

**July 26, 2023 Board of Health Meeting  
County Courthouse, Room G-302**

The Board of Health convened in open session at 5:15 pm  
The meeting was called to order by Donald Bodeau

**Board Members Present  
Quorum is reached**

Jennifer Eddy  
Don Bodeau  
Kim Cronk  
Mark Kaeding  
Catherine Wildenberg  
Terry Miskulin  
True Vue

**Board Members Absent:**  
Joshua Miller

**Staff Members Present:**

Lieske Giese  
Hannah Artz  
Marisa Stanley  
  
Gina Holt (recorder)

**Order of Agenda Request to pull items from Consent Agenda**

- None received

**Public Comment:**

- None received

**Consent Agenda (Action Required)- 5 minutes**

- Approval of minutes from May 17, 2023 meeting
- Approval of minutes from June 22, 2023 meeting
- Approval of Grant/Contract Related Budget Adjustments
- Approval of Donation/Stipends

**Motion to approve Consent Agenda:** Mark Kaeding

**2nd Motion:** Kim Cronk

**Motion Carried: Yes (unanimous vote)**

**Business Item:**

- Receive Quarterly Financial Update
  - Cash is up from prior quarter and year mainly due to when revenue is received vs when expenses are paid.
  - Nothing substantial to report as concerns.

**Motion to receive Quarterly Financial Update as presented by staff:** Jennifer Eddy

**2nd Motion:** Catherine Wildenberg

**Motion Carried: Yes (unanimous vote)**

- Approve remote meeting attendance policy
  - This is an update to the Board of Health Remote attendance Policy that was created during the Public Health Emergency.
  - The updated policy was drafted using guidance from City Council and the County Board attendance policy.
  - A reminder will be sent to Board members when they receive the monthly board packet to provide 48-hour advance notice of remote attendance as well as logging in 15 minutes prior to the meeting.
  - Goal of remote attendance is to align with our equity value.

**Motion to approve Remote Meeting Attendance Policy as presented by staff:** Kim Cronk  
**2nd Motion:** True Vue

- c. Approve Immunize Wisconsin Grant
- HPV/TDAP/Meningococcal vaccines will be the focus.
  - Discussed challenges with vaccination rates.

**Motion to approve Immunize Wisconsin Grant as presented by staff:** Mark Kaeding  
**2nd Motion:** Terry Miskulin  
**Motion Carried: Yes (unanimous vote)**

- d. Approve 2022 Fund Balance Account allocations
- Every year the Board approves allocation of the fund balance.
  - The three account allocations suggestions are for Capital Purchases, working capital, and special projects. The suggestions support Board policy and strategic plan goals.

**Motion to approve 2022 Fund Balance Account Allocations as presented by staff:** Catherine Wildenberg  
**2nd Motion:** Jennifer Eddy  
**Motion Carried: Yes (unanimous vote)**

- e. Approve 2024 portion of 2020 – 2024 Health Department Capital Improvement Plan
- We are in the last year of the 5 year capital improvement plan. This was a new planning tool for us.
  - Projects and equipment within the CIP may change as priorities and technology evolve and will be brought to the board for approval.
  - The amount for approval for 2024 is for \$203,526.

**Motion to approve 2024 portion of Health Department Capital Improvement Plan as presented by staff:** Kim Cronk  
**2nd Motion:** Catherine Wildenberg  
**Motion Carried: Yes (unanimous vote)**

- f. Approve 2024 Pay Plan
- This is an overall increase to employees as a 2.5% cost of living increase.
  - Economic increases promote retention of current employees, as well as recruitment.

**Motion to receive 2024 Pay Plan as presented by staff:** Mark Kaeding  
**2nd Motion:** True Vue  
**Motion Carried: Yes (unanimous vote)**

- g. Review and approve draft 2024 Health Department Budget
- This is the first approval of the 2024 budget. The final budget will be approved by the BOH in December 2023.
  - The current budget is being built with the need to use fund balance for Operations and Capital Improvement.
  - The 2.5% cost of living was built into the budget draft.

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- Our biggest concern right now is around tax levy funding. A 3% change tax levy was built into the budget as a starting point which is in alignment with previous years.
- In the past we have left placeholders in the budget for things like ending of a grant or positions that may be open. This year's budget has been built without those place holders.
- ARPA funding goes through 2024 and have been planned to be used as some to address some of the recovery.
- There is a rent increase in 2024, however it is less than we originally had thought. The lease agreement is reviewed annually.
- Tax levy discussion: Every year there is a meeting between the city and county to discuss tax levy. County Administrator, County Finance, City Administrator, City Finance, and City Legal were present.
  - The county included the purposed 3% tax levy increase in their 2024 draft budget.
  - The city has preliminarily indicated that they were planning on a \$280,000 decrease to city levy. There was a long and difficult conversation. It is being seen by the City Manager that the city is paying more than they should be. The city took the Health Departments Housing and Human Health Hazard Program budget of \$280 thousand dollars and said that they needed that money and 3.1 staff members for a new Neighborhood Services Division. There are policy and funding issues that affect the Health Department with the city plan.
  - The biggest question right now is trying to figure out the levy component. If there is a city decrease in levy, it typically would mean a decrease in county levy funding due to ordinance language.
  - We proposed to the city that we talk about how things are currently happening. We have asked to provide an opportunity to present the work that the Health Department does related to the proposed Neighborhood Services Division to the Board of Health, City Council, and County Board. Board members will be updated as these conversations move forward.

***Motion to approve draft 2024 Health Department Budget as presented by staff:*** Terry Miskulin

***2nd Motion:*** Catherine Wildenberg

***Motion Carried: Yes (unanimous vote)***

#### **Other information items from staff for the Board**

- a. Health Department Report-
  - Reflects June and July events.
  - Service Recognition-Beth Draeger, Division Manager, 25 years
- b. Health Department Program Summary grid
  - This provides a snapshot of HD programs and how they are funded.
  - The health department receives very little state funding.
  - This document shows the critical services that the Health Department Provides.
- c. Fee Framework Discussion
  - Reviewed current Fee Policy
  - Increase in DATCP reimbursement to the state.
  - Changes in Recreational/Educational Camp licensing will change due to a DATCP code change. A restructure of the Recreational Water (Pool) licensing classifications based on State code changes.

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- Request for any direction from the BOH for 2024 fees.
  - Board discussed that 70-100% cost of services is fair, and that the policy looks good.
- d. Director Performance review mid-point update
- The four performance objectives were reviewed.
  - No specific changes proposed by BOH.

#### **Board member informational items**

- a. Review Board of Health Evaluation
- Evaluation results were reviewed. No specific action needed.
- b. Board of Health member term discussion
- Two board members terms end in 2023, both are Physician required members.
  - Starting to think about what that looks like and how to move forward with recruitment.
  - Board members are encouraged to share names or start conversations with people that they may know to be part of the board.
- c. Public Health Policy/Advocacy – WPHA/WAHL DAB update  
[Press Release: Gov. Evers Signs Bipartisan Package of Affordable Housing Legislation \(govdelivery.com\)](#)
- d. Standing Committee Updates: verbal
- City Council: [City Council Agendas | City of Eau Claire, Wisconsin \(eauclairewi.gov\)](#)
    - o The City passed a water resolution that the Health Department is hoping to be part of.
  - County Board: [County Board Meeting Agendas and Minutes](#)
    - o Zoning Land Code was passed.
    - o Approval from the Opioid Task Force-Lockbox and Narcan/fentanyl test strips.
    - o Nancy Coffey has been named new County Board Chair.
  - Ground Water Advisory Committee: [Groundwater Advisory | Eau Claire County \(eau-claire.wi.us\)](#)
  - Opioid Settlement Task Force: [Opioid Task Force](#)
  - Other
2. Requests from Board members for future agenda items to be given consideration-none made
3. Next business meeting – August 23, 2023, 5:15 p.m.
4. Don Bodeau Adjourn the meeting at 7:03 pm

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