

BOARD OF HEALTH MEETING
Wednesday, May 4th, 2016
10:30 a.m. – Health Service Center Board Room

MINUTES

PRESENT: Judy Popelka, Robert Benishek, Holly Matucheski, Julie Webb, Richard Hurlbert, Dale Dahms, Patti Shiners

ALSO PRESENT: Ron Barger, Sheila Rine, Karen Hegrans, Stephanie Fassbender, Darlane Jansen, Stephanie Thiede

EXCUSED: Dr. Flowers

1. B. Benishek called the meeting to order at 10:30 a.m.
 - a. Reminder to silence phones
2. Pledge of Allegiance. Attendance as listed above.
3. Approve agenda – Motion by D. Hurlbert, seconded by H. Matucheski to approve the agenda. Motion carried.
4. Minutes of the April 6th, 2016 board meeting were approved with motion by H. Matucheski, seconded by J. Popelka. Motion carried.
5. Public comment on agenda items, and consideration of requests for items to be added to future meeting agendas – None.
6. Recognition of new BOH Members – B. Benishek welcomed Julie Webb to the BOH. Ron gave J. Webb an introduction packet for new BOH members.
7. Election of Vice Chair and Secretary – Nominations were held for Vice Chair. D. Hurlbert and H. Matucheski were both nominated. D. Hurlbert declined. Motion by D. Dahms, seconded by J. Webb to unanimously appoint H. Matucheski as Vice Chair. Motion carried. Nominations were held for Secretary. J. Webb was nominated. Motion by D. Hurlbert, seconded by J. Popelka to unanimously appoint J. Webb as Secretary. Motion carried.
8. Review bills paid.
9. The next meeting will be Wednesday, June 1st at 10:30 a.m.
10. Correspondence and Reports:
 - a. Legislative Update – Karen passed around a handout on Communicable Disease Prevention Initiative, asking for money to be put into the budget. Ron mentioned the PHP (Public Health Preparedness) budget that runs mid-year to mid-year, was informed will be cut by 7% with that amount going to fund Zika programs and research at the Federal level.

11. Personnel Update

- a. Update on Office Manager and Clerical transition plan – This position was posted internally and interviews will be held on Monday.
- b. Request for educational reimbursement – Ron stated that the educational reimbursement policy changed several months ago and the amounts requested per year increased from \$1000-2000, along with a 2 year employment contract. When the oversight committee or director requires a staff member to complete a course as a condition of employment, the employee is eligible for up to \$2000 reimbursement per year per conditions of the policy and assuming the money for reimbursement is in the budget. For nurses employed through the Health Department, it is a requirement that they have a BSN degree, or they must obtain a BSN degree within 5 years of employment. If the employee is requesting the reimbursement, they must provide proof they obtained a “C” or better and completed the class. Currently, Karen Marten is requesting the reimbursement for a class she is completing. Motion by D. Hurblert, seconded by D. Dahms to allow the request for educational reimbursement to Karen Marten. Motion carried. Ron stated this will be on-going due to the requirements of the BSN degree and after discussion, H. Matucheski made the motion to allow staff going for their BSN degree, be allowed the reimbursement, as long as it is in the budget per the reimbursement policy, seconded by D. Dahms. Motion carried.

12. Director’s Report – Ron mentioned now that interviews are almost completed and personnel issues are being resolved, he will be working on state reports that are due.

13. Public Health:

- a. Data report for April was passed around and discussed. Motion by H. Matucheski, seconded by J. Webb to approve data report. Motion carried.
- b. General Public Health Update – Influenza is low. Nothing major being seen at this time.
- c. Program Updates – Healthy Ways newsletter passed around. BHLC/CHIP and LH Coalition continue to meet weekly. They have met 2 of the 4 review sessions reviewing data that was collected during the community health needs assessment process. There will be a brand new CHIP this year. Some health issues so far being examined are cancer, mental health and substance abuse. Discussed the lack of providers for mental health.
AmeriCorp – Sheila read Wendee’s update. Currently, she is working on parent education that she will do for Stand for Children’s Day. She is also working on an interactive children’s game to keep the kids involved and have fun. Parents will be educated on effective communication with their children about drugs and alcohol so they can communicate appropriately for the age of their child. Wendee has completed all of her projects for AmeriCorp for this year and so she is helping with the Community Health Needs Assessment and developing projects for Action Alliance, along with researching topics and finding evidenced based programs for youth education for the upcoming school year.
Diaper Bank – Sheila reviewed the budget for the diaper bank. Donations are coming in and continue to purchase cloth diapers. Stephanie showed everyone the posters and flyers that were put up for the diaper drive. This event will run Mothers Day thru Fathers Day and some volunteers will be at Copps this Friday and Sat. J. Webb suggested having someone sit in Elcho and White Lake at their food pantry once a month, but being this group is very small, it may be hard to find someone to do this monthly. Discussed possibly having the clinic in White Lake be a site to pick up diapers.

14. Old Business:

- a. Public Awareness Activities – Newspaper articles were shared.
- b. Drug Free Communities Grant Update – Karen is still waiting to hear back from the Feds granting her permission to write for this grant. Once this is approved, she will work collaboratively with the Northwoods partners and Melissa Dotter from Marathon County.

15. New Business:

- a. Conference/Workshop attendance – BOH Members. D. Dahms made a motion to allow any BOH member to necessary meetings with per diem and mileage, seconded by J. Popelka. Motion carried. Staff list reviewed.

16. Referrals/Recommendations for June meeting – B. Benishek proposed possibly having 1 BOH meeting in White Lake and Elcho. Discussed waiting until after the CHIP is completed and then doing this. Possibly coordinate with the food pantries. Will put on the future agenda.

B. Benishek asked Darlane how things were going at the school district. Darlane reflected on the recent school shooting and commends the law enforcement for protecting the kids. Counselors from all over the state came in to assist. Administration did a wonderful job. James Bolzer from NCHC did a fabulous job as well and has been present since this occurrence. Comfort dogs were also there for 2 days. They are receiving support from all over the state. So far 27 schools are on board with wearing maroon and white today for #AntigoStrong. The school district had an emergency preparedness plan in place and it was executed perfectly.

Ron will present a new organizational chart next month.

Steph Fassbender's last day is next Tuesday. She got hired at Children's Hospital and will start in June.

17. Motion by P. Shinnars, seconded by H. Matucheski to adjourn the meeting at 11:35 a.m. Motion carried.

Submitted by:

Sheila Rine