

MINUTES
Goodhue County Public Health Service
BOARD OF HEALTH MEETING
Tuesday, December 14, 2004
9:30 – 11:00 a.m.
County Board Room
Red Wing, MN 55066

Members Present
Present

Ted Siefert

Roseanne Grosso
Robert Noah
Richard Samuelson
Jim Bryant

Members Absent

Others

Jason Petersen

Sue Morgan

Stacy Mehrkens

I. Call to Order

Chairperson Grosso called the meeting to order at 9:34 a.m. in the Goodhue County Board Room.

II. Pledge of Allegiance was recited.

III. Disclosure of Interest

IV. Approval of Agenda

Motion by C/Noah, seconded by C/Siefert, carried to approve the agenda for December 14, 2004.

V. Approval of Minutes

Motion by C/Bryant, seconded by C/Siefert, carried to approve the minutes of the November 23, 2004 meeting as presented.

VI. No items on the Consent Agenda.

VI. Review of Financial Reports – Kristine Holst

Positive Revenue Variance for January-November 2004

\$98,496 surplus

- Positive Revenue variance from Medicare, increase of visits and clients from 2003
- Positive Revenue variance from South Country Health Alliance Initiatives, not budgeted
- Positive Revenue variance from WIC Grant, received 2003 surplus & increased grant award
- Positive Revenue variance for well permits
- Positive Revenue variance from CADI Waiver, increase in the average # of clients/visits
- Positive Revenue variance, from increased Septic System permits due to grandfather clause expiring.
- Positive Revenue variance from some 2003 flu shots and Hepatitis B reimbursement
- Positive Revenue variance from agencies purchasing flu vaccine from PHS.
- Positive Revenue variance, miscellaneous charges for services

- Negative revenue variance from Alternative Care, decrease of visits & clients from 2003

***Positive Expense Variance for January-November 2004
(\$27,795)***

- Positive employment variance from open Community Health Specialist position got 13 pay periods.
- Positive employment variance from open aide positions, ytd.
- Positive employment variance from open Director position for 5 pay periods.
- Negative expense variance for purchase for flu vaccine more than expected.
- Negative expense variance from other expenses, timing issues.
- Negative expense variance for contracted therapy services, received revenue to cover costs.
- Negative expense variance from purchase of Telehealth, revenue received to offset expense.
- Negative expense variance from scheduling software, to upgrade from current DOS program.
- Negative expense variance from for contracted grant employee, received revenue to cover costs.
- Negative expense variance from billable medical supplies, revenue received to offset expense.
- Negative expense variance from payment to Featherstone Township for well/septic study.
- Negative expense variance from payment to the County for the remodeling project.

***Net Positive Variance for YTD
\$70,701 surplus***

K/Holst pointed out that a payment was made to the County for the remodeling project, and \$1500 was paid to Featherstone Township for the septic study, also stated that a memo/invoice was sent to the City of Red Wing, stating that if they choose to participate, payment can be sent to Goodhue County Public Health Service for \$750.00. K/Holst pointed out that at the end of the year there will be a surplus, some of the money will be used for furniture, and computer line expenses for the move into the Sheriff building, and then the remainder of the surplus will be go into the reserve account.

C/Seifert questioned how much is in the reserve account, K/Holst stated that she did not have that number but could email that information to them, C/Bryant asked for an annual breakdown of the reserve accounts at the January meeting; C/Bryant asked if there is another revenue or expense that would be coming in, K/Holst stated that she does not see any thing that is out of the ordinary for the next month or so.

2005 Budget

K/Holst stated that the first draft of budget was presented in the September, and reviewed the following changes:

- Decrease of requested tax levy by \$42,092 due to decrease of health insurance costs.
- \$60,000 in costs of the approved CRMT position added, along with the funds from SCHA to cover those costs.
- ½ time Environmental Health Educator removed due to the fact that Environmental Health fees were increased by 5% and not 12.5%. The 5% increase will pay for the yearly increased operating costs and an Environmental Health survey.
- Increase in mileage costs of \$10,000 due to the increase of the IRS mileage rate.
- Changes in staffing due to the new structure, with a saving of \$8,200. This saving is used to pay for the increased mileage costs.

C/Bryant questioned the reorganization structure savings outlined under plan A and was this figure the one that was presented before truth in taxation or at the County Board meeting? K/Holst stated that the preliminary levy was \$749,269 and that was presented in September, the current proposal is \$707,177 in County tax levy dollars, \$42,092 was decreased because of lower health care costs. C/Bryant questioned where the 5% increase of Environmental Health fees is in the budget; K/Holst stated that they took out the half time person and the half time operating costs; expenses and revenue came out of the budget.

C/Bryant questioned a \$4000 difference in the bottom line numbers, K/Holst stated it was a correction within the budget between what County Administration and Public Health, C/Seifert questioned if the 5% Environmental Health fees will increase revenues by \$10,000; and asked what that money is used for; K/Holst stated that the \$10,000 would pay for the increase of operating costs and the survey and again reiterated that the ½ time Environmental Health Educator was taken out.

C/Samuelson stated that the reorganization is a factor and how the bottom line looks with a reduction of staffing costs of \$8,200, also stated that he would like to approve the budget after the reorganization is discussed.

C/Seifert questioned the compensation study and if Public Health was included in the \$700,000 why are they asking for levy dollars to pay for it; K/Holst stated that Public Health was included in the \$700,000 number and it needs to be included as a cost for Public Health, K/Main stated that Public Health needs this money from the County, and will come from the \$700,000 pot as a portion of PHS tax levy.

C/Noah stated that the CRMT position has been approved, by South Country Health Alliance, and \$60,000 will be distributed to each County for staffing the position. C/Samuelson asked if when the fund grows is it divided up and money distributed to the Counties? C/Noah stated that they are afraid that the fund might get to big, that is why funds are being distributed to hire a new employee for each County.

Consensus of the Board is to come back to the budget for approval after the organizational structure is discussed.

Personnel Report

A.

Director's Report –

Karen Main

KIDS Handle with Care Recommendation

K/Main stated that in the past week several meetings have been held with the KIDS Advisory Committee and the Extension Committee regarding the possibility of moving the KIDS Handle with Care Program under Public Health, meetings have been held and an criteria has been developed that has been agreed upon by all parties involved that Public Health would be the best fit.

K/Early briefly described to the Board what the KIDS Handle with Care Program involves, it promotes positive parenting curriculum, discipline styles, etc. K/Main stated that U of M Extension Service could no longer support this program, due to State budget cuts and that County levy dollars were used to continue supporting the program. K/Mains stated that the

program has been looking for a home and the Public Health Administrative Team and herself feel that it fits equally well with Public Health Programs and thinks it is a win, win situation for Public Health and Community Based Programs.

C/Bryant stated that he missed the last Extension Committee meeting in November and stated he is glad to see that it is fitting where it is, and about a year ago there was a heavy resistant for Extension programs to fit into Public Health and is happy to see that the fit is there now.

C/Samuelson questioned how the program works, do they come to us or do we come to them; K/Main stated that it is an outreach program and we go to them, C/Seifert asked who supervisory would fall under, K/Main stated that it would be either Healthy Communities or Healthy Children and Families, C/Seifert asked if Diane Banitt would have a direct supervisor, K/Main stated that she would.

C/Noah stated that the KIDS Handle with Care Program develops programs and makes them known and have good response to them.

Motion made by C/Bryant, second by C/Seifert, motion carried unanimously to move the KIDS Handle with Care Program and its coordinator, Diane Banitt as a program and employee of Goodhue County Public Health Services, effective January 1, 2005.

B.

Supervisor Report

- S/Morgan stated that the CRMT position that is being funded by South Country Health Alliance has been posted and applications are being accepted through tomorrow. Training will be done by South Country Health Alliance, M/Cushing stated that by the time that they interview and get someone on Board it will probably be the middle of January; S/Morgan questioned at a South Country Health Alliance meeting that she attended when the training would take place, it was noted that the training planned for the end of January. S/Morgan pointed out that Goodhue County is way ahead of several other Counties in hiring this position.
- K/Early stated that the attached letter is from a family who attended the car seat training and they showed them how to properly install car seats, thought this was be an opportunity to share the positives with the Board. C/Noah stated that he is on the EMS committee and they help encourage the use of seatbelts and car seats and that the grandparents are the ones that really need the training because they don't put them in correctly.

VII.

Environmental Health Report – Jason Petersen

- J/Petersen reported that the licenses went out for Food Beverage and Lodging Establishments, in the budgeting process it is hard to estimate what they are going to return and they try to predict to nearest thousand dollars, in the 5% fee increase also included is the survey costs. C/Seifert stated that on the results of the survey, education is probably the routine, education is the right way to go, J/Petersen stated that they have been looking at increasing education and the model that they would like to follow has been sidelined, would like to work towards the septic system model and the way that education is done, the issue with that is the Department sees the well and septic people more often, and would need to increase the contact with the restaurants owners.

Currently all Food Beverage and Lodging licenses are out; and reviewed the changes that were made in the penalty fees last year. C/Bryant questioned when the applications are due back, J/Petersen stated that they are due on January 31st; they have 45 days to return the

application with the license fee. C/Bryant stated that understands the importance of the penalty fee and is if we as a Board as sending the message the right message if the penalty fee is excessive, K/Main stated that is why is brought to the Board, questions have been raised and thought it would be a good time to review them. C/Bryant stated that if your property tax payments are late the penalty fee is not that strong.

C/Seifert asked how much of a problem it is that people do not return them on time? J/Petersen stated that before these penalty fees were set about 20-30% owners would not pay on time; at that time the Board decided that there are restaurants that are operating without licenses. Currently maybe 2 or 3 will come in late and some of them are new owners, etc. J/Petersen stated that if we become to lineate we may see the previous pattern return and would not like it to start again.

C/Grosso asked if discretionary measures are used at all for individual situations, J/Petersen stated that if they had a particular reason, wrote a letter in advance, etc. they are allowed some room, if we reduced penalty fee we would encourage the people to tell us why they are late.

C/Samuelsen asked what kind of information is sought for renewal? J/Petersen stated that in the last few years it has been more of a billing process, the Department prints out the general form and they have to make the necessary changes and then sign it, and return it with the check. C/Samuelsen asked how we notify them if they are delinquent, and do we send reminders that the application is due? J/Petersen stated that they are sent a letter a couple weeks after the application goes out and then the week that the license is due a phone call is made, and commented that they do try to remind them and that a letter is sent to them; C/Samuelsen stated that he is okay with that process. C/Grosso questioned if Environmental Health staff is comfortable with enforcing the penalties; J/Petersen stated that it is complex with the scaling thing, C/Grosso questioned what is he more comfortable; J/Petersen stated that if they have not paid for their license a month after it is due, it is easier to enforce it but telling the owners that they are done operating until a license is paid for easier; it has happened a couple times in the past couple of years that a owners need to be threaten to be closed.

J/Petersen stated that the money received from license fees is usually received in January, the way the process is set up is that the money should be received in the year that it is for; C/Bryant stated that he would like to see a couple of options brought back to the next meeting as to the Environmental Health Department would recommend and that 3x times the license amount might be a little high; J/Petersen pointed out that new penalty guidelines could be used for 2005, because the penalties would not incur until February, and that the Board would meet again before that. C/Grosso stated that she feels that we should not wait 6 weeks to stop someone from operating because they didn't have a license, it should be sooner than that.

C/Bryant moved, C/Samuelsen second, motion carried unanimously to bring a report back to the Public Health Board in January with some options.

- J/Petersen followed up with a report from the Burnside School article in the paper; the kids came back to school and they are back to their normal absentee rate. Dave Vosburgh went through the kitchen and made sure that there was not self service foods sitting out and the equipment covered properly. Took the opportunity for a little education, stay home if you are sick, wash hands, cover your cough, etc.

VIII. Old Business

Re-organizational Structure

K/Main pointed out that Krista Early is going to 4 days a week/32 hours starting in January and that the proposed organizational structure is a reasonable solution to evenly distribute supervisory responsibilities.

D/Hamilton stated that since the last Public Health Board meeting he has met with Ms. Main and discussed the organizational structure, and overall they cannot find any reasons financially that this would not be the right choice overall reduction in its costs and stated that organizational structure is like a map, it should be reasonable uncluttered and fairly straight forward, also pointed out that within the organization there is a formal reporting structure that Director of Public reports to the Administrator. D/Hamilton stated that knowing the organization and the likely staff that might apply for these positions, the costing is accurate, and recommends that the Board move with it.

M/Cushing stated that she would hope that in the future is there was going to be a layoff, due to no internal applicants that it would come to the Board first.

C/Bryant questioned that Ms. Main is supervising 8 staff, Ms. Main pointed that she would supervise the Director of Nursing, the three team leaders, Environmental Health, Accountant and Community Health Staff.

C/Noah moved, C/Samuelson second, motion carried unanimously, to approve the recommended organization structure.

C/Noah moved, C/Samuelson second, motion carried unanimously, to approve the 2005 budget as presented.

IX. New Business

X. Committee Reports

1. Administrative/Finance Committee – C/Grosso
2. PHS Advisory Committee – C/Grosso
3. South Country Health Alliance – C/Noah
 - o Received a book from the retreat in November, and will give to Ms. Main for Public Health reference, it outlines 8 strategic goals, and the SCHA will be working on them diligently, as programs develop.
 - o Growing organization, not going to be able to build so many reserves, proposal looking at hiring a controller as well as data entry person, which will save money, currently they are paying about \$300,000 to a firm in the cities, those costs will be reduced, organization is progressing, 5 counties asking to be apart of South Country, and the decision will need to be made in the next year or two. All five signed the resolution to put their money where there mouth is, need to do s study to see if it is an advantage for them to be a part of the group.
 - o C/Noah suggested that whoever is given the SCHA assignment should make every effort to get to the meetings and not to switch representatives every year.
4. State Community Health Services Advisory Committee – C/Seifert
 - o Meets on Friday, State wide outcomes will maybe be available.

5. S.E. EMS Committee – C/Noah
 - o Have not met since the last meeting, C/Bryant questioned how often this committee meets? C/Noah stated that they meet every 4 months.

XI. Other

A) Approval of Disbursements

- totaling \$63,578.43 from November 19, 2004
- December 3, 2004

Motion made by C/Bryant, seconded by C/Seifert motion carried to approve the above listed disbursements.

XIV. Adjournment

The PHS Board meeting adjourned at 11:05 a.m.

Motion made by C/Noah, second by C/Seifert, motion carried to adjourn the PHS Board meeting.

Respectfully Submitted:

Karen Main, Director of Public Health
Secretary

Richard Samuelson, PHS Board