

BOARD OF HEALTH MEETING
Wednesday, October 5th, 2016
10:30 a.m. – Health Service Center Board Room

MINUTES

PRESENT: Judy Popelka, Robert Benishek, Richard Hurlbert, Dr. Flowers, Patty Shinnars, Holly Matucheski, Dale Dahms and Julie Webb

ALSO PRESENT: Sheila Rine, Karen Hegranes, Ron Barger, Melissa Resch, Darlane Jansen and Meghan Mattek

1. B. Benishek called the meeting to order at 10:00 a.m.
 - a. Reminder to silence phones
2. Pledge of Allegiance. Attendance as listed above.
3. Approve agenda – Motion by P. Shinnars, seconded by D. Hurlbert to approve the agenda. Motion carried.
4. Recognize members to be excused – None.
5. Minutes of the September 7th, 2016 board meeting were approved with motion by D. Hurlbert, seconded by D. Dahms. Motion carried.
6. Public comment on agenda items, and consideration of requests for items to be added to future meeting agendas – None.
7. Review bills paid.
8. The next meeting will be Wednesday, November 2nd, 2016 at 10:00 a.m.
9. Correspondence and Reports:
 - a. Legislative Update – Karen read the letter of support that will be sent to the legislators in regards to the lack of communicable disease funding in the state budget. BOH members signed the letter and the letters will be mailed.
10. Director's report and Personnel Update: Ron thanks the Board of Health for their support in regards to the budget and staffing issues. Carrie Zelazoski will be retiring at the end of the year, but this was already approved to be refilled. Ron will be revising the job descriptions of the clerical and office manager now that individuals are in those positions and this was a work in progress being new positions. He will bring the revised job descriptions to the meeting next month and also forward them to Personnel and HR for consideration. Motion by H. Matucheski, seconded by D. Dahms to allow Ron to revise the job descriptions and forward to Personnel Committee and HR. Motion carried. Ron would also like to move the clerical staff under the supervision of the office manager. Motion by D. Hurlbert, seconded by D. Dahms to allow Ron to change the organizational chart to move the clerical staff under the supervision of the office manager and forward to Personnel

Committee for consideration. Motion carried. Ron mentioned that Marathon County's decision to leave the three county agreement with North Central Health Care is on hold until a new tri-county agreement can be agreed upon. This will be decided by Dec. 20th. In regards to Ron's position as Director of Health & Social Services, he reviewed the minutes from last November's meeting and he is to give a presentation on the reorganization and how it is going. It was questioned if he should present this to the full county board but being the minutes stated only DSS and BOH oversight committees, that is what he will present to. Any county board member is welcome to attend either meeting if they would like to hear his presentation.

11. Public Health:

- a. Data report for September was passed around and discussed. Health hazards and communicable diseases, specifically Giardia have increased.
- b. General Public Health Update – Sheila reported that flu vaccine has been coming in. There will be no flumist this year. Mass clinic exercises will be done at the schools again this year and starting the middle of October. Office vaccinations will begin on Oct. 26th.
- c. Program Updates – BHLC/CHIP/Health Coalition update – Meghan handed out a shortened version of the Executive Summary of the Community Health Needs Assessment. Meghan stated the process went very well with over 800 out of 3000 surveys returned. This process took over 10 months to complete and printing is underway to get this information out to the community. The top 3 priorities are 1) Wellness & Prevention/Nutrition & Physical Activity. 2) Substance Abuse 3) The Affordability of Healthcare Services. All with a mental health emphasis. The report was reviewed. Meghan also talked about the Weekend Backpack Program and states they are a max capacity with 10 schools involved and over 400 volunteers that help pack. This will take a whole community to work on these top 3 issues. B. Benishek stated that poverty needs to be addressed and Kari Lazars had done a presentation awhile ago. Ron stated this needs to be updated but he will look into this.
Diaper Bank – Ron will have a formal report at the end of the year. Increased numbers since school has started.
School Nurse Update – Darlane reported she is dealing with bed bug issues and hygiene issues. There is also a lot of GI going through the high school but their policy states they must be symptom free for 24 hours before returning to school.
Healthy Ways newsletter was passed around.

12. At approximately 11:15 a.m., consider moving into closed session pursuant to Sec. 19.85 (1)(c) & (f), Wis. Stats., to consider performance evaluation data of director's position and consider personal histories or disciplinary data of specific persons and preliminary consideration of specific personnel programs. Motion by D. Hurlbert, seconded by D. Dahms to move into closed session. By roll call vote, Hurlbert, aye, Dahms, aye, Benishek, aye, Matucheski aye, Popelka aye, Dr. Flowers aye, Webb aye. The Committee commenced to closed session at 11:15 a.m.

13. At approximately 11:30 a.m., return to open session with possible action taken on any matters discussed during closed session. Motion by D. Hurlbert, seconded by J. Popelka to return to open session. All ayes. Motion carried. The committee returned to open session. Motion by H. Matucheski, seconded by D. Hurlbert to allow the forms used for performance evaluation be acceptable to use. Motion carried.

14. Old Business:

- a. Public Awareness Activities – Newspaper articles were shared. Also radio ads.
- b. Review Humane Office Proposal – Ron mentioned that Robin and himself, along with Dr. Sarah attended the Towns Association Meeting and last Monday, they also met with the Judge and the acting DA in regards to creating a Humane Officer. This will be a long process and a lot of legal issues to work through.
- c. Kids Safety Day Update – Sheila mentioned that Kids Safety Day was held on Sept. 23rd for all 4th graders in Langlade County. All schools participated. There were 8 safety sessions and evaluations are coming in looking very positive.

15. New Business:

- a. Conference/Workshop attendance – BOH Members. D. Dahms made a motion to allow any BOH member to necessary meetings with per diem and mileage, seconded by H. Matucheski. Motion carried. Staff list reviewed.

16. Referrals/Recommendations for November meeting – B. Benishek stated that previously, we used to have a high school student attend BOH meetings and he would like to see that brought back again. Darlane Jansen and Karen Hegrans will look into this. Dr. Flowers also suggested to have 1 staff member from the Health Department attend each month to give a presentation on projects they are working on. Ron will also do the reorganizational plan 14 months out at the next meeting.

17. Motion by D. Hurlbert, seconded by D. Dahms to adjourn the meeting at 11:30 a.m. Motion carried.

Submitted by:

Sheila Rine