

**March 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 Mery Price

**Board Members Present
Quorum is reached**

John Paddock
Mery Price
Blair Johnson
Kathy Mitchell
Jennifer Eddy
Elizabeth Spencer
Gerald Wilkie (5:19 pm)

**Board Members
Absent:**

Donald Bodeau

Staff Members Present:

Elizabeth Giese
Kitty Rahl
Tegan Ruland
Shane Sanderson

Additional Staff Members:

Abby Hinz
Paulette Magur
Jackie Krumenauer

Order of Agenda Request to pull items from Consent Agenda-no requests

Public Comment: No public comment

Consent Agenda

- a. Approval of minutes from February 26, 2014 meeting
- b. Director/Health Officer Report
- c. Correspondence/Media
- d. Accept the renewal of Shining Smiles oral health program grant funds from Western Dairyland, EOC in the amount of \$10,000 from July 1, 2014-June 30, 2015
- e. Accept the 2013 Wisconsin Division of Public Health Consolidated Contract funding-enclosed
- f. Accept additional money from the Wisconsin Division of Public Health for Public Health Emergency Preparedness (PHEP) in the amount of \$4,450.00 through June 30, 2014
- g. Accept the Polk County Public Health Preparedness Regional Consortium funding in the amount of \$1,378.00 through June 30, 2014

Motion to approve Consent Agenda: Kathy Mitchell

2nd Motion: John Paddock

Motion Carried: Yes (unanimous vote)

Business Item

a. Monthly Financial

- Grant report shows that we are continuing to move forward with expenses being on track
- The board requested that a summary of the financial report be included each month capturing any items that may be significant
- The MUNIS system does not include encumbrances in the balance sheet report. The Board requests to have these manually calculated each month
- When the end of 2013 difference between revenue and expenses is determined the amount of fund balance will be available for the start of 2014. This will happen after the audit process is complete.

- Lieske will follow up with the City regarding the reconciliation process of the fund balance

Motion to receive the Monthly Financial Review: John Paddock

2nd Motion: Elizabeth Spencer

Motion Carried: Yes (unanimous vote)

b. Sign Public Health Week Proclamation

- Kathy Mitchell will ask the City Council to recognize the proclamation at the next Council meeting

Motion to sign the Public Health Week Proclamation: John Paddock

2nd Motion: Kathy Mitchell

Motion Carried: Yes (unanimous vote)

c. Sign Parents Who Host Proclamation

- Underage drinking continues to be a priority for the Health Department

Motion to sign the Parents Who Host Proclamation: Blair Johnson

2nd Motion: Jennifer Eddy

Motion Carried: Yes (unanimous vote)

d. Accept the National Association of City/County Health Officials “Chronic Disease Self-Management Program” grant in the amount of \$13,500.00 for contract period March 2014 through July 2015

- We are one out of 12 Health Departments in the county to receive this grant
- This is a partnership with ADRC and community members
- Targeting employee worksites and rural populations
- Gerry Wilkie requests that future fact sheets explain the fiscal impact on the Health Department in regards to the fee being charge or grant being accepted

Motion to Accept the National Association of City/County Health Officials “Chronic Disease Self-Management Program” grant in the amount of \$13,500.00 for contract period March 2014 through July 2015: Gerry Wilkie

2nd Motion: John Paddock

Motion Carried: Yes (unanimous vote)

e. Approve Fund Balance use for DPI alcohol prevention activity continuation

- The DPI grant allowed carryover, but this was not entered correctly in MUNIS for a number of years
- City is in agreement that these are the expenditures and revenues and that carry forward amounts went to the fund balance in previous years

Motion to approve Fund Balance use for DPI alcohol prevention activity continuation through 2014 as described: Gerry Wilkie

2nd Motion: Elizabeth Spencer

Motion Carried: Yes (unanimous vote)

f. Adopt updated sliding fee scale and fees for Reproductive Health Clinic supplies and services effective April 1, 2014

- Many of the services are billed to Medicaid
- It is important to provide services that are affordable
- Poverty calculations changed this year

Motion to adopt updated sliding fee scale and fees for Reproductive Health Clinic supplies and services effective April 1, 2014: Kathy Mitchell

2nd Motion: Elizabeth Spencer

Motion Carried: Yes (unanimous vote)

g. Approve position statement on e-cigarettes as public health concern

- Opportunity to go on record regarding the effects of e cigarettes and public health

Motion to approve position statement on e-cigarettes as public health concern: Blaire Johnson

2nd Motion: Kathy Mitchell

Motion Carried: Yes (unanimous vote)

h. Adopt fee of \$17 per fluoride varnish for the Shining Smiles Oral Health program

Motion to adopt fee of \$17 per fluoride varnish application effective April 1, 2014: Gerry Wilkie

2nd Motion: Kathy Mitchell

Motion Carried: Yes (unanimous vote)

Other policy and informational items from staff for the Board

a. Health Department Strategic Plan update

- Continue to move forward on all four goals including quality improvement
- It is suggested that a new format be created that would highlight the progress and changes being made
- Space is an ongoing challenge at the Health Department, however we are working well in the current space

b. County Health Rankings – 2014 report

- The fifth annual RWJ County Health Rankings has been released showing that in 2014 Eau Claire County ranks 12th in health outcomes (how healthy we are) and 14th in health factors (how healthy we can be in the future)

c. National Public Health Accreditation process

- It takes at least a year to prepare for the accreditation process
- Cost is approximately \$20,670 for the full five year accreditation for an agency of our size
- National standards are evidence based and intended to improve public health
- The board requests this subject return to agenda next month to vote on whether or not to pursue the accreditation process

d. Eau Claire City and County Annual report

- Health Department report is in the process of being completed

e. Access to Care Health Priority

- Reminder of ACA Marketplace activities and deadlines

Board member informational items

- a. Eau Claire Healthy Communities – Legislative Event and Public Meeting May 1, 2014
 - Will publicly notice that Board of Health members are encouraged to participate
- b. Follow-Up items related to Employee Handbook – Discussion of Board requests for mid-year report
 - Updated employee handbook will be sent electronically to BOH members
 - The board members discussed starting to think of questions and ideas in preparation for review and potentially updating the handbook later this year
- c. Liaison Report to the County
 - Annual report to the County Board on Board of Health activities
 - This will be added to the Board of Health orientation packet
- d. NALBOH Annual Meeting – August 13-15, 2014 in Milwaukee, WI
 - Board of Health members encouraged to consider attendance
- e. Board of Health policies and procedures
 - Mery Price distributed a table with dates of policy and resolution decisions that the Board of Health has made
 - Record retention policy: Mery Price would like to put together a policy regarding how long to retain board of health documents
 - Consent Agenda: Mery would like to put together a basic consent agenda policy-The board agrees that allowing for clarification of consent agenda items is appropriate. If clarification is requested in advance of meeting Lieske will communicate questions and responses to all Board of Health members

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

- a. Health Department Director Annual Review Process
- b. Share the workbook that was completed identifying gaps related to 10 essential services with board members (Strategic Plan item)
- c. Vote next month on whether to move forward with accreditation or not
- d. Discussion on what to consider discussing at legislative event
- e. Board of Health consent agenda policy review
- f. May 6th Open house for the County building –more information to come
- g. Board of Health record retention policy

Next scheduled BOH meeting is 4/23/14 at 5:15 p.m.
Mery price adjourned the meeting at 7:00 pm