

# WASHINGTON COUNTY HEALTH DEPARTMENT

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**Mission: Promote Health \* Prevent Disease \* Protect the Public**

## WASHINGTON COUNTY BOARD OF HEALTH MEETING (HEALTH AND AGING LIASON COMMITTEE)

**July 18, 2007**

Members Present: Supervisor Charlene Brady, Supervisor David Radermacher, Supervisor Melvin Ewert, Pat Hrobsky, Doreen Buntrock, Linda Walter, Director/Health Officer

Members Excused: Dr. Laura Radke

Also Present: County Board Chairman Thomas Sackett, County Attorney Kim Nass, Assistant Administrator for Planning Deb Sielski, Assistant Director Shari Winter, Environmental Health Specialist Margaret Anderson

Chairperson, Charlene Brady, called the meeting of the Washington County Board of Health to order at 10:30 a.m. Notice of Posting was given.

**Minutes From Previous Meeting:** Motion by David Radermacher, **Seconded** by Doreen Buntrock to approve the minutes of the June 6, 2007 meeting. **Motion Carried.**

### **Final Recommendations for Comprehensive Planning Document:**

Deb Sielski from Planning and Parks Division reviewed the final edits of the Board's environmental health recommendations for the comprehensive plan. Linda had reformatted the last draft to be consistent with the larger document and Deb asked Board for approval of the reformatted document. Motion to approve and replace original Chapter 8 section with revised version on environmental health issues. **Moved** by David Radermacher, **Seconded** by Melvin Ewert. **Motion Carried.**

### **2008 Budget Preparation:**

Linda continued the 2008 budget discussion from the June and May meetings. The Board had requested an organizational chart showing the planned infrastructure of the Health Department which Linda developed and reviewed with the Board. Linda asked for a motion to revise last month's motion concerning reclassifying the Administrative Secretary/Financial Clerk position. She added that after determining that reclassification requests can only be submitted once each year and are not effective until the next calendar year, she added the previously discussed supervisory roles to facilitate the process. The Board had originally planned to do in a 2 step process. **Moved** by Pat Hrobsky, **Seconded** by Doreen Buntrock to revise motion to reclassify current Administration Secretary/Financial Clerk position to Office Supervisor position. **Motion Carried.**

Linda also asked for a revision to last month's motion of approval for one part-time 75% Public Health Nurse. The request is for a 75% Full Time Equivalent (FTE) to provide maximum flexibility in part time positions. **Moved** by Pat Hrobsky, **Seconded** by Melvin Ewert to revise motion from request for one 75% part-time Public Health Nurse Position to one 75% FTE. **Motion Carried.**

The planned 2008 User Fees schedule was reviewed for the first time. The User Fee Schedule is a required part of the budget process. Board input was obtained. Linda expressed concern about the future of the loan closet due to space and growth needs of the Health Department.

**Staffing Ordinance Changes:**

The vacant Tobacco Control Specialist position was discussed. Linda recommended the position be eliminated and a new Health Educator position be created for the Health Department that could allow maximum flexibility. Linda advised the Board this position would be entirely grant funded and would include responsibility for tobacco grant deliverables and roles in other grant categories. A draft position description and ordinance change proposal were distributed before the meeting for Board review. **Moved** by Doreen Buntrock, **Seconded** by David Radermacher to eliminate Tobacco Control Specialist position and create new Health Educator position. **Motion Carried.** The proposal will be forwarded to the Administrative Services Committee per County protocol.

**Monthly Reports:**

The Board of Health reviewed both the Health Department Activity report and Communicable Disease report for June 2007. Linda stated the Communicable Disease Hours per Investigation has been high and will continue to be high for the next couple of months due to needed follow up activities concerning the recent active TB cases. The Public Health Nursing section continues to be looked at to provide meaningful data from the state SPHERE system.

**Discussion of 2007-09 County Government Plans document previously distributed:**

Linda reviewed section 10 of the document previously distributed to the Board. She indicated that since the Board has already done so much work on this topic that she had tried to summarize their recommendations in a PowerPoint presentation.

**Review Draft PowerPoint on Environmental Health services:**

Linda presented a draft PowerPoint presentation on plans for expanding environmental health services in 2009 and 2010 and the Board provided feedback to Linda to make modifications to the presentation. The Board approved of the presentation but will wait until after the 2008 budget is prepared or until there is a response requested by the Executive Committee concerning the 2007-2009 County Government Plan.

**Next Meeting & Adjournment:**

The next meeting for the Board of Health is scheduled for August 15, 2007 at 10:30 a.m. in room 1145 of the PAC. The Board will review the 2008 budget. Also to be discussed is the possibility of changing the meeting time from 8:30 am to 10:30 a.m. on the first Wednesday of the month for future meetings. **Motion** by David Radermacher, **Seconded** by Doreen Buntrock to adjourn at 12:42 p.m. **Motion Carried.**