

**February 25, 2015 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

Board Members

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

Absent:
Gerald Wilke

Staff Members Present:

Lieske Giese
Shane Sanderson

Tegan Ruland (recorder)

Additional Staff Members:

Jackie Krumenauer

Public:

Laura Oldfield
Amy Lancello
Tyler Bowe
Erik Maanum
Carley Chezik

Order of Agenda Request to pull items from Consent Agenda

- None

Public Comment:

- None

Consent Agenda

- Approval of minutes from January 28, 2015
- Approve additional State Medical Reserve Corp (MRC) funds -enclosed

Motion to approve Consent Agenda: Kathy Mitchell

2nd Motion: John Paddock

Motion Carried: Yes (unanimous vote)

Business Item

- Monthly Financial
 - Finances are still being moved in Munis to close out 2014 so the 2015 ledgers are not yet accurate. We are ahead of last year's pace in having the financials complete for last year.
 - The \$35,000 increase in fund balance showing on the current statements is not yet accurate. It is still reflecting carry forward that falls there prior to the audit.

Motion to receive the Monthly Financial Review: John Paddock

2nd Motion: Donald Bodeau

Motion Carried: Yes (unanimous vote)

- Approve additional funding for Prevention Grant in the amount of \$2,500
 - We regularly receive Prevention Grant funding; this is an additional amount to participate in a pilot project for the Community Commons hublet the State is trialing. Pilot runs through September 2015.

- Hublet provides mapping functions which we do not currently have through the Network of Care. The community is able to access only limited functions.
- Thirteen total Wisconsin counties are participating. We are the only one with an existing data system in place. We have notified Network of Care Community Partner of this project.

Motion to approve State Division of Public Health Prevention Block Grant funding in the amount of \$2,500 as presented by Health Department Staff: Kathy Mitchell

2nd Motion: Jennifer Eddy

Motion Carried: Yes (unanimous vote)

- c. Letter of support for Double Up Farmers Market program
- Approached by UWEC student who wrote her masters project on Double Up Farmers Market program.
 - Hmong Mutual has agreed to be the fiscal agent. They have received some funding for the program already and are look for support in sourcing more

Motion to approve the letter of support for the Double Up Farmer's Market program as presented by Health Department Staff: Blair Johnson

2nd Motion: John Paddock

Motion Carried: Yes (unanimous vote)

- d. Approve Mass communication policy
- Discussion held prior to motion to decide what types of policies the Board of Health would like to be involved with approving. Determined this policy is operational only.
 - Policies with fiscal or controversial implications are more appropriate for the Board to view.
 - Board will draft a policy regarding what policies need to be brought before them and bring as agenda item for March.

Motion to strike the Mass Communication Policy: Blair Johnson

2nd Motion: John Paddock

Motion Carried: Yes (unanimous vote)

- e. Approve Continuing Education policy
- This policy is similar to the City, County and other local health department policies in the state.
 - We already have something in place for continuing education and necessary license/certificate renewals or applications.
 - This would be budget neutral for 2015 with shifts from other line items.
 - Recommendation to add language relating to more advanced degrees than currently indicated.

Motion to amend the Educational Reimbursement Policy so line 3 reads "complete an associate, bachelor, master's or other advanced degree related to....": John Paddock

2nd Motion: Blair Johnson

Motion Carried: Yes (unanimous vote)

Motion to accept the amended Educational Reimbursement Policy as part of the Policies and Procedures Manual for the health department as presented by Health Department Staff :
Kathy Mitchell

2nd Motion: Jennifer Eddy

Motion Carried: Yes (unanimous vote) or amended

f. Approve fund balance expenditure for Cubicle/Office remodel

- The nursing cubicle area is outdated and was not part of the courthouse remodel. We have many challenges in that area related to the age, sound absorption and materials.
- The goal is to support a quieter workspace with the capacity to meet different needs. The new work spaces include spots for mobile docking stations and work carrels. We are working closely with county to replace the carpeting at the same time.
- The quote includes the cubicle walls and furniture, excluding chairs. This would all belong to the health department. Carpeting will be paid by County.
- The \$100,000 we are asking for includes a contingency amount.
- This will not postpone other capital purchases.
- BOH members discussed this remodel as an effort to improve the quality of work setting

Motion to approve the Expenditure of Fund Balance for Cubicle Redesign in the amount of \$100,000 as presented by Health Department staff : John Paddock

2nd Motion: Kathy Mitchell

Motion Carried: Yes (unanimous vote)

g. Francie Peardon-retirement resolution

- Francie Peardon retired as of February, 27, 2015. She was a strong asset to the health department and spent many years making the health department and community.

Motion to approve Francie Peardon's retirement resolution as presented by Health Department staff: Elizabeth Spencer

2nd Motion: Donald Bodeau

Motion Carried: Yes (unanimous vote)

h. Public Comment on State-wide Non-metallic Mining Strategic Analysis

- The DNR Board is looking at doing a strategic analysis of state-wide non-metallic mining. We would like to provide feedback based on the bulleted items in the factsheet when the public meetings are noticed.
- Currently, the analysis is not legislative initiative. We are asking the natural resource board to look specifically at some of the concerns.

Motion to have the Health Department director and Board of Health chair author a letter advising the DNR and Natural Resources Board to consider the four additional issues presented by Health Department Staff and to send copies of the letter to regional assembly and legislators: Donald Bodeau

2nd Motion: John Paddock

Motion Carried: Yes (unanimous vote)

i. Approve Retail program standards grant

- Received a \$2500 grant from the FDA to do a voluntary regulatory review of food programs. This grant covers the assessment phase of moving to new standards with a focus on best practices.
- This gives us the opportunity to then apply for the next FDA grant cycle.

Motion to accept the grant funds to perform under the Voluntary National Retail Food Regulatory Program Standards in the amount of \$2,500 as presented by Health Department

Staff: Kathy Mitchell

2nd Motion: Elizabeth Spencer

Motion Carried: Yes (unanimous vote)

- j. Approve 2015 City of Eau Claire Bee Ordinance Fees
- The Eau Claire City Council has adopted the ordinance permitting the keeping of honey bees. We are requesting approval of a pre-inspection, license, reinspection and late fee to cover the costs associated with inspections.
 - Fees are per aviary and were discussed during the public hearings.

Motion to approve the proposed fees with an effective date of April 1st, 2015 as presented by Health Department Staff: Blair Johnson

2nd Motion: Donald Bodeau

Motion Carried: Yes (unanimous vote)

5. Other policy and informational items from staff for the Board

- a. Director/Health Officer Report
- Materials from the Community Conversations were provided to the Board. The results from those meetings will be shared at the March 18th Collaborative Assessment meeting as well as the Healthy Communities Celebration and Legislative event April 30. We received just over 1000 surveys from Eau Claire County residents. The top three areas were alcohol, mental health and obesity with chronic disease, nutrition and obesity all ranked together. This work has been with the collaborative funding from hospitals, United Way, Marshfield Clinic, and Bremer Bank. Audrey Boerner, has been our Project Manager and was hired in 2014.
- b. Correspondence/Media –enclosed
- No comment
- c. WWWP regional update
- Fact sheet related to changes in well woman program attached. We have an offer from state to regionalize, but nothing is finalized.
 - Our numbers have dropped, but there are still populations of people that need to get connected to services. We are asking for funding for the transition, training and travel.
 - Staff also does work connecting people to MA if they don't qualify for WWWP.
- d. Final report on State Division of Public Health contracts for 2014

Board member informational items

- a. Advocacy update – legislative priorities WPHA/WALHDAB, state/federal budget
- Information provided related to the items included in the FY2016 President's Budget Proposal.
 - We are currently receiving both Federal and State dollars with just under \$900,000 combined total coming to the health department from both sources.
- b. WPHA/WALHDAB conference BOH member attendance

- The health department has budgeted to send Board of Health members to the WPHA/WALHDAB conference.
 - There is a specific track for Board members.
 - Additional information can be found at <http://www.wpha.org/event/2015conference>.
 - We are presenting on Network of Care and are highlighted in a sand mining presentation.
- c. BOH strategic plan action items
- a. The BOH strategic plan is now combined in the health department strategic plan report. Action items have been identified for the BOH goals.
 - b. Will table discussion on increased fiscal stability of the health department until full Board is in attendance.
 - c. Board members will identify items of interest for the next time the strategic plan is on the agenda.
 - d. Recommendations were made for additional items to include on fact sheets.

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

- a. None

Next scheduled BOH meeting is March 25, 2015 at 5:15 p.m.

Merey Price adjourned the meeting at 7:06 p.m.