

## **BOARD OF HEALTH MINUTES**

April 12, 2018

The Vernon County Board of Health met Thursday, April 12, 2018 in the Second Floor Conference Room, Erlandson Office Building. Members present: JoAnn Nickelatti, Glenda Sullivan, Frank Easterday, Sherrie Seidel, Mary Rae and Rhonda Peterson, RN, BSN.

Others present: Elizabeth A. Johnson, RN, BSN, Director/Health Officer, Troy Moris, RS. Environmental Health Consultant, Sydney Garavalia, Public Health Sanitarian and Janet Reed, Vernon County Coroner

Excused: David Banner

Absent: Brian Turben

Meeting called to order by Chair JoAnn Nickelatti at 1:00 PM.

### **AFFIRMATION OF PROPER PUBLIC NOTICE OF MEETING**

Public Notice of Meeting was properly advertised and posted.

### **CORONER'S REPORT – Janet Reed**

Janet Reed, Coroner provided a report concerning the number of cases her office dealt with in March 2018. Glenda Sullivan moved to accept report and allow payment of bills for March 2018. Seconded by Frank Easterday. Motion carried.

### **REVIEW PROCEEDINGS OF PREVIOUS MEETING**

Mary Rae moved to accept 3/09/18 minutes as presented. Seconded by Rhonda Peterson. Motion carried.

### **AUDIENCE TO VISITORS**

No visitors present at meeting.

### **REVIEW AND VOTE ON VOUCHERS**

Frank Easterday moved to allow payment of bills for March 2018. Seconded by Glenda Sullivan. Motion carried.

## **PUBLIC HEALTH PREPAREDNESS**

### **-Discussion of Public Health Preparedness and Response, SouthWest Consortium update and purchase of equipment/supplies.**

- Work continues on capabilities for 2017-18.
  
- Exercise on Evacuation of Hospitals was held March 29, 2018 but the Health Department was not contacted to provide services. This Exercise scenario had a very limited role, if any, for Health Departments in general.

### **WIC Program Update - Equipment/Supplies**

- The WIC participant count for March 2018 was distributed to the Board of Health.

## **Public Health**

- **Update and possible vote on:  
Environmental Health Activities and Programs**
  
- Mr. Moris discussed with the BOH the activities he has been involved with during the past month.
  - ◆ Issued an Order of Abatement on a property in Readstown that is being taken care of now.
  - ◆ Visited a site where an Order will be issued to clean up tires.
  - ◆ Concerned about properties in Victory where the homes are caving in and one in particular where owner is deceased and no family or funds to take care of the house. Discussion ensued on how to handle the problem. Mr. Moris has discussed the issue with the attorney handling the estate, Vernon County Highway Commissioner and the Vernon County Treasurer. Mr. Moris asked permission to take the issue to County Committees that would be involved in finding a solution. Sherrie Seidel moved that Mr. Moris, RS should take the issue to all of the committees that will be involved in finding a resolution to the problem. Seconded by Glenda Sullivan. Motion carried. Mr. Moris will report back to the BOH in May or June 2018.
  
- **Budget Report March 2018.** Frank Easterday moved to approve the March 2018 budget report as presented. Seconded by Mary Rae. Motion carried.

- **Agent Program – Sanitarian – vote on approval**

Miss Johnson reported that work is progressing on the Agent Program:

- ▶ Interviews for Sanitarian were held 3/12/18 and the position was offered to Sydney Garavalia. She accepted the position and began employment 3/23/18.

Sherrie Seidel moved to approve the hiring of Sydney Garavalia for the position of Public Health Sanitarian for Vernon County Health Department's Environmental Health Licensing and Inspection Program effective 3/23/18. Seconded by Glenda Sullivan. Motion carried.

- ▶ Sydney Garavalia, Public Health Sanitarian was introduced to the Board of Health.
- ▶ James Kaplanek, RS, DATCP visited the Health Department 3/23/18. He reviewed all of the plans and presented the Health Department with a signed written contract indicating staff can begin licensing and inspections of all facilities listed in the contract.
- ▶ The training for HealthSpace was held 3/29/18. This program allows the Health Department to send our renewal applications, issue licenses and post payments. This program covers the inspections, billing and license renewal notices.
- ▶ Sydney Garavalia reported to the BOH on the activities she has been doing since beginning employment.
- ▶ Discussion on fee adjustments for retail food establishments. Glenda Sullivan moved to adjust the fees for the retail food establishments as discussed. Seconded by Sherrie Seidel. Motion carried.

- **Accept resignations of Sue Anderson, Financial Administrative Assistant and Trish Helgerson, RN, BSN and approval of replacements.**

Mary Rae moved to accept the resignations of Sue Anderson effective 4/27/18 and Trish Helgerson, RN, BSN effective 7/3/18 and to approve the advertising for replacements. Seconded by Rhonda Peterson. Motion carried.

- **Discussion on salary/grade adjustment.** Discussion held on adjusting salary for Financial Administrative Assistant. The current grade is 6 and has never been adjusted. Due to the additional duties being placed on this position, the position should be raised to a grade 8 and title changed to Senior Administrative Assistant. According to the Personnel Office, this can be done by the Board of Health.

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Glenda Sullivan moved to upgrade the Financial Administrative Assistant position from a Grade 6 to a Grade 8 due to the extra job duties and the job title change to Senior Administrative Assistant. Seconded by Mary Rae. Motion carried.

Discussion held on upgrading the Public Health Nurses' salary/grade. Vernon Manor who employs Associate Degree and Bachelor's of Science in Nursing degree nurses are paid the same at a Grade 16 while the Public Health Nurses, who have to have a Bachelor's of Science in Nursing degree are at a Grade 14. The Health Department cannot hire Associate Degree nurses. It is felt that nurses from the Health Department and Vernon Manor should be at same grade level. It is imperative that the Department starts to advertise for a Public Health Nurse very soon so they can start before Trish Helgerson, RN, BSN leaves. Rhonda Peterson moved that the Health Department pursue salary and grade adjustment for the Public Health Nurses and begin by researching other Health Departments. Seconded by Glenda Sullivan. Motion carried.

- **Public Health Report.** Miss Johnson distributed the report for March 2018. Communicable Disease, Immunization and Referral Reports reviewed by BOH.

**GENERAL ANNOUNCEMENTS AND NEXT MEETING DATE AND ANY OTHER BUSINESS/DISCUSSION NOT REQUIRING A VOTE**

**- Next Meeting**

- The May 2018 meeting is scheduled for May 10, 2018 @ 1:00 PM.
- The June 2018 meeting is scheduled for June 13, 2018 @ 1:00 PM.

**ADJOURN**

Frank Easterday moved to adjourn the meeting. Seconded by Sherrie Seidel. Motion carried. Meeting adjourned.

Respectfully Submitted,

Sherrie Seidel, Secretary