

**Florence County Board of Health Meeting Minutes
December 9, 2015**

Present: Ron Erickson, Sherry Johnson, Cindy Kmecheck, Carolyn Lemanski, Holly Stratton, Susan Theer and Yvonne Van Pembrook.

Absent Excused: None

Stratton called the meeting to order at 6:00 p.m.

M/S Van Pembrook/Erickson to approve agenda, unanimously approved.

M/S Johnson/Theer to approve minutes from October 21, 2015,unanimously approved.

2016-2019 Board member appointments Approve and Recommend to County Board 2016-2019 Board of Health members, Cindy Kmecheck and Yvonne Van Pembrook, representing community members as established in WI State Statue 251.03. M/S Johnson, Theer, unanimously approved.

Annual Review of Health Department Fees Seibold presented a copy of all fees for 2016. There are no changes from 2015 rates. M/S Lemanski, Erickson, unanimously approved.

Closed Session M/S Kmecheck, Van Pembrook , the Board voted unanimously to adjourn to closed session pursuant to State Statue 19.85 (c) for the purpose of staff evaluations, Public Health Nurse first year pay adjustment and extension of medical leave for EPC/CHS. All ayes.

Open Session M/S Johnson/Kmecheck, the Board voted unanimously to reconvene to open session. All ayes.

M/S Johnson/Kmecheck the board voted unanimously to approve the recommended wage increase for the PHN, based on one-year of successful employment and performance evaluations and extension of medical leave for EPC/CHS to February 8, 2016 and forward to Personnel for approval.

Purchase of Service Contract Seibold reviewed updated POS for WIC Registered Dietitian. M/S Theer/Lemanski and unanimously approved POS for WIC RD as presented for 2016.

Accreditation update Report reviewed of timeline with current status in the documentation selection and submission step.

Director's update

A. **All Staff Training Approvals** M/S Johnson, Theer and unanimously approved the staff training for Jan-March 2016 staff training report.

B. **Radon, Arsenic grants**- Seibold reviewed written report, timeline and budget for new 2016 grants. The Arsenic grant is \$10,500 and is a joint venture with Marinette County. Florence is the fiscal agent. Free water test kits are available as supplies last (\$30 value) for any Florence resident with a well that would like to test for Arsenic. The kits are available at the Health Department or Aurora branch of the Florence State Bank. They can be dropped back off at either location. The Radon grant is \$3,500 and will provide free Radon test kits in January and support required training for PHN.

C. **MAPC** – Current caseload updates reviewed.

d. **Other grants**- Seibold shared immunization media grant for 2016 through the Northwood's Immunization Coalition for \$2,200.

Future Agenda Items HD Position description updates may occur at next meeting to meet with countywide recommendations of HR Investment.

Next Meeting Date- The board accepted proposed meeting dates for 2016 and set next meeting date as February 17th at 6pm.

M/S Van Johnson/Theer to adjourn and unanimously approved.

Acronyms:

MAPC Medicaid Assistance Personal Care

PHN Public Health Nurse

WIC Women, Infants and Children

EPC/CHS Emergency Preparedness Coordinator/Community Health Specialist