

**April 23, 2014 Board of Health Meeting
County Courthouse, Room G-302**

The Board of Health convened in open session at 5:15pm
The meeting was called to order by Mery Price

**Board Members Present
Quorum is reached**

Gerald Wilkie
Mery Price
Blair Johnson
Kathy Mitchell
Elizabeth Spencer
Donald Bodeau
Jennifer Eddy

**Board Members
Absent:**

John Paddock

Staff Members Present:

Lieske Giese
Shane Sanderson
Kitty Rahl
Tegan Ruland
Gina Holt (recorder)

Additional Staff Members:

Jackie Krumenauer
KT Gallagher

Public:

James Dunning – Eau Claire
County Board Member

Order of Agenda Request to pull items from Consent Agenda

- No requests to pull items from the Consent Agenda
- Agenda change: Move business item 4.i to be discussed first

Public Comment:

- No comments
- Email correspondence received and distributed to the Board of Health members related to Business Item 4.b Approve Transient Non-Community Water test fees

Consent Agenda

- a. Approval of minutes from March 26, 2014 meeting
- b. Director/Health Officer Report
- c. Correspondence/Media

Motion to approve Consent Agenda: Kathy Mitchell

2nd Motion: Blair Johnson

Motion Carried: Yes (unanimous vote)

Business Item

- i. County resolution proposal for state alcohol tax (agenda item moved to first item of discussion)
 - County Board member James Dunning spoke regarding the resolution
 - This is a health priority for Eau Claire County
 - The County board will be reviewing the resolution at their upcoming board meeting
 - A letter will be drafted by Lieske showing the Board of Health members support for the County resolution

Motion to support the County Resolution supporting an increase in alcohol tax for funding alcohol abuse prevention, treatment and alcohol enforcement: Gerald Wilkie

2nd Motion: Donald Bodeau

Motion Carried: Yes (unanimous vote)

a. Monthly Financial

- The Fund balance will not be resolved until 2013 has been finalized
- The Control account includes 2013 expenses that haven't been reversed as well as the addition of the City revenue that has not been entered into MUNIS at this time

Motion to receive the Monthly Financial Review: Gerald Wilkie

2nd Motion: Blair Johnson

Motion Carried: Yes (unanimous vote)

b. Approve Transient Non-Community Water test fees

- Transient non community water systems serve at least 25 people at least 60 days per year
- Non transient water systems serve at least 25 people in the same community for more than 6 months out of the year
- Community members were notified of the fees-one individual responded
- This will be built into the 2015 budget
- Non transient well sampling fee will be brought forward to the Board of Health at a future date, more research needs to be completed

Motion to approve the proposal to remove the exemption for Transient Non-Community Wells from the Laboratory Fee Exemption Policy to begin January, 1 2015. Kathy Mitchell

2nd Motion: Elizabeth Spencer

Motion Carried: Yes (unanimous vote)

c. Approve influenza vaccination fee

- Quadrivalent vaccine protects against four strains of the flu, this will be a new type of vaccination
- Eau Claire county vaccination rates are consistent with the state rates
- The Health Department will continue to work with partners to increase the number of vaccines given

Motion to adopt a flu shot fee of \$39 per dose of quadrivalent vaccine for the 2014-15 flu season: Jennifer Eddy

2nd Motion: Donald Bodeau

Motion Carried: Yes (unanimous vote)

d. Approve DPH climate and vector-borne disease grant

- Lyme disease is the 2nd most reportable communicable disease in the county
- Lieske will confirm with the City to see if the PCR equipment would be considered a onetime purchase or if it would placed on a depreciation schedule
- Having this capability could increase the scope of services that the Health Department laboratory provides
- Replacing the PCR machine would be considerably less than the startup cost because the department would not need to purchase the supporting equipment

Motion to Accept 2014 BRACE grant allocation from DPH and authorize purchase of qPCR machine using BRACE grant and fund balance: Blair Johnson

2nd Motion: Kathy Mitchell

Motion Carried: Yes (unanimous vote)

e. Approve Public Health Accreditation preparation process

- At this point there are no distinct revenue streams available by becoming accredited
- Many of the things that the accreditation process involves are things that we as a department are already working on
- Becoming accredited can help establish a sense for what the best approach may be for different services

Motion to approve ECCCHD continuing to prepare for national public health accreditation with an intent to apply to PHAB in 2015: Elizabeth Spencer

2nd Motion: Donald Bodeau

Motion Carried: Yes (unanimous vote)

- f. Approve resolution supporting federal public health funding
- The resolution will be forwarded to the same recipients of the public health funding letter sent on October 2013 on behalf of the Board of Health

Motion to approve resolution to support federal funding for prevention and public health efforts at the federal, state, and local level to assure population health improvement and will communicate this support to federal legislative and executive representatives: Gerald Wilkie
2nd Motion: Elizabeth Spencer
Motion Carried: Yes (unanimous vote)

- g. Support County ordinance change related to e-cigarette use on county property
- A letter will be drafted by Lieske showing the Board of Health members support for the County ordinance

Motion to Support County ordinance change related to e-cigarette us on county property: Kathy Mitchell
2nd Motion: Donald Bodeau
Motion Carried: Yes (unanimous vote)

- h. Adopt Board of Health consent agenda policy
- Board members agree with the policy

Motion to adopt Board of Health consent agenda policy: Donald Bodeau
2nd Motion: Elizabeth Spencer
Motion Carried: Yes (unanimous vote)

Other informational items from staff for the Board

- a. Update on 2013 Audit, close-out of 2013 financials
- The audit results, if received, will be on the May BOH meeting agenda
 - Not all of the grant dollars that were allocated were spent; a system is in place for monitoring grant spending to avoid future loss. Some grant funds were also not received due to late payment request submitted to the state.
- b. Initial input from the Board of Health for proposed 2015 budget
- Budget assumptions will be brought back to the Board of Health at the May meeting
 - It is suggested by board members to update the contractual agreements with both the City and County. This would provide an opportunity to streamline the budget process
- c. 2013 Eau Claire City-County Health Department Annual Report
- A summary and a detailed report are available electronically on the web page
 - The department has already received a lot of positive feedback
 - Board members note that the annual report was very well done
- d. Eau Claire Health Communities-Community Health Improvement Plan (CHIP) Update
- The energy and participation at meetings has been wonderful
 - May 1st event will provide the opportunity for collaboration and next steps
- e. 10 Essential Service Agency Workbook-summery of results from 2012 and 2014 update
- This is a way to measure quality improvement as an agency
 - QI projects are being developed from the gaps identified

Board member informational items

- a. Director Annual Performance Review-Process and questionnaire/survey

- Survey will go out in May, and the review is scheduled in a closed session at the June 25th Board of Health meeting
 - In the stakeholder's questionnaire sentences one and two: strike strategic plan and insert the words plans, goals, or objectives
- b. May 1, 2014 Legislative Event-Discussion on talking points**
- Board members are encouraged to attend
 - Lieske will moderate the meeting
 - Board members discussed what type of dialog they would like to take place
 - The annual report summary will be part of the meeting information presented
- c. Feedback on Employee Handbook areas of interest/questions for July**
- Possible employee health insurance contribution increase
 - Board members refer to suggestions made at the December 2013 Board of Health meeting
- d. Board of Health Action plan quarterly review**
- In July a written updated will be provided by Merey Price
- e. County Board and City Council 2014 appointments to the Board of Health**
- Gerald Wilkie and Kathy Mitchell were re-appointed. Merey Price thanks both members for their continued service

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

- a.** July-Annual review of Account Allocations/Fund Balance
- b.** July-Employee handbook review and update

Next scheduled BOH meeting is May 28, 2014 at 5:15 p.m.

Merey Price adjourned the meeting at 6:59p.m.