

BOARD OF HEALTH MEETING
Wednesday, May 2, 2012
1:30 p.m. – Health Service Center Board Room

MINUTES

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

ALSO PRESENT: Ron Barger, Sheila Rine, Karen Hegranes, Norman Cejka (part of the meeting)

ABSENT: Dr. Flowers

1. D. Dahms called the meeting to order at 1:30 p.m.
2. Motion by P. McKinney-Rice, seconded by P. Galarowicz to approve the agenda. Motion carried.
3. Minutes of the April 4, 2012 meeting were approved with motion by B. Benishek, seconded by S. Leaser. Motion carried.
4. Election of Vice Chair and Secretary – Nominations were held for Vice Chair and Secretary. Motion by B. Benishek, seconded by D. Hurlbert to approve the Vice Chair as J. Burns. Motion carried. Motion by J. Burns, seconded by D. Hurlbert to approve secretary as P. McKinney-Rice. Motion carried.
5. Review bills paid and fiscal year analysis – Motion by J. Burns, seconded by P. Galarowicz to approve the bills paid. Motion carried. D. Hurlbert suggested that copies of the paid bills be put on the table before the meeting, so members can review them ahead of time.
6. Next meeting will be Wednesday, June 6, 2012 at 1:30 p.m.
7. Correspondence and Reports:
 - a. Legislative update – Gov. Scott Walker signed the bill on Cell Phone Ban for Young Drivers. Therefore, any teenagers or probationary holders, cannot text or talk on their cell phone while driving. The only downfall is if you get caught, the citation is minimal at this point.
8. Public Health:
 - a. Review of BOH responsibilities – Folders were passed around with the following information in it: LCHD Organizational Structure 2012; Responsibilities of Board Members; Tips on Being a Good Board Member; Local Public Health Department Requirements; State Statutes on Local Board of Health; Essential Services; What

Does Public Health Do?; Ten Great Public Health Achievements; Philosophy and Mission Statement LCHD. Board members are to review this information and if there are any questions, to contact Ron. Ron is also to check with Robin in regards to approval of the 3 at-large members.

- b. Data report for April was passed around and discussed. Decrease in communicable diseases from last month, as this is following the state numbers as they decline as well for pertussis. Ron also mentioned that the number of health hazards has doubled from last year at this time, keeping him very busy. Motion by B. Benishek, seconded by P. Galarowicz to approve the data report for April. Motion carried.
- c. Building a Healthier Langlade County – Copies of the minutes were sent to all members via e-mail or mail before the BOH meeting. Opportunity for discussion presented with no comment.
- d. General Public Health Update – Communicable Disease Update – Pertussis in on the decline throughout the state. Increase in chickenpox and shingles is starting to show up. County Health Rankings – Copies were passed around. Langlade County ranks #66 out of 72 counties. Increased 1 spot from last year. Members are to review and we will discuss next month.
- e. Public Health Activities – Hwy HH Trailer Park Update – Ron has posted 3 mobile homes that were not being occupied, that Karcz's wanted to rent out. There is also a failing septic system, which the DNR and county zoning is aware of. Ron indicated that the Karcz's have 60 days to rectify the situation. Action Alliance – Social Hosting Project Update – Melissa Dotter, along with 2 officers who were instrumental in passing the social host ordinance, will be attending the next AA meeting. Several individuals will also be invited to attend the next AA meeting such as the DA, Judge, Robin, City Attorney, etc. All BOH members are also invited to attend. The next AA meeting will be Monday, May 14th at 12 noon at the Aquatic Center. PHP Update - Distribution of Weatherband Radios – At the next county board meeting, Brad Henricks and Ron will be doing a presentation and handing out weatherband radios to all county board members. Ron also explained that community collaborative partners will distribute the radios to vulnerable citizens that live in remote parts of the county.

9. Personnel Update:

a. Committee Assignments

- 1. Welcome Dick Hurlbert.
- 2. Thank you to Arlene Bonacci for her service to the Board of Health.

10. Old Business:

- a. Public Awareness Activities – Lots of newspaper articles. Along with radio ads.

11. New Business:

- a. Conference/Workshop attendance

1. BOH Members – Motion by B. Benishek, seconded by P. McKinney-Rice to allow any BOH member to attend necessary meetings with per diem and mileage. Motion carried.
 2. Staff – Reviewed list.
- b. AmeriCorps Volunteer for 2013 – Ron explained that AmeriCorp is a service volunteer organization that assists with various projects throughout the US. For \$6,000, we could have a volunteer do prevention work for a year. Keith Wolf, Director of NorthCentral Health Care Center received approval from his board to pay \$2000, Ron is looking to pay \$2000 and Action Alliance to possibly pay \$2000. Keith would be the site administrator of this position. The volunteer would work on drug/alcohol abuse prevention programs by offering community education through schools, etc. This is a federal program with state over-sight through Marshfield Clinic. Motion by B. Benishek, seconded by P. McKinney-Rice to allocate \$2000 from 2013 budget and move forward with the AmeriCorp volunteer. Motion carried. Ron will take this proposal to Personnel.
- c. Discussion of Permanent Part-Time positions for 2013 – Ron reviewed the Casual Clerical Employee position. Ron is requesting that the Casual Clerical position be made a Permanent Full-time Position. Handouts were passed around and discussion followed. Motion by B. Benishek, seconded by P. McKinney-Rice to take this casual employee position to Personnel Committee and look at making it a permanent full-time position. Motion carried.
- Ron also explained the need to hire a permanent part-time nurse. Reviewed past organizational charts and the decrease in staff over the years, however the work load hasn't decreased, due to a large number of the programs being state mandated. Need to remember that Ron took over Holly's position, plus his own, and is doing basically two jobs. Due to demands on Ron's schedule, this is not an effective arrangement anymore. Ron is requesting a PPT position to work 3 days/wk, or 42 hours per pay period starting budget year 2013. D. Hurlbert stated that the Health Department is ahead of schedule where the budget is concerned. Motion by P. McKinney-Rice, seconded by S. Leaser to take the Permanent Part-time RN position to Personnel Committee for approval for the 2013 budget. Motion carried. All in favor with B. Benishek opposed.
- Ron also brought up salary employees and time being off during scheduled work days. This issue was brought up at management team and Ron explained that he and Karen are putting in a lot of hours in a week and they may want to take a day off of work (not using a Personal Holiday or Vacation Day). Motion by S. Leaser, seconded by P. McKinney-Rice to approve Ron and Karen for occasionally taking a day off if they have their hours in for the week and this is documented in Kronos. Motion carried. B. Benishek mentioned that City Hall is closing their offices on Fridays at noon. B. Benishek would like to make sure that Gary in Finance is aware of Ron and Karens use of time off on regularly scheduled work days and how the BOH voted.

12. Referrals/Recommendations for June meeting - Review BOH Responsibilities and county health rankings.
13. Motion by J. Burns, seconded by P. McKinney-Rice to adjourn the meeting at 3:10 p.m. Motion carried.

Submitted by:
Sheila Rine