



## MINUTES OF BOARD OF HEALTH MEETING

October 16, 2019

Call to Order: Meeting was called to order by Chair Peer at 6:00 p.m.

Board of Health Members Present: Chair Peer, Supervisor Gramke, Supervisor Rynes, Supervisor Homan, Dr. Meyers, and Mr. Gresens.

Board of Health Members Absent: Dr. Winter, and Dr. Somaraju.

Staff Members Present: Marie-Noel Sandoval – Health Officer; Michelle Bailey – Assistant Director; Matt Wesson – Environmental Health Supervisor; and Jessica Turner – Administrative Services Supervisor.

Others Present: Leslie – Beloit Memorial High School and

### Adopt Agenda

Supervisor Rynes made a motion to adopt the agenda. Supervisor Gramke seconded the motion. MOTION APPROVED.

### Citizen Participation

Leslie stated that she was attending to fulfill an assignment for her American Democracy class at Beloit Memorial.

### New Business

### Review and Possible Action of 2020 Recommended Budget

Ms. Sandoval gave an overview of the proposed budget. The revenue went up in a couple of areas. For example, travel immunizations went up by \$5,000. She stated that the new pneumonia vaccine has resulted in an increase in revenue and an annual grant increased from \$30,000 to 40,000. She said that the Public Health Department will no longer be giving vaccines to employees next year, so that revenue will decrease. She said that reducing direct services creates an approximate decrease of \$8,000.

Ms. Sandoval also explained that there are some expenses that will decrease. There has been \$7,000 set aside for a community relations management software that they were not able to find. She is not putting this in the budget for 2020. She also stated that postage has gone down a couple thousand dollars due to more digital communication and printing has decreased due to improved county services. She stated that there was an \$18,000 reduction in medical supplies due to the decrease in immunizations.

The proposed revenue for the Public Health Department is \$1,040,286. The Administrator agreed with this number. The requested expenses were \$3,734,836 of which the Administrator proposed \$3,549,302. He did not recommend converting the Public Health Department's two open part time Environmental Health Specialist positions to one full time position. The request to convert the positions includes a \$28,000 increase in salary due to the addition of benefits. Ms. Sandoval explained the challenges of hiring part time employees. Ms. Sandoval explained the part time versus full time Environmental Health Specialist justification.

Supervisor Rynes asked if the current part time position could become a full time position and the part time positions remain not funded. Ms. Sandoval said that would be a possibility if necessary, but she was able to find money elsewhere and there is enough work to justify a full time and one part time position. Supervisor Homan asked about job retention. Chair Peer and Ms. Sandoval responded that this is not the issue with this situation. Mr. Gresens asked about the length of time for full time positions. He expressed concern for lack of fresh ideas. Mr. Wesson responded that it has not been an issue. He said there are many training opportunities. Ms. Sandoval added that they do need to be recertified and attend trainings.

Ms. Sandoval talked about the source of money to pay the additional cost of a full time position. This money would come from grant money that will be available. She said the Public Health Department can obtain letters stating that the money will be available. She told the Board that she has drafted a letter to Ms. Mawhinney, chair of the Finance Committee, to request the position and outline the money available. This letter will also be sent to Ms. Oja, Finance Director, and Josh Smith, Administrator. Ms. Sandoval added that page 12 of the budget document stated that the creation of the full time position from the two part time positions would create a net increase of \$35,165. She stated that number is an error and the actual difference is \$23,553. She also told the Board that the Finance Committee will be meeting on November 7<sup>th</sup>.

Mr. Gresens asked how many part time positions would be left if this request is approved. Ms. Sandoval replied that there will only be one part time Environmental Health position. Mr. Gresens asked if any of the Public Health Nurses could become part time. Ms. Bailey said they have lost some nurses due to no part time opportunities, but they all wanted benefits which would not be available with a part time position. Supervisor Rynes asked if there was anything else that was not supported by the proposed budget. Ms. Sandoval said that the rest of the budget was pretty set. Mr. Gresens asked if the Rock County Public Health Department's fee schedule is comparable to the surrounding area. Mr. Wesson replied that they check every few years and it is comparable. Mr. Gresens asked if there would be anything else the Public Health Department would want if money is not an issue. Ms. Sandoval replied that technology available has been improved by leaps and bounds, but the department could use a customer relations management software to manage communications with partners. She said there have been problems finding a small version of this software. She said time tracking software is also needed, but was also difficult to find in a small version. She added that the County is making a huge investment in technology in this budget. She also told the Board that over the last few years she has increased the training budget and encouraged staff to apply for training scholarships. Chair Peer added that the counties need to communicate better with each other. He asked Ms. Sandoval about a communications position. Ms. Sandoval said that the Public Health Department needs to market health and currently does not have the skills to communicate to the public in an effective way. Mr. Gresens asked if there is a way to create a marketing position, possibly by converting an existing position. Ms. Sandoval replied that every vacant position is evaluated to determine if it is needed or if another position would be more beneficial. Ms. Sandoval said that it was requested with no budget impact, but she was told that it would be re-evaluated at a later date. She was not told the reason. She said a consultant was suggested, but she would like a team member who is knowledgeable about the department. Ms. Sandoval explained that new positions take time to be created and explained the process she took when the Community Health Education Coordinator position was created. Mr.

Gramke asked if the communications position would reflect in an increase in revenue. Ms. Sandoval replied that it is possible.

Supervisor Rynes discussed vaping and illegal THC cartridges.

All of the Board members expressed unanimous support of the letter to the Finance Committee to combine the two part time positions into a full time position.

### **Communications and Announcements**

Chair Peer reminded everyone there will be no November meeting.

### **Adjournment**

Mr. Gresens made a motion to adjourn the meeting. Supervisor Gramke seconded the motion. MOTION APPROVED. Meeting adjourned at 6:45 p.m.

Respectfully Submitted,

Jessica Turner, Recorder

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