enclosed

- 2-3 performance reviews per meeting may be ambitious
- The county performance review has 10 programs identified, but some of them are very specific and some are large encompassing several things. At what level does the board want to do a review-more direction is needed
- It is suggested that the program review work in conjunction with the 140 review as well as the accreditation process –Donald Bodeau expressed an interest in working on this
- The goal of this process should be to help the department prioritize and make sure that the entire population is being served with current policies and programs
- Meroy Price states that it is not an expectation to have every item checked off the goal sheet at the end of the year but rather using the goals as an outline for prioritizing
- John, Meroy and Lieske will work off of the goal sheet each month when creating the meeting agenda
- The board decides to start using the current action plan and make updates as needed in the future
- John Paddock suggests trying to engage the City Council and the County Board on what services they are receiving from the Health Department.

b. WPHA/WALHDAB conference BOH member attendance -enclosed-

http://www.wpha.org/events/event_details.asp?id=374129

- The cost is \$325 to attend-there is some money in the budget for BOH training
- If anyone is thinking of attending please let Lieske or Gina know

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

a. Updated agenda item list-enclosed

- This will be looked at when establishing the agenda each month

b. Board meeting date/time discussion

- Currently the meetings are scheduled from 5:15-7:00 p.m.; the board members agree to keep this time

- c. Merey requests next March's agenda have an informational discussion for accreditation, and possibly an action item for April's meeting in regards to moving forward with accreditation process

Next scheduled BOH meeting is March 26, 2014 5:15 p.m.

Merey Price adjourned the meeting at 6:58 p.m.