

**Unapproved meeting minutes
Clark County Board of Health
May 30, 2019 @ 1:00pm
Clark County Courthouse – Auditorium**

Meeting called to order at 1:00pm by Chair Zank.

Members, staff, and other's present: Rogers, Sharon; Neville, Bill; Zank, Dean; Bakker, Doris; Smagacz, Jim; Eichman, Cindy; Janssen, Gary MD. Staff: Leischow, Robert. Absent: Meyer, Tim DO; Parker, Christine.

Motion by Smagacz to approve the April 30 meeting minutes; seconded by Rogers. Voice vote, motion carried.

Motion by Rogers to approve the vendor payments; seconded by Smagacz. Voice vote, motion carried.

Members were reminded of the opportunity to recruit a new At-large Board member. Board member expectations were also discussed, and may be considered further at an upcoming meeting. Motion by Eichman to approve with discussed modifications the At-large Board of Health recruitment letter to be issued as a press release; seconded by Janssen. Voice vote, motion carried.

Members were provided an update on the food safety training that's presently underway with the support of the Wood County Health Department and the WI Department of Agriculture, Trade and Consumer Protection. Members were also informed that Kevin Smith is going to be offered the Environmental Health Specialist II/Sanitarian (Advanced) position. Also presented to the members for approval was the proposed position description for the Environmental Health Specialist I (EHS I) position. Motion by Eichman to approve the EHS I position description and publish for recruitment; seconded by Bakker. Voice vote, motion carried.

Leischow informed members that the Department will be attending the upcoming Chippewa Valley Immunization Coalition meeting and, as well, that a meeting occurred with a Physician representative and Nurse from Marshfield Medical Center-Neillsville on the topic of immunization rate improvement opportunities. The Department plans to further explore opportunities to improve upon the vaccination rate, especially with regard to the childhood 7-series, in Clark County by conferring and strategizing with partner organizations. General information and discussion.

Members were presented with a proposed reclassification of the agency Administrative Assistant. Rationale and justification was given to include the projected fiscal impact of this proposed 2-pay grade adjustment that would be effective January 1, 2020, if approved. Motion by Bakker to approve the proposed reclassification from Administrative Assistant to Finance Associate and move to Personnel Committee for further consideration and approval; seconded by Janssen. Voice vote, motion carried.

Next meeting scheduled for June 19, 2019 at 9:00am. Subsequent meeting scheduled for July 16, 2019 at 9:30am.

2:25pm Motion by Smagacz to adjourn; seconded by Janssen. Voice vote, motion carried.