

**Florence County Board of Health Meeting Minutes
December 17, 2014**

Present: Holly Stratton, Yvonne VanPembrook, Matt Brunette for Ron Erickson, Susan Theer and Carolyn Lemanski.

Excused: Sherry Johnson and Cindy Kmecheck

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

M/S VanPembrook, Theer agenda was unanimously approved as posted. The board welcomed new member, Carolyn Lemanski.

M/S Theer, Brunette to approve October 15, 2014 minutes and unanimously approved.

Approval of Fees: M/S Theer/VanPembrook to approve 2015 vaccine fees as presented by Seibold and unanimously approved. Seibold explained Hepatitis A, Hepatitis B and Shingles costs were decreasing, no other changes.

Approval of Job Descriptions: M/S Theer/Brunette to pass update in job descriptions for 2015 for Administrative Assistant, Emergency Preparedness Coordinator/Community Health Specialist (no changes), Health Officer and Public Health Nurse and unanimously passed to Personnel. Seibold explained the updates related to State recommendations and accreditation language without changes in responsibilities.

Health Plan Update: Seibold gave status report on CHA and CHIP with two coalitions to begin in January based on the CHA by the group were: AODA and Mental Health.

Accreditation Update: Seibold reported on timeline for CHA, CHIP and strategic plan to be updated and submitted in spring 2015.

Legislative Update: Local health departments involved in Ebola are required to provide temperature and face to face monitoring of travelers from the infected countries. Congress passed an appropriation bill for FY2015 on December 13th for \$5.4 billion dollars in emergency funding to respond to Ebola. The bill recognizes the need for a strong public health system in the US, including support for preparedness and infection control at local health departments.

DHS State ES Inspections: Reviewed current boil water notice from local restaurant was lifted. State inspected restaurants, bars that serve food, campgrounds and pool inspection reports are to become online and available to the public January 2015 in recent update from the State.

Annual Report: Overview of report discussed and county newsletter information. Final report will be shared in April meeting.

Strategic Plan: Seibold discussed updating our strategic plan as we have met our previous goals. Plan will be presented in February or April mtg.

School Nurse Consultant: Seibold reviewed reports with timeline of services to school and proposed medication administration training tiers which have been shared with the school administrator. Neil Hall/ Elementary Principle has been identified by the school as the coordinator for nursing services to the health department.

Approval to post for Emergency preparedness/Community Health Specialist position: M/S VanPemrook, Lemanski to approve to post for Emergency Preparedness/Community Health Specialist position and send to Personnel. Seibold reviewed staffing schedule analysis as prepared by Joe Bestor/Financial Manager for hours and potential benefit eligibility per the county personnel policy for insurance.

Director's/Staff Trainings/Update- The Shared Services grant will be ending 1/30/2015 and Seibold will be traveling with five other members from the northern region to North Carolina in January as previously approved by Personnel with all travel covered by the grant. The health department has been working on a MOU with the Northwoods Dental Coalition for Florence, Vilas, Oneida and Forest Counties which provides oral health education, exams, fluoride varnishes and dental sealants in the schools.

The health department has been invited to present the workforce development plan and tracking system with the northern region at a February 2015 Community of Practice meeting. The invitation recognizes the effort of Sarah Giddings/Administrative Assistant in the detail of the tracking system which will benefit other health departments as well.

Seibold recently received notification from the Oneida County Health department who is the fiscal agent for the tobacco free coalition grant of an additional \$1,000 awarded. Oneida wanted to recognize the work "above and beyond what the tobacco contract had asked and thank you for your hard work and continued support of tobacco prevention and control efforts".

Budget Updates: Board discussion on changes to budget after it had passed to Audit and Budget. Seibold reviewed there were updates to the revenue line referring to MAPC to reflect actual expected revenue for 2015 with notation that family care expansion will have an impact on MAPC. There were also adjustments as recommended by financial manager to actual current cost for insurance of staff. Both adjustments resulted in less tax levy.

Board Concerns/Future Agenda Items: ES Inspections will remain as agenda item. Seibold reported Sheriff Rickaby is reviewing adding E-cig's and other nicotine products be added to current Florence County Ordinances and Attorney Drexler is in support.

Meeting dates for 2015 presented and agreed by board. Copy will be sent to county clerk's office.

M/S VanPembrook/Brunette to adjourn and unanimously approved.

Next Meeting Date- February 18, 2014 at 6pm

Acronyms:

CDC Center for Communicable Disease

CHA Community Health Assessment

CHIP Community Health Improvement Plan

DHS Department of Health Services

NACCHO-National Association of City and County Health Officials

NRO Northern Region Office

RWJ Robert Woods Johnson Foundation

SNS Strategic National Stockpile

TAR Technical Assistance Review

WWWP Wisconsin Well Woman Program