

**August 27th 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 Merrey Price

**Board Members Present
Quorum is reached**

Gerald Wilkie
John Paddock
Merrey Price
Blair Johnson
Jennifer Eddy
Elizabeth Spencer

**Board Members
Absent:**

Kathy Mitchell
Donald Bodeau

Staff Members Present:

Lieske Giese
Tegan Ruland
Denise Wirth
Shane Sanderson
Gina Holt (recorder)

Additional Staff Members:

Rebecca Baader
Jackie Krumenauer

Public:

None

Order of Agenda Request to pull items from Consent Agenda

- No requests made

Public Comment:

- No public Comment

Consent Agenda

- Approval of minutes from July 23, 2014 meeting
- Director/Health Officer Report
- Correspondence/Media
- Approve contract with the State Division of Public Health in the amount of \$52, 816 for the period July 1, 2014 through June 30, 2015 for public health emergency preparedness activities

Motion to approve Consent Agenda: John Paddock

2nd Motion: Blair Johnson

Motion Carried: Yes (unanimous vote)

Business Item

- Monthly Financial
 - Increase in revenue as well as expenditures
 - Personnel expenditures are low, some vacant positions have recently been filled
 - CDBG=Community Development Block Grant
 - Transfer to debt service- Lieske will get clarification from the City on the definition and will then forward the information to board members

Motion to receive the Monthly Financial Review: Gerald Wilkie

2nd Motion: Jennifer Eddy

Motion Carried: Yes (unanimous vote)

- b.** Approve Community Health Assessment Partnership MOU and designate \$2000 of health department funds towards the shared assessment
- The ask is for 1,500 dollars not \$2,000
 - The end date of project is June 2015 not 2014
 - The agreement is still in draft form and will be shared with the board once it has been finalized
 - Board members suggested expanding the partnership in the future to such entities as the Department of Human Services, and smaller health care centers
 - Health Department staff recently submitted a grant through the Otto Bremer Foundation
 - The marketing department from Mayo and Sacred Heart Hospital are working on a marketing plan to announce the collaboration and survey
 - The Health Department will be responsible for tracking the financials in MUNIS using the budget that has been developed

Motion to Approve Community Health Assessment Partnership MOU and designate \$1,500 of health department funds towards the shared assessment: John Paddock

2nd Motion: Blair Johnson

Motion Carried: Yes (unanimous vote)

- c.** Approve policy for determining salary increases – merit and economic – for Health Department Director/Health Officer

- The existing policy from 2009 was reviewed
- Board members expressed that they would like more clarity in the policy with the directors pay being solely merit based
- Mery Price will work on updating the policy and bring it back to the board
- Economic increases will be applied to the wage scale range only and not to specific individual salary for director

Motion to Approve the concept to rewrite the policy for determining salary increase based on merit only Health Department Director/Health Officer: Jennifer Eddy

2nd Motion: Elizabeth Spencer

Motion Carried: Yes (unanimous vote)

- d.** Approve tax assessment increase for septic maintenance

- The maintenance fee has not increased since 2010
- Gerald Wilkie suggested increasing the fees above the recommendation provided to the Board of Health, and asked what percent of costs would be covered with the following proposed 2015 increases:
 1. Septic Maintenance-Septic Systems \$10.00 fee
 2. Septic Maintenance-Holding Tanks \$20.00 fee
 3. Septic Maintenance- ATUs \$15.00 fee
- Shane Sanderson verifies that with the fee increases suggested by Gerald Wilkie, the Septic Maintenance program would be 99% fee funded
- Board members discussed what their role is in setting fees

Motion to approve tax assessment increase for annual septic maintenance fees:
Septic Maintenance-Septic Systems \$10.00
Septic Maintenance-Holding Tanks \$20.00
Septic Maintenance-ATUs at \$15.00: Gerald Wilkie
2nd Motion: Blair Johnson
Motion Carried: Yes (unanimous vote)

e. Approve 2014 TB Medical Assistance fee

- The Health Department currently has not billing MA for these services, but would have the opportunity to back bill through 2014

Motion to Approve 2014 TB Medical Assistance Fee: Blair Johnson
2nd Motion: John Paddock
Motion Carried: Yes (unanimous vote)

f. Approve fee process/framework for 2015

- The policy would provide more consistent, appropriate, and accurately developed fees on an annual basis that coincides with budgeting to assure more accurate revenue predictions
- Board members decided to divide the motion into five separate motions voting on each fee policy separately
 1. Scheduling of fee changes:
 - This will have fees starting at January 1st, except for those that have a different mandated start time

Motion to approve the policy for scheduling of fee changes –Fees reviewed and approved annually with the implementation on January 1st of the following year with specific exceptions as required: Elizabeth Spencer
2nd Motion: Jennifer Eddy
Motion Carried: Yes (unanimous vote)

2. Fee Calculations

- The board agreed that all health department fees should be developed utilizing consistent factors
- Once staff have developed a process to consistently capture all factors in fee calculations it will be shared with the board
- Board members suggested the policy be non- specific and use wording such as “unless otherwise limited by...”

Motion to approve the policy for fee calculations-All health department fees are developed utilizing consistent factors: Gerald Wilkie
2nd Motion: Jennifer Eddy
Motion Carried: Yes (unanimous vote)

3. Covering program costs-range

- Staff members are finding as we become more accurate and consistent with costing services there could be substantial increases in some areas in order to meet the current fee policy
- Board members discussed the impact of fee increases to the public, business owners, as well as license holders

- Board members suggested the policy be non-specific and state “All health department fees will attempt to cover the actual program/service cost while continuing to maintain the common good of the public.”
- This would apply to all fees and would replace existing 70-90% range for environmental health licensing fees

Motion to approve the policy for covering program costs -The Health Department will attempt to cover actual program/service cost: Gerald Wilkie

2nd Motion: Elizabeth Spencer

Motion Carried: Yes

Roll Call Vote: 5 ayes: Blair Johnson, Elizabeth Spencer, Gerald Wilkie, Merrey Price, John Paddock

1 noes: Jennifer Eddy

4. Cost of product variation
 - If a fee increases it is asked to be noted in directors report

Motion to approve the policy for cost of product variation- Fees for supplies may be increased or decreased by the amount that the supply cost changes during the year without additional

Board of Health approval: Blair Johnson

Second Motion: John Paddock

Motion Carried: Yes (unanimous vote)

5. Poverty Guideline updates
 - The sliding fee scale for private pay supplies and services will be adjusted annually

Motion to approve the policy for Poverty Guideline updates- The sliding fee scale for private pay supplies and services will be adjusted annually when received to reflect updates to the Federal Poverty Guidelines as published by the Department of Health and Human Services in the Federal Register: Gerald Wilkie

Second Motion: Elizabeth Spencer

Motion Carried: Yes (unanimous vote)

Other policy and informational items from staff for the Board

- a. 2015 Budget update
 - Draft county budget discussed
 - County Strategic Plan shared with a reminder about the Health Department’s connection
 - Joint City-County budget meeting reviewed

Board member informational items

- a. WALHDAB regional Board of Health training
 - Merrey Price passed out handouts and summarized the training
- b. NALBOH meeting
 - Merrey Price passed out handouts and summarized the meeting
 - Some future items to discuss –disclosure agreements, training, etc.

c. BOH resolutions

- Important questions to think about- As a board how are we defining resolutions and position statements?

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

- a.** Position statements/resolutions

Next scheduled BOH meeting will be September 24th 2014 at 5:15 p.m.

Merey Price adjourned the meeting at 7:21 p.m.