

## HEALTH COMMITTEE MINUTES

COMMITTEE: HEALTH  
DATE: June 29th, 2022  
TIME: 4:30 PM  
PLACE: Forest County Boardroom-Courthouse

### **CALL TO ORDER**

By Lynne Black at 4:30 PM and the agenda was read.

### **ROLL CALL**

**BOH MEMBERS PRESENT:** Lynne Black, Tina Anderson, Scott Goode, Larry Berg, Candy Dailey, Dr. Khrystyne Lindgren, (Remote) and Dr. Rebecca Perry (Remote)

**ABSENT:** None

**OTHERS PRESENT:** Cindy Gretzinger (Board Chair), Nora Matuszewski (County Clerk), Kathryn Kincaid, Tiffany Wozniak, Chris Slagowski, Julie Weber, Jessica Bellomy, Jill Krueger, Jacee Shepard, Holli Denton, Ryan Wilson, Jake Wozniak (Remote) and 1 other.

### **APPROVE MEETING AGENDA**

Kincaid requested that numbers 9 and 10 be switched around. Motion by Anderson, second by Berg to approve the agenda with the change. All present voting (AYE). Motion carried.

### **APPROVE MINUTES FROM PREVIOUS MEETING**

Motion by Goode to approve June 1<sup>st</sup>, 2022 minutes, second by Anderson. All present voting (AYE). Motion carried.

**PUBLIC COMMENT:** Public Comments were received from Jill Krueger, Jacee Shepard and Holli Denton, Dr. Perry, Candy Dailey and Nora Matuszewski.

### **DISCUSSION/POSSIBLE ACTION: COVID UPDATES**

An update was given to board members on COVID cases: June (to date) 114, up from 61 cases in May, and 10 cases in April. We continue at medium community level of transmission. The department continues to refer clients to the four other vaccination sites within our county.

### **DISCUSSION/POSSIBLE ACTION: DEPARTMENT/PROGRAM UPDATES**

Three (3) nurses attended a BLS Instructor course on June 2<sup>nd</sup> through American Heart Association, and they are now able to offer this course to community members locally as well as courthouse and school employees. They have started making courthouse staff and the community aware of future courses to be offered and they have had a great response, with a lot of interest. Kincaid stated that the summer intern position no longer needs to be posted. A question was asked by Slagowski, about meeting minutes and who should be taking them. Staff was informed that someone from the health department should be, as that is past practice.

### **DISCUSSION/POSSIBLE ACTION: HEALTH DIRECTOR RESIGNATION**

A letter of resignation from Samantha Hoffman was passed out to Board of Health members. Motion by Berg, second by Anderson to approve the resignation of Mrs. Hoffman. All present voting (AYE). Motion carried.

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### **DISCUSSION/POSSIBLE ACTION: JOB DUTIES/COMPENSATION OF INTERIM/CO-INTERIM**

Kincaid and Wozniak both read a list of their current job duties. They also listed the duties of the Health Director/Officer Position and said that it would be too much for one of them to handle, so they are proposing that they share the Interim position. Neither of them possesses the credentials to assume the position on their own. Black stated that she and Nora the County Clerk have been in contact with Angela Nimsgren, Director, Northern Region, Wisconsin Department of Health Services, for the State and they have been provided with a letter stating the qualifications as required by State Statute. (In Part-Essentially: #1. A bachelor's degree in nursing, public health, environmental health, the physical or biological sciences or a similar field and; #2. At least 3 years of experience in a full-time position with a public health agency, including responsibility for a communicable disease prevention and control program). Kincaid has more experience in public health, but not the full 3 years and she doesn't yet have her bachelor's degree. Wozniak does have her bachelor's degree in nursing, but just started less than a year ago with the department. Kincaid and Wozniak proposed a \$40 per hour wage for each of them during this interim period, until a director can be hired. Motion by Anderson, second by Berg to forward this request on to personnel. All present voting (AYE). Motion carried.

Black also mentioned that in a recent email she & Nora received from Angela at the State it was mentioned that another option for interim that has been done in other jurisdictions is to establish an MOU (Memorandum of Understanding) with a neighboring health officer to provide oversight. Lynne has already reached out to several surrounding Counties to obtain this type of document. Motion by Berg, second by Anderson to approve Black & Matuszewski pursuing this as another viable option and moving forward if they find it feasible. All present voting (AYE). Motion carried.

### **DISCUSSION/POSSIBLE ACTION: APPOINT HEALTH DEPARTMENT INTERIM/CO-INTERIM**

Motion by Anderson, second by Berg to appoint Kincaid/Wozniak Co-Interim, Points of Contact for the Health Department until all options for Interim Director can be investigated. Compensation will be addressed with Personnel at their next meeting, currently scheduled for tomorrow night June 30<sup>th</sup>, 2022. All present voting (AYE). Motion carried.

### **DISCUSSION/POSSIBLE ACTION: POSTING OF HEALTH DIRECTOR POSITION**

Motion by Berg, second by Anderson to approve forwarding the posting of the Health Director/Officer position on to Personnel. Position to be posted as soon as practicable. All present voting (AYE). Motion carried.

### **DISCUSSION/POSSIBLE ACTION: EMPLOYEE CONCERNS**

All health department employees prepared written statements that were read. Discussion followed.

### **DISCUSSION/POSSIBLE ACTION: STAFF WAGE STRUCTURE AND CONCERNS**

Employees expressed their interest in wanting a wage increase of 15%-20% and that the funds could come out of the Workforce Development Grant. They said they understand that the Grant is only temporary and that they would be willing to sign a contract saying that when the grant funding runs out the additional wage adjustment will run out also and be removed. The Health Department Employees were going to gather comparable wage information and they requested to have this considered for an agenda item for the next Personnel meeting, so they could address the wage structure.

### **DISCUSSION/POSSIBLE ACTION: SPENDING OF WORKFORCE DEVELOPMENT GRANT**

Many options were discussed for usage of this grant funding. Motion by C. Dailey, second by Berg to forward back to Personnel Committee (as requested by Health Dept. Employee's) for further discussion, with the Department being allowed to give a presentation. All present voting (AYE). Motion carried.

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### **NEXT MEETING DATE:**

- August 1st, 4:30 PM County Board Room

### **ADJOURNMENT**

Motion by Larry Berg, second by Candy Dailey to adjourn. All present voting (AYE). Motion carried. Meeting adjourned at 7:43 p.m.

**Meeting Minutes Submitted by: Chairwoman Lynne Black**