HEALTH COMMITTEE
MEETING MINUTES
March 18, 2011

County Board Members in attendance: *Dick Steele, Millie Dyer, David Welter*
Ron Severson arrived at 8:35 a.m.

County Employees in attendance: *Dan Duffy, Denise Kasper, Susan Bates*

Public Health Members in attendance: *Kay Lynn Shoemaker, Barb Thetard, Susan Hudson, Mike Boyle*

Guests: *None*

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I. Call to Order: Dick Steele called the meeting to order at 8:31 a.m.

II. Approval of Agenda: Millie Dyer made a motion to accept the agenda as presented. David Welter seconded. Motion carried.

III. Review of Minutes: The Health Committee minutes from February 18, 2011 were presented to be put on file for the April 2011 County Board meeting. David Welter made a motion to accept the Health Committee minutes from March 19, 2010. Millie Dyer seconded the motion. Motion carried.

The unapproved Board of Health minutes of February 23, 2011 were reviewed.

IV. Public Comment: None

V. Staff Update: Kay Lynn Shoemaker advised the Committee that there are three (3) part-time secretary positions that are being worked on to be filled. There is also a Mental Health Counselor position and the Well and Septic Coordinator position that is yet to be filled.

General discussions about hiring, hiring options and fiscal management concerns took place.

VI. Review of Administrator's Report: Kay Lynn Shoemaker gave the Public Health Administrator's report for March 2011. Motion to approve report made by Millie Dyer and seconded by David Welter. Motion carried.

VII. Cash Receipts / Financial Report: Kay Lynn Shoemaker reviewed the cash receipts for February 2011. Motion to approve the cash receipt report was made by Millie Dyer and seconded by David Welter. Motion carried.

Kay Lynn Shoemaker reviewed the expenses for the month of February 2011. Motion to approve the expense report was made by Millie Dyer and seconded by David Welter.

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Motion carried.

VIII. Approval of Claims: Kay Lynn Shoemaker distributed the prior approved March 2011 claims by the Board of Health for review and signing. David Welter made the motion to pay claims as presented. Millie Dyer seconded the motion. Motion approved.

IX. Division Briefs:

1. **Environmental Health**: Mike Boyle highlighted some of the content of his report that including identifying the newly opened restaurants, the number of inspections performed related to food service facilities and informed the committee that all health permit renewal fees had been collected.

2. **Mental Health:** Susan Hudson was not present. The Mental Health division's information was contained within the packet.

3. **Nursing:** Barb Thetard reported on some of the activities of herself and her staff. She made a point to extend her appreciation to those responsible for making the recent CPR-AED training available. She also spoke about the need for a computer that contains specific programming from the State Health Department which is needed within the Nursing division.

4. **Senior Programs:** Chris Donley was not present. The Senior Programs division's information was contained within the packet.

X. Other Business

1. **Volunteers:** Kay Lynn Shoemaker discussed the need for and concern with having volunteers assist in various health department functions. She was directed to check on the necessary procedures to see how volunteers are assigned and trained for sensitive issues arenas.
2. **Staff Policy:** Kay Lynn Shoemaker spoke to the lack of a policy for occasions when employees are eligible to apply for and obtained either services or funding assistance through County programs. She was directed to create a draft policy addressing this issue.
3. **Mental Health Nursing position:** This position is not having time added to it, so the matter received no further attention.

4. **Executive Session:** None

XI. Action as the Result of Executive Session: None

Adjournment: Motion made by David Welter and seconded by Millie Dyer to adjourn. Motion carried. The meeting adjourned at 9:29 am.

Minutes Taken by M. Boyle
Edited by

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