

BOARD OF HEALTH MEETING
Wednesday, July 18, 2012 (Special Meeting)
1:30 p.m. – Health Service Center Board Room

MINUTES

PRESENT: Dale Dahms, Pat McKinney-Rice, Pat Galarowicz, Jerold Burns, Sally Leaser, Robert Benishek, Dick Hurlbert

ALSO PRESENT: Ron Barger, Karen Hegranes, Sheila Rine, Gary Olsen, Carlene Nagel, Kim VanHoof

ABSENT: Dr. Kristine Flowers

1. D. Dahms called the meeting to order at 1:30 p.m. Attendance as listed above.
2. Motion by P. McKinney-Rice, seconded by S. Leaser to approve the agenda. Motion carried.
3. Minutes of the July 11, 2012 were approved with motion by B. Benishek, seconded by J. Burns. Motion carried.
4. Personnel Update:
 - a. Staffing request regarding clerical position for 2013 – Ron passed out information on the various options for the casual clerical position, including the dollar figures.
Option 1: Do nothing. Let the casual position expire, close our window and go to an automated phone messaging system or forward all calls to Social Services. This will increase Social Services reception duties, lower quality service response from the Health Dept., and erase the face of public health in the county.
Option 2: Send request to Executive Committee to re-establish a Casual position based on 40 hours per pay period for 2013. The money for that position is already in the proposed 2013 budget. This option will keep things status quo, but will not resolve clerical needs.
Option 3: Send request to Executive Committee to hire (2) casual employees for 2013...each will work 40 hours per pay period. We will need to allocate \$13,061 for the additional position. Drawbacks include ongoing training costs/investments in a casual employees and limited scope of practice.
Option 4: Hire a permanent part-time clerical position at 40 hours per pay period at an additional cost of \$8568 (will include prorated benefits). Where do we come-up with the money?
Option 5: Hire a permanent part-time clerical position at 56 hours per pay period at an additional cost of \$17,213 (will include prorated benefits). Where do we get the money?

Kim explained they have to have their window open at all times. Their staff is busy and cannot see where they could take on the additional phone responsibilities that the Health Department may have. J. Burns questioned that when Holly left, Ron's position wasn't filled and the Health Department came in under budget. Questioned where that money went? It was explained that the money was sent back to the county at the end of budget year 2011. Gary explained that if the Health Department cannot come up with programs to cut to fund the extra money needed, Ron could go to Executive Committee and if they approve this position, the Executive Committee will then cut a program from another department. It was

questioned how much staff has been cut at the Health Department in the last few years. The Health Department has lost 1 full-time clerical position; 1 full-time grant position; 1 part-time RN position and 1 full-time RN position. Also a contracted school nurse and contracted jail nurse. It was questioned how the Health Department is comparable to other Health Departments with similar size. Ron thought we were down a few positions in comparable to other counties.

Funding – Discussed the various funding options. Staffing is the only area to look at where the money can come from. Ron approached the 2 nurses in the department and 1 RN is willing to decrease her hours, to go down to a .8 position or a .9 position. The .8 position would be 56 hours per pay period with a savings of \$15,048. A .9 position would be 63 hours per pay period with a savings of \$7630.

Other items discussed included the number of vacation and sick days the nurse has and would there be coverage if that nurse is on vacation. Ron also mentioned that in a few years, when he is able to, he will hopefully like to refill the full-time RN position. B. Benishek would still like to see Social Services and the Health Department share 1 window and have both department heads sit down and discuss this option.

It was decided to not pursue option 1 (casual employee) and look at funding for a permanent part-time clerical position and take back to Executive Committee. Motion by B. Benishek, seconded by D. Hurlbert to refill the clerical position as a permanent part-time position with funds to be determined by Ron. Motion carried.

5. Motion by J. Burns to adjourn the meeting at 2:30 p.m., seconded by P. Galarowicz. Motion carried.

Submitted by:
Sheila Rine