

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

Present: Cindy Kmecheck, Susan Theer, Holly Stratton, Yvonne VanPembrook and Ed Kelly.

Excused: Gary Steber, Sherry Johnson and Mary Gehlhoff

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

M/S Theer, VanPembrook agenda was unanimously approved as posted.

M/S VanPembrook, Theer to approve February 19, 2014 minutes and unanimously approved.

Preparedness Exercise AAR: Seibold shared the Executive Summary and Improvement Plan/Corrective Action Template for the public health emergency preparedness exercise held at the Florence Rescue Squad on 3/13/14. There were 8 agencies that participated in person. Fifteen participants, including the coroner and funeral home director, were involved. The Long Term Care Facility administrator and Dickinson Hospital Emergency Manager participated via phone. Seibold shared the strengths and areas of improvement as noted by the group and discussed related work plans.

140 Review: Report was given on requirement by DHS every five years that health departments in the state participate in an overall review. It will require all noted documents uploaded prior to two day site visit. We will participate in September 2014 in review process with regional and state staff. Overview given of Level 2 health department requirements.

Annual Report: Seibold shared annual report with fiscal graph representing revenue and discussed grants through the year.

WIC Monitoring: Every two years all WIC projects have a two day site visit monitoring . FCHD is scheduled for June 2014 with the Regional WIC contact. Electronic compliance documentation (not case management) are sent prior to site visit.

DHS Inspections: Update on five Northern counties working to receive regular State inspection reports or access to online program. State is being responsive and has organized workgroups Statewide now for development. The board requests to keep on agenda for further updates.

Domain 4: Report reviewed of documentation requirements on Domain 4: Engaging with the community to identify and address health problems as defined by Public Health Accreditation Board.

Director's Update:

WWWP- Seibold reported on possible changes related to ACA.

Discussed upcoming staff trainings including grant funded Workforce development training for the accreditation coordinator in the NACCHO grant next week in Atlanta, Georgia by S.Giddings as approved by Personnel.

Board Concerns/Future Agenda Items: Stratton discussed question on job descriptions for administrative assistant. Seibold will bring updated job descriptions to board later this year as all will need to be revised to align with public health core competencies as required by the Public Health Accreditation.

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

Next Meeting Date- June 25, 2014 at 6pm

Acronyms:

CDC Center for Communicable Disease
CHA Community Health Assessment
CHIP Community Health Improvement Plan
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