MINUTES OF BOARD OF HEALTH MEETING

October 5, 2022

Call to Order: Meeting was called to order by Chair Peer at 6:00pm

Board of Health Members Present: Chair Peer, Vice Chair Kolste, Dr. Kaitlyn Meyers, Dr. Daniel Staddler, Eric Gresens, Supervisor Clasen, Supervisor Schneider, Dr. Rachel Bergstrom

Board of Health Members Absent: Supervisor Schulz

Staff Members Present: Katrina Harwood – Health Officer/Director; Jill Camber-Davidson – Public Health Supervisor; Seth Loncar – Administrative Services Supervisor; Christine Gunn – Public Health Strategist; Courtney Nathan – Public Health Strategist; Ashley Franke – Public Health Planner

Others Present: None

Roll Call

Roll not taken at today's meeting

Adopt Agenda

Supervisor Clasen made a motion to adopt the agenda. Dr. Bergstrom seconded the motion. MOTION APPROVED.

Changes to Agenda

No changes to the agenda

Approval of Minutes – 9/7/22

Dr. Meyers made a motion to approve the minutes of the 09/07/22 Board of Health meetings. Eric Gresens seconded the motion. MOTION APPROVED.

Citizen Participation, Communications and Announcements

None

New Business

Administrative Division

Review of Payments
No questions on payments

Transfer of Funds Over $5,000
No transfer of funds over $5,000

Public Health Department Report

Director's Report
Katrina Harwood gave an overview of this month's directors report which includes: Director's Report, RCPHD Strategic Plan, Workforce & Budget. Katrina Harwood proceeded with Directors Report which included: Juul settlement, Opioid Settlement Report & POWTS software. Juul is one of the larger companies selling vape projects and have recently engaged in a settlement regarding targeting younger demographics. Wisconsin is part of the settlement which will be distributed to the state and seemingly to local; funds may be coming to Rock County as a result. Katrina provided an update to the opioid settlement report, stating we are still anticipating the next steps. POWTS software is our septic maintenance program; we are seeking enhancements to the software to streamline online payments and anticipate approval initiation soon.

RCPHD Strategic Plan
Katrina Harwood mentioned that once completed, the RCPHD strategic plan will be fully reported to board targeted for November meeting. Ashley Franke began the strategic plan (SP) presentation with the agenda and overview and continued with our planned process and provided a timeline to the steps of the framework. Ashley then reviewed the 5 areas of the strategic plan: workforce development, external communication, internal communication, performance management & community partnership development. Courtney Nathan then provided details of the workforce development strategic plans and objectives. Christine Gunn provided the objectives for external communications & internal communications, Ashley Franke summarized performance management, Courtney Nathan concluded with community partnership development objectives. Ashley Franke finalized the presentation with more information regarding the structure of each group within the strategic plan and leadership responsibilities.

Workforce
No current new staff, however, a candidate for Communications Specialist has accepted the position and will begin in November. Currently recruiting an AmeriCorps Member to help with Public Health Emergency Preparedness (PHEP).

Budget
Katrina Harwood gave an overview of the current RCPHD budget, revenue and expenses as of quarter 3 through September of 2022 and provided details of specific line items. Revenue currently at 88.9% of our budget and expenses are 74.7% of our budget which is on track for the end of the 3rd quarter. Cost Allocations (Grants) are at 32.7%. Katrina then provided information on potential new funding resources: PH Infrastructure, Implementing Overdose Response Strategies at the Local Level & Maternal and Child Health (Title V) Funding.

Dr. Meyers inquired about the two Maternal and Child Health grants and to differentiate between the two and how the objectives differ. Jill Camber-Davidson provided further information, seeking to strengthen our community relationships by utilizing both grants.

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Discussion – Meeting Format
Debra Kolste began the discussion with feedback on wanting to have meetings in person to create more communication and efficiency within the meetings and more discussion. Dr. Meyers mentioned the option for virtual/hybrid would more be beneficial. Eric Gresens agreed he would like in person meetings, as well as Dr. Bergstrom who seconded wanting in person meetings and also the option for a hybrid meeting. Kim Schneider agreed she would like to meet in person but may need hybrid when she has back-to-back meetings. Lou inquired when we should start, and Katrina opted for our next meeting. We will set up a hybrid meeting and in person attendees will meet in our new conference room on the South side of the building across from our reception/front desk area.

Communications and Announcements from Staff and Board Members
None.

Adjournment
Chair Peer adjourned the meeting at 6:48pm.

Respectfully Submitted,

Seth Loncar, Recorder
Not Official Until Approved by the Board of Health