

# **FOREST COUNTY MEETING MINUTES**

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COMMITTEE: HEALTH  
DATE: February 10, 2020  
TIME: 5:00PM  
PLACE: COUNTY BOARD ROOM

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## **MINUTES**

1. Call to Order: Public hearing regarding Tobacco Ordinance called to order at 5:00pm. No public present for comments. Motion by Gretzinger to forward resolution to full county board, second by Burl, all ayes, motion carried.
  - a. Board of Health meeting called to order at 5:05pm by Larry Berg.
2. Roll Call: Larry Berg, Cindy Gretzinger, Kellee Gallion, Randy Burl, Tom Tallier, Candy Dailey
  - a. Others present: Jacee Shepard
3. Approve meeting agenda: comment from Tallier regarding "other matters" listed on agenda. Motion by Gretzinger to amend agenda to read "Future Agenda Items" rather than "Other Matters" and approve, second by Burl, all ayes, motion carried.
4. Approve minutes of previous meeting: Motion by Gretzinger to approve minutes from previous meeting, second by Berg, all ayes, motion carried.
5. Public Comment: none
6. Director Report: presented by Jacee. See attached.
  - a. Motion by Gretzinger to send "thank you" letter to Conway's TruValue from the Board of Health Committee in regards to the donation they gave to the Community Coalition of Forest County, second by Berg, all ayes, motion carried.
7. State Fluoride grant discussion and possible action: no longer getting state fluoride grant. Discussion on benefit and cost of maintaining program. Discussion from Kellee on reaching out to Sokaogon Chippewa Dental clinic for support. Jacee will reach out. Motion by Gretzinger to continue program and purchase fluoride supplements when necessary, but still reach out to Sokaogon Chippewa, second by Gallion, all ayes, motion carried.
8. Annual Services and Fees discussion and approval: Motion to approve Health Department Annual Services and Fees as presented by Gallion, second by Burl, all ayes, motion carried.

9. Discussion on current health hazard investigations: update from Jacee on current meth lab investigation and Health Department's role, and other on-going investigation with Zoning Department. Will continue to update committee.
10. WIC Dietician wage discussion and possible action: discussion on WIC Registered Dietician request for the 1% raise to be applied for her. Motion by Gallion to forward request to the Finance committee for discussion, second by Burl, all ayes, motion carried.
11. Future Agenda Items: Jacee shared that she is expecting and is due on July 1<sup>st</sup>, 2020. She will be working on getting staff trained/prepared prior to her maternity leave. Per policy, public health nurse Holli Denton will be acting Health Officer during her leave.
12. Next meeting date: Monday, April 27<sup>th</sup> at 5:15pm
13. Adjournment: motion to adjourn by Burl, second by Dailey, all ayes. Meeting adjourned at 6:00pm.

Submitted by Jacee Shepard, Director on 3/5/2020

#### GENERAL REQUIREMENTS:

1. Must be held in a location, which is reasonably accessible to the public.
2. Must be open to all members of the public unless the law specifically provides otherwise.

#### NOTICE REQUIREMENTS:

1. In addition to any requirements set forth below, notice must also be in compliance with any other specific statute.
2. Chief presiding officer or his/her designee must give notice to the official newspaper and to any members of the news media likely to give notice to the public.

#### MANNER OF NOTICE:

Date, time, place and subject matter, including subject matter to be considered in a closed session, must be provided in a manner and form reasonably likely to apprise members of the public and news media.

#### TIME FOR NOTICE:

1. Normally, minimum of 24 hours prior to the commencement of the meeting.
2. No less than 2 hours prior to the meeting if the presiding officer establishes there is a good cause that such notice is impossible or impractical.
3. Separate notice for each meeting of the governmental body must be given.

#### EXEMPTIONS FOR COMMITTEES AND SUB-UNITS:

Legally constituted sub-units of a parent governmental body may conduct a meeting during the recess or immediately after the lawful meeting to act or deliberate upon a subject which was the subject of the meeting, provided the presiding officer publicly announces the time, place, and subject matter of the sub-unit meeting in advance of the meeting of the parent governmental body.

#### PROCEDURE FOR GOING INTO CLOSED SESSION:

1. Motion must be made, seconded, and carried by roll call majority vote and recorded in the minutes.
2. If motion is carried, chief presiding officer must advise those attending the meeting of the nature of the business to be conducted in closed session, and the specific statutory exemption under which the closed session is authorized.

#### STATUTORY EXEMPTIONS UNDER WHICH CLOSED SESSIONS ARE PERMITTED:

1. Deliberation of judicial or quasi judicial matters. Sec. 19.85(1)(a).
2. Considering dismissal, demotion or discipline of any public employee or the investigation of charges against such person and the taking of formal action on any such matter; provided that the person is given actual notice of any evidentiary hearing, which may be held prior to final action being taken and of any meeting at which final action is taken. The person under consideration must be advised of his/her right that the evidentiary hearing be held in open session and the notice of the meeting must state the same. Sec. 19.85(1)(b).
3. Considering employment, promotion, compensation, or performance evaluation data of any public employee. Sec. 19.85(1)(c).

4. Considering strategy for crime detection or prevention. Sec. 19.85(1)(d).

5. Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session. Sec. 19.85(1)(e).

6. Considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public would likely have an adverse effect on the reputation of the person referred to in such data. Sec. 19.85(1)(f).

7. Conferring with legal counsel concerning strategy to be adopted by the governmental body with respect to litigation in which it is or is likely to become involved. Sec. 19.85(1)(g).

8. Considering a request for advice from any applicable ethics board. Sec. 19.85(1)(h).

#### CLOSED SESSION RESTRICTIONS:

1. Must convene in open sessions before going into closed session.
2. May not convene in open session then convene in closed session and thereafter reconvene in open session within twelve hours unless proper notice of this sequence was given at the same time and in the same manner as the original open meeting.
3. Final approval or ratification of a collective bargaining agreement may not be given in closed session.

#### BALLOTS, VOTES AND RECORDS:

1. Secret ballot is not permitted except for the election of officers of the body or unless otherwise permitted by specific statutes.
2. Except as permitted above, any member may require that the vote of each member be ascertained and recorded.
3. Motions and roll call votes must be preserved in the record and be available for public inspection.

#### USE OF RECORDING EQUIPMENT:

The meeting may be recorded, filmed or photographed, provided that it does not interfere with the conduct of the meeting or the rights of the participants.

#### LEGAL INTERPRETATIONS:

1. The Wisconsin Attorney General will give advice concerning the applicability or clarification of the Open Meeting Law upon request.
2. The municipal attorney will give advice concerning the applicability or clarification of the Open Meeting law upon request.

#### PENALTY:

Upon conviction, any member of a governmental body who knowingly attend a meeting held in violation of Subchapter IV, Chapter 19, Wisconsin Statutes, or who otherwise violates the said law shall be subject to forfeiture of not less than \$25.00 nor more than \$300.00 for each violation.