

**September 24, 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**

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

**Staff Members Present:**

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

**Additional Staff  
Members:**

KT Gallagher  
Alyssa Sickler  
Regina Troia  
Jackie Krumenauer

**Public:**

Justin Web  
Dan Wilcox  
Aaron Kruegor  
Kayla Johnson  
Clifford Melgard

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

- Jennifer Eddy requests to pull the director's report from the consent agenda and move it to the business agenda
- Business Item 4.d Adopt body art new Board of Health regulations and fee resolution moved to be discussed after director's report
- Regina Troia, a newly hired Public Health Nurse, was introduced to the Board of Health members

**Public Comment:**

- Justin Webb spoke regarding the resolution concerning the body art regulation and fee resolution
- Dan Wilcox spoke regarding the resolution concerning the body art regulation and fee resolution
- Erin Kruegor spoke regarding the resolution concerning the body art regulation and fee resolution

**Consent Agenda**

- a. Approval of minutes from August 27, 2014 meeting
- b. Correspondence/Media
- c. Approve the Division of Public Health amendment of the 2014 WIC grant, a reduction of \$9,856-enclosed
- d. Accept donations to ASAP from Chippewa Valley Orthopedics, Memorial HS Booster Club and North HS Booster Club for \$1100

**Motion to approve Consent Agenda:** John Paddock

**2nd Motion:** Gerald Wilkie

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

**Business Item**

Director Report –pulled from the consent agenda to discuss Nurse-Family Partnership (NFP)

- Discussion takes place about the importance of not duplicating services
- Still in the exploration stages, more information will be brought to the board as it becomes available

**Motion to accept director's report:** John Paddock

**2nd motion:** Donald Bodeau

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

**a. Monthly Financial**

- Debt Service definition=The amount being paid on Health Department previous debt issued in 2008
- The department continues to work on bringing in revenue and spending out grants
- Department managers work with the staff within each program to make sure that grants are being spent

***Motion to receive the Monthly Financial Review:*** Jennifer Eddy

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

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

**b. Approve state Radon Grant addition of \$5,700 for outreach**

***Motion to approve state Radon Grant addition of \$5,700 for outreach:*** Kathy Mitchell

***2nd Motion:*** Gerald Wilkie

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

**c. Approve new 2014 Nursing Division fees**

***Motion to approve new 2014 Nursing Division fees:*** Elizabeth Spencer

***2nd Motion:*** Donald Bodeau

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

**d. Adopt Body Art new BOH regulation and fee resolution (moved to be discussed after Director's Report)**

- The Board praises the team for the collaboration to provide a safe and healthy environment for the public
- Body Art Advisory Committee is a group of equal parts industry operators and health inspectors working together. The group met over a nine month period of time and will continue to meet in the future
- Discussion that fees are not 100% cost covered. Some board members expressed that the fees are aggressive, and providing safe services are important to public health and safety
- Discussion regarding the plan review section of the regulation

***Motion to adopt body art new Board of Health regulation and fee resolution:*** Blair Johnson

***2nd Motion:*** Jennifer Eddy

***Gerald Wilkie motion to amend fee resolution with an additional 14% increase in fees:*** There is no second motion made to the amendment

***The original motion, as presented by Health Department staff, carried by the following vote:***

Aye: Elizabeth Spencer, Kathy Mitchell, Donald Bodeau, Blair Johnson, Mery Price, John Paddock, and Jennifer Eddy

Nay: Gerald Wilkie

- e. Adopt BOH State Agent Program fee resolution-enclosed
  - Resolution 14-05 Adopting fees for Retail Food Establishments, Restaurants, Beverage Establishments and Mobile Food Processing Facilities
  - Resolution 14-06 Adopting fees for Swimming Pools and Recreational Facilities
  - Resolution 14-07 Adopting fees for Bed & Breakfast Establishments, Motels-Hotels, and Tourist Rooming Houses
  - Resolution 14-08 Adopting fees for Manufactured Home Communities
- Discussion takes place and concern was raised that fees are not 100% cost covered
- Discussion on restaurant fees and the method of dividing fee levels. Different methods would include basing fees on the amount of time the inspection takes, the amount of seats, the amount of sales, or the risk factor. The health department will continue to explore different options for setting fees in the future

**Motion to adopt BOH State Agent Program fee resolution: Kathy Mitchell**

- Resolution 14-05 Adopting fees for Retail Food Establishments, Restaurants, Beverage Establishments and Mobile Food Processing Facilities**
- Resolution 14-06 Adopting fees for Swimming Pools and Recreational Facilities**
- Resolution 14-07 Adopting fees for Bed & Breakfast Establishments, Motels-Hotels, and Tourist Rooming Houses**
- Resolution 14-08 Adopting fees for Manufactured Home Communities**

**2nd Motion:** Donald Bodeau

**Gerald Wilkie motion to amend Resolution 14-05 to increase fees by 18%. Motion is seconded by Elizabeth Spencer.** The increased fee amounts are listed in the table below:

<b>Restaurants</b>	<b>Health Department Fee</b>	<b>Plan Review Fee</b>	<b>Preinspection Fee</b>
Unlimited Restaurant: <\$100,000 Annual Sales	\$600	\$275	\$275
Unlimited Restaurant: \$100,000-\$499,999 Annual Sales	\$728	\$333	\$333
Unlimited Restaurant: \$500,000-\$1,000,000 Annual Sales	\$840	\$384	\$384
Unlimited Restaurant: >\$1,000,000 Annual Sales	\$950	\$435	\$435
Limited Restaurant	\$281	\$129	\$129
One Independent Food Prep/Service Facility	\$159	\$73	\$73
Temp Restaurants/Mobile Food Establishment	\$163	\$75	\$75
Beverage Establishment	\$246	\$113	\$113

**Board members voted in favor of amended resolution 14-05 by the following vote:**

Aye: Elizabeth Spencer, Donald Bodeau, Blair Johnson, John Paddock and Gerald Wilkie  
 Nay: Kathy Mitchell, Jennifer Eddy, and Merrey Price

**Board members voted in favor of Resolution 14-06 Adopting fees for Swimming Pools and Recreational Facilities, Resolution 14-07 Adopting fees for Bed & Breakfast Establishments, Motels-Hotels, and Tourist Rooming Houses, Resolution 14-08 Adopting fees for Manufactured Home Communities as presented by Health Department staff by the following vote:**

Aye: Elizabeth Spencer, Donald Bodeau, Blair Johnson, John Paddock, Gerald Wilkie, Kathy Mitchell and Merrey Price  
 Nay: Jennifer Eddy

f. Approve 2015 Health Department fees

***Motion to approve 2015 Health Department fees:*** Kathy Mitchell

***2nd Motion:*** Blair Johnson

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

g. Approve Board Of Health policy on fees

- Discussion regarding fees and working efficiently

***Motion to approve Board of Health policy on fees:*** Blair Johnson

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

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

a. Approve Health Department Director merit policy

***Motion to approve Health Department Director merit policy:*** Elizabeth Spencer

***2nd Motion:*** John Paddock

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

#### **Other policy and informational items from staff for the Board**

a. 2015 Budget update

- City/County board will have final approval in the beginning of November
- In December a final updated budget will be presented to the Board

b. Update on public health/communicable disease Emergencies: preparing and responding

- Will be added to the October Board of Health meeting agenda

c. Division of Public Health 140 review results-Level III Health Department designation

- Thank you to the staff members and to the board for participating

d. Kristine Radtke Public Health Nurse Retirement

- Kristine has been recognized in the region as a strong partner and provider of HIV nursing services, she will be missed

#### **Board member informational items**

a. Jonah Commun-tea

- County event related to health disparities
- The tea is Saturday October 18<sup>th</sup> from 4:00-6:30 pm at community table

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

a. Inviting Dr. Mel Kanter to one of the board of health meetings may be a good way to connect to the University

Next scheduled BOH meeting is October 22, 2014 at 5:15 p.m.

Merey adjourned the meeting at 7:30 p.m.