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## **BOARD OF HEALTH MEETING**

**Tuesday, March 8, 2011**

**10:00 AM**

**Large Conference Room – Polk County Health Department**

### **AGENDA**

- Welcome/Call to order
- Approval of Agenda
- Public Comment
- Approval of Minutes from January 11, 2010 meeting
- Monthly Bills (Review only) – Sampson
- Monthly Statistical report (Review only; will address formally quarterly) – Sampson
- Out of County Meetings Report (Review only) – Sampson
- Old Business
  - 1) Committee Roles and Responsibilities – All
  - 2) 2010 Budget Finals – Sampson
  - 3) Approve Vehicle Lease Bids – All
  - 4) Update on Pharmaceutical Disposal Program – Sampson
- New Business
  - 1) Review Mandate Document Required by Administration – Sampson
  - 2) Community Health Improvement Plan – Sampson/Mike Rust
  - 3) Update on Agency Strategic Plan - Sampson
- Director's Report
  - 1) Public Health Legislative Updates: Report on PH council meeting –Sampson
  - 2) Public Health Research – Sampson
  - 3) Agency Updates – Sampson
- Board member Comments/Observances
- Adjourn

Enc: BOH minutes February, 2011

## BOARD OF HEALTH

The Polk County Board of Health met in the conference room of the Health Department at 10:15 AM on March 8, 2011

Present: Rick Scoglio Patricia Schmidt Wanda Johnson  
Kristine Kremer-Hartung Warren Nelson Harry Johansen

Also: Gretchen Sampson Julie Houman  
Bonnie Leonard Dana Frey

Chairperson Schmidt called the meeting to order.

**Motion by Nelson/Johansen to approve the agenda. All in favor. Motion carried.**

**Public Comment: none**

**Motion by Johnson/Hartung to approve the minutes of the February 8, 2011 Board of Health meeting. All in favor. Motion carried.**

### **Monthly Bill Review**

Sampson reviewed the list of bills and answered a few questions on specific bills.

### **Monthly Statistical Reports**

Sampson handed out the monthly statistical reports for review. The board commended Caralynn Hodgson and Laurie Whitehead for their efforts in decreasing the Home Care levy and keeping the budget on track. Dana Frey also commended their efforts.

### **Out of County Meetings**

Sampson reviewed the list of out of county meetings and trainings for March and April.

**Motion by Johnson/Johansen to approve the staff out of county travel. Nelson opposed. Motion carried.**

### **Old Business**

#### **1) Roles and Responsibilities for all Governing Committees**

Sampson handed out a draft of Polk County Policy 10, which outlines 16 roles and responsibilities for all governing committees. Legislative events and responsibilities were discussed. Wanda Johnson encouraged board members to attend the next legislative meeting on April 4<sup>th</sup> in New Richmond.

Kremer-Hartung would like the board members to be notified if volunteers are needed for events such as community clinics.

**Motion by Scoglio/Kremer-Hartung to approve the Roles and Responsibility Draft. All in favor. Motion carried.**

## **2) 2010 Budget Finals**

Sampson distributed an overview of the unaudited 2010 budget finals and explained variances in expenditures and revenues. Of the levy budgets, immunization was problematic with delays in insurance revenues. The Department hopes that payments will be soon forthcoming to offset a negative account balance for 2010 in this account.

## **3) Vehicle Lease Bids**

The Department received 7 bids for two 2 year prepaid lease vehicles. There was some discussion on buying local.

**Motion by Kremer-Hartung/Scoglio to approve bid of \$18,500 from Ken Vance Motors in Eau Claire for 2 leased vehicles. Nelson opposed. Motion carried.**

## **4) Update on Pharmaceutical Disposal Program**

There is a pharmaceutical drop box located at the Sherriff's Department. The Board suggested that Sampson email local nursing homes inquiring on their procedures for disposing of unused medications and following with a letter of recommendation concerning drug disposal if necessary. They also suggested submitting a Public Service Announcement to the local media about proper methods of pharmaceutical disposal and the availability of the drop box.

## **New Business**

### **1) Review of the Mandate Document required by Administration**

Sampson handed out and reviewed the Health Department mandate report that summarizes all programs, states whether the program is mandated, the target audience, the number served, the number of full time equivalents and the total income and expenses. Administrator Frey stated he will compile the results and present to the county board as part of the 2012 budget process.

### **2) Community Health Improvement Plan (CHIP)**

Sampson handed out a draft of the Polk County 2010 CHIP report, which identifies 5 health priority areas targeted for health improvement. The 5 focus areas are: physical activity, safe nutrition, tobacco use, alcohol and drug use and mental health. Sampson plans to present the CHIP plan at an upcoming County Board meeting.

### **3) Agency Strategic Plan**

Sampson handed out the 2009-2012 Strategic Plan and explained how the process works in the agency to assure the plan's goals and objectives are being addressed. Johansen inquired as to how some of the workforce development areas have been addressed. Sampson explained that annual workforce satisfaction surveys have been conducted and have identified areas in the department that need improvement such as assuring regular staff performance reviews are conducted and that there is better internal communication. The goal is to improve employee satisfaction and ultimately improve the quality of services we provide to the public. The four major goals of the 2009-2012 strategic plan focus on quality public health services, improved communication and public awareness, strengthened internal workforce development, and fiscal management.

## **Directors Report**

### **1) Public Health Legislative Updates:**

The next legislative meeting will be held at the St Croix County DHHS in New Richmond on April 4<sup>th</sup>.

### **2) Public Health Research:**

Sampson handed out a copy of the proposed Medicaid Policy changes that are contained in the current state budget repair bill.

Sampson also handed out a document with the Public Health Council key points from the February 11, 2011 meeting.

Sampson reported that WIC will have a program review and state visit on April 7-8. The Birth to Three program received a letter of resignation from Erik Belgum, speech therapist.

**Motion by Nelson/Kremer-Hartung to adjourn. All in favor. Motion carried. Meeting adjourned at 12:00 pm.**

**The next Board of Health meeting will be April 12th at 10:00 A.M.**