

**Florence County Board of Health Meeting Minutes
August 14, 2013**

Present: Cindy Kmecheck, Susan Theer, Mary Gehlhoff, Holly Stratton, Sherry Johnson, Gary Steber and Yvonne VanPembrook

Stratton called the meeting to order at 6:00p.m. Roll Call noted all were present.

Motion by Schomer, seconded by Theer, the agenda was unanimously approved as posted.

Motion by Steber, seconded by VanPembrook to approve May 8, 2013 minutes and unanimously approved.

New Business: Discussion and/or action RE:

Sharps Disposal: Discussion on Sharps Disposal for county residents at \$1/lb. Motion by Steber, seconded by Johnson to charge \$1/lb for sharps disposal for county residents and unanimously approved.

Environmental State Sanitarians: Update on five counties working through the NPC to receive regular State inspection reports or access to online program. Board requests to keep on agenda for further updates.

NEWCAP: Update by Seibold and VanPembrook on change of services to once every two weeks. NEWCAP is training new personnel in Green Bay and providing services to clients during personnel and service transition in Florence. NEWCAP plans to have LPN employed at Eagle River site provide service in Florence.

Recommend to Board of Health: Recommend to County Board for 3 year term on Board of Health C.Kmecheck, Y. Van Pembrook and M. Gehlhoff. Motion by Johnson, seconded by Steber and passed unanimously. The board expressed thanks and appreciation for the participation of the community members and their willingness to serve.

Emergency Preparedness position: With language specification to be added to contract that the position is grant funded and will terminate without funding, Motion by Schomer, seconded by Steber to recommend to Personnel to post and hire the LTE position for Emergency Preparedness Coordinator. Theer, Wahlstrom, Steber and Kmecheck to be on interview committee as their schedule permits.

2014 Draft Budget- Reviewed the 2014 Health Department Budget. Seibold presented a line item review of anticipated revenues and expenditures. Exact grant amounts are unavailable at this time except for Emergency Preparedness which runs the Federal fiscal year and is \$23,078. In 2013, the State increased the base funding during the year by offering additional preparedness grants.

PHEP- regional JIC virtual exercise: Seibold reviewed the preparedness exercise which Dave Gribble/Emergency Management participated in. Technology was an area identified as needing work. We were able to increase our IT capacity through available grants after the exercise.

Old Business Discussion and/or action RE:

Robert Wood Johnson Shared Services grant – Seibold reviewed reports from the coalition which focuses on sharing and examining current shared services, and requests policymaker involvement and some travel. The collaborative has requested one person from each Health Department participate over the 2-year period at an out of State training. Seibold noted her preference would be for a board/policymaker attend if they are able/interested. This is an all-expense paid training. Seibold has been able to participate via webcast to regional trainings to meet part of the grant objectives. The grant is for \$125,000 and spans a two year CY for the collaborative. The Northwoods Dental Coalition is being used as an excellent example of shared services.

MAPC- Seibold reported 7 clients on current caseload. Quarterly meetings held with HSD as fiscal agent to coordinate services.

Director's Update:

WWWP- Seibold reported on possible changes related to ACA in the future.

Wisconsin WINS – Report reviewed for Florence County 2013 Compliance Check Program through Oneida. WI WINS is a program designed to reduce tobacco sales to minors. Tobacco license holders within Florence County are checked to make sure they are not selling tobacco products to our youth. Currently, Florence County does not issue citations for tobacco sales to minors but statistics show those counties with ordinances to issue citations do have lower tobacco sales to minors overall. Seibold will follow-up with the Sheriff regarding a proposed ordinance discussed in the past by the Board. Florence County had 0% illegal tobacco sales during the 2013 clerk compliance check.

Northwoods Dental Coalition- Report reviewed for 2013. Seibold will send report to school as the program is coordinated through the elementary school and health department.

Seibold reported there are two RN to BSN students to begin in September for a 72 hour experience throughout semester. Their focus will be project oriented in public health.

Board Concerns/Future Agenda Items: Seibold will send letter to Audit and Budgeting reporting on requests from audit by Schenk regarding receipting using numbered receipts, weekly deposits and spreadsheet reconciliation. Seibold and S.Giddings/Administrative Assistant made changes for cash/check receipts for services at the health department as recommended by Schenk beginning in CY 2013.

Motion to adjourn by Theer, seconded by Kmecheck and unanimously approved.

Next Meeting Date- October 9, 2013 at 6pm

Acronyms:

CDC Center for Communicable Disease
CHA Community Health Assessment

CHIP Community Health Improvement Plan
NRO Northern Region Office
RWJ Robert Woods Johnson Foundation
SNS Strategic National Stockpile
TAR Technical Assistance Review
WWWP Wisconsin Well Woman Program